



**HIGHWAY FACTORS GROUP CHAIRMAN'S  
FACTUAL REPORT**

**Highway Attachment 5 – TDOT's Pre-Construction Conference Minutes for Contract  
CNN 306**

**Chattanooga, Tennessee**

**HWY15MH009**

**(10 pages)**



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

P.O. Box 22368  
Chattanooga, TN 37422

JOHN C. SCHROER  
COMMISSIONER

BILL HASLAM  
GOVERNOR

**PRE-CONSTRUCTION CONFERENCE MEETING MINUTES**

Date Held: April 17, 2015

ATTENDEE LISTING ON LAST PAGE

Contractor: Talley Construction Co., Inc.

Contract: CNN306 Estimated Start Date: @ May 17, 2015

Project #: NH-I-75-1(138), 06001-8178-44, 33005-8178-44 Estimated Completion Date: 7-31-15

Reference #: PIN 104529.01 Estimate Cut Off: end of month

Effective Date: 02-16-15 Days Allowed: \_\_\_\_\_

Project Superintendent: Robert Taylor

TDOT Project Personnel: Spencer Smith, Jim Micka

**THE FOLLOWING INFORMATION WAS DISCUSSED AND MATERIALS, IF APPLICABLE, WERE RECEIVED AT THE MEETING.**

		DISCUSSED	RECEIVED	N/A
1.	Plan of Operation (Stand. Spec. 105.06) *will e-mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	Erosion Control Plan (Stand. Spec. 209.05)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Erosion (Special Provision 107FP)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Material Suppliers List - including name and location of suppliers (Stand. Spec. 106.07)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Listing of ALL Subcontractors and the items and/or material they are involved with. *all have been approved!	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Contractor Employee Safety and Health Program (ESHP) Certification Letter (Stand. Spec. 107.10 & Circular Letter 107.01-01)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7.	Traffic Control Letter & Certifications (Stand. Spec. 712.02)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	Detouring/Controlling Traffic Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	105 Letter – Certified listing of personnel including Name & License # of PE or RLS (Stand. Spec. 105.09)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	407 Process Control Plan (Stand. Spec. 407.03) *Brad stated OGFC not ready	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	604 Process Control Plan (Stand. Spec. 604.03)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Rideability: 411B <input checked="" type="checkbox"/> 411C <input type="checkbox"/> 604R <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Buy America - SPI06A - includes all steel to be used including utilities, traffic and other steel components incorporated into the project.	<input type="checkbox"/>		<input checked="" type="checkbox"/>

## PRE-CONSTRUCTION CONFERENCE MEETING MINUTES (continued)

**TRAFFIC CONTROL:** 24 Hour Emergency Contact Person ( N/A ☐ )  
 Name: Thomas Dingler  
 Home Telephone: [REDACTED]  
 Mobile Phone: [REDACTED]

**EROSION CONTROL:** 24 Hour Emergency Contact Person ( N/A ☒ )

Name: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

**CUSTOMER SERVICE :** Customer Service Representative (N/A ☐) (Stand. Spec.105.05)  
 Name: Scott Samples  
 Home Telephone:                       
 Mobile Phone:                     

## CIVIL RIGHTS

**DBE/WBE** ( N/A ☐ ) **% Goal Required:** 4%

ON-THE-JOB TRAINEE ( N/A ☒ ) Hours Required: \_\_\_\_\_

	<u>DISCUSSED</u>	<u>RECEIVED</u>	<u>N/A</u>
1. Copy of Signed Agreement between Prime Contractor and DBE Subcontractor, must be submitted before progress payments can begin. (Spec. Prov. 1247)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. On-the-Job Training Program – Federal Aid projects (Circular Letter 1230-01 and 1240-01)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. CC-3 certifying the amount paid the DBE(s) must be submitted when the contract is completed. Final payment will not be made until received. (Spec. Prov. 1247)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Special Provision: 1230 <input type="checkbox"/> , 1231 <input type="checkbox"/> , 1232 <input type="checkbox"/> , 1240 <input type="checkbox"/> , 1246 <input type="checkbox"/> , 1247 <input type="checkbox"/> , 1290 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. CUF Checklist: All DBE's on ALL projects. (Circular Letter 1247-01)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Goal Projects: Any changes to DBE's portion of work must be pre-approved by SBDP Director. (Circular Letter 1247-01)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Bulletin Board & Information (Circular Letter 1273-01)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Contract Compliance Officer: Scott Samples			

## PRE-CONSTRUCTION CONFERENCE MEETING MINUTES (continued)

### ITEMS DISCUSSED

\*State will stake by May 1<sup>st</sup>

CONSTRUCTION SIGNS STAKED:      Yes ☐      No ☒      N/A ☐

	<u>DISCUSSED</u>	<u>N/A</u>
STATE SUBCONTRACT APPROVALS:      These need to be submitted to Hdqts Construction, and approved before work can begin, for recognized subcontractors (Stand. Spec. 105.05 & 108.01 and Circular Letter 108.01-01 & 108.01-02).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEST REPORTS & CERTIFICATIONS:      They are required <b>prior to</b> material being used. Items will not be paid for until certifications and/or test reports are received.	<input checked="" type="checkbox"/>	
TICKETS:      Certified weigher policy, all tickets are to have all the correct information on them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PAYROLLS:      All certified payrolls must be submitted to the Project Supervisor within 7 days after the regular payment date of the respective contractor's weekly payroll period or progress payments shall be withheld. <b>The first payroll must have:</b> Employee's Name, Address, S.S.#, Rate of Pay and their Classification. See Special Provision. If the work of the prime contractor and subcontractor is interrupted for a week or more, a statement is to be placed on the signature sheet of the payroll for the last week in which work was performed: <b>"No additional work will be performed until further notice."</b> If work stops for a week or more and is not anticipated, the statement <b>"No work performed, and no work will be performed until further notice."</b> (See Stand. Spec. 107.20 and Circular Letter 1273-02.)	<input checked="" type="checkbox"/>	
PROMPT PAYMENT CERTIFICATION:      Prime contractor certifies each month that payments have been made to subcontractor. The certification shall run 2 months in arrears. Progress payments shall not be processed without this certification. (Circular Letter 109.02-05)	<input checked="" type="checkbox"/>	

Note: ☐ Check Marked If Applicable

<u>DOCUMENTATION NEEDED DURING THE DURATION OF THE JOB</u>	<u>ADJUSTMENTS AND/OR SPECIAL ITEMS THAT APPLY TO THIS CONTRACT</u>
<input type="checkbox"/> Archaeological Cert. for Borrow Pit: (Circ Let 105.06-05 & Stand. Spec. 107.06)	<input checked="" type="checkbox"/> Asphalt Content & Gradation: (Stand. Spec. 407.20)
<input type="checkbox"/> 604 Certification of work complete: (Stand. Spec. 604.03)	<input type="checkbox"/> Asphalt Density Deduction: (Stand. Spec. 407.15)
<input type="checkbox"/> Shop Drawings Approval	<input type="checkbox"/> Defective Concrete: (Stand. Spec. 604.15, 604.20, 604.31, & Circular Letter 604.21-01.)
<input type="checkbox"/> Guardrail at Bridge Ends	<input type="checkbox"/> Material Variation Deduction: (Stand. Spec. 411.10)
<input checked="" type="checkbox"/> CC-3: (Spec. Prov. 1247 & Circular Letter 1247-01)	<input type="checkbox"/> Fuel: (Spec. Prov. 109A)
<input checked="" type="checkbox"/> Liquid Anti-Strip: delivery tickets & invoices (Stand. Spec. 307.08, 307.09, 411.09, & 411.10)	<input type="checkbox"/> Bit. Material: (Spec. Prov. 109B)
<input type="checkbox"/> T2: Materials Certification Procedure (Does contractor have access to electronic T2 form?)	<input checked="" type="checkbox"/> Rideability: (Spec. Prov. 411B) <input checked="" type="checkbox"/> (Spec. Prov. 411C) <input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/> Rideability: 604R <input type="checkbox"/> (Stand. Spec. 604.27)
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____



## PRE-CONSTRUCTION CONFERENCE MEETING MINUTES (continued)

### CONSTRUCTION SPECIAL NOTATIONS: ( N/A ☐ )

To start the meeting, Jim Micka went over the contract number and two project numbers. He stated this job would consist of cold planning, resurfacing, and pavement markings in both Hamilton County which starts at 2.78-5.62 mms and Bradley County at 5.62-8.60 mms. This translates to 2.84 miles in Hamilton County and 2.98 miles in Bradley County which totals 5.82 miles of interstate and 24.96 of lane miles. High count out there 58,500 adt on the interstate-very critical project. The contractor stated he hoped to start work around the 3<sup>rd</sup> week of May. He stated the job should take approximately 35-40 days to complete, and the work hours will be 7pm-6am. They did not have their Plan of Operation with them but stated they would e-mail it to us. All subcontractors have been approved and copies of the forms have been received.

### UTILITIES: ( N/A ☒ )

		<u>DISCUSSED</u>	<u>N/A</u>								
1.	Our office is to be notified 48 hours in advance of any work performed.	<input type="checkbox"/>	<input type="checkbox"/>								
2.	Utilities & Contractor are to coordinate their work with each other.	<input type="checkbox"/>	<input type="checkbox"/>								
3.	Utilities are to meet M.U.T.C.D., maintaining their own erosion control and traffic control while working.	<input type="checkbox"/>	<input type="checkbox"/>								
4.	Utilities Relocation Procedure (Circular Letter 105.07-04).	<input type="checkbox"/>	<input type="checkbox"/>								
5.	TDOT Utility Coordinator: _____										
6.	UTILITIES INVOLVED:										
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### UTILITY SPECIAL NOTATIONS: ( N/A ☒ )

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## PRE-CONSTRUCTION CONFERENCE MEETING MINUTES (continued)

cc: contract file  
TDOT Civil Rights Office

cc: contract file  
TDOT Civil Rights Office

## **PRE-CONSTRUCTION CONFERENCE MEETING MINUTES (continued)**

### **ATTENDEE LISTING**

**COMPANY**

**NAME**

**PHONE NUMBER**

T.D.O.T.	Doug Peterson	[REDACTED]
	[REDACTED]	[REDACTED]
T.D.O.T.	Martin Webb	[REDACTED]
	[REDACTED]	
T.D.O.T. Materials & Tests	Brad Smith	[REDACTED]
	[REDACTED]	
T.D.O.T.	Joe Gentry	[REDACTED]
	[REDACTED]	[REDACTED]
T.D.O.T.	Craig Phillips	[REDACTED]
	[REDACTED]	[REDACTED]
T.D.O.T.	Doug Ford	[REDACTED]
Region 2, Construction Unit 2921	[REDACTED]	
	[REDACTED] (mobile)	
T.D.O.T.	Spencer Smith	4 [REDACTED]
	[REDACTED]	
<b>Superior Pavement Marking, Inc.</b>	Kelly Sova	[REDACTED]
3131 E. Gov. John Sevier Hwy.	[REDACTED]	[REDACTED]
Knoxville, TN 37914		
T.D.O.T. Operations	Jeffery M. Blevins	[REDACTED]
	[REDACTED]	[REDACTED]
T.D.O.T. Operations	Adam Casteel	[REDACTED]
	[REDACTED]	
<b>Superior Traffic Control</b>	Thomas Dingler	[REDACTED]
9303 Cordova Park Rd.	[REDACTED]	
Cordova, TN 38018		
<b>Talley Construction Co., Inc.</b>	Robert Taylor	[REDACTED]
1751 McFarland Avenue	[REDACTED]	
Rossville, GA 30741		
<b>Talley Construction Co., Inc.</b>	Scott Samples	7 [REDACTED]
1751 McFarland Avenue	[REDACTED]	
Rossville, GA 30741		
T.D.O.T. Operations	Christopher Smith	[REDACTED]
	[REDACTED]	[REDACTED]
T.D.O.T.	Pat McCorkle	[REDACTED]
	[REDACTED]	

# CONFERENCE SIGN IN SHEET

CONTRACT: CNN306

NAME: Doug Peterson TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]

FIRM OR DEPT. REPRESENTED: TDOT

COMPLETE BUSINESS ADDRESS: \_\_\_\_\_

E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Martin Webb TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]

FIRM OR DEPT. REPRESENTED: TDOT

COMPLETE BUSINESS ADDRESS: 4005 Cromwell Rd

E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Brad Smith TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]

FIRM OR DEPT. REPRESENTED: TDOT MTLs + TEST

COMPLETE BUSINESS ADDRESS: Cromwell Rd

E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Joe Gentry TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]

FIRM OR DEPT. REPRESENTED: TDOT

COMPLETE BUSINESS ADDRESS: 4005 Cromwell Rd

E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Craig Phillips TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]

FIRM OR DEPT. REPRESENTED: TDOT

COMPLETE BUSINESS ADDRESS: Chattanooga

E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Doug Ford TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]

FIRM OR DEPT. REPRESENTED: TDOT REGION 2, Const Unit 2921,

COMPLETE BUSINESS ADDRESS: TDOT REGION Complex Construction office

E-MAIL BUSINESS ADDRESS: [REDACTED] [REDACTED]

for mobile email



# CONFERENCE SIGN IN SHEET

CONTRACT: CNN306

NAME: Spencer Smith TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]  
FIRM OR DEPT. REPRESENTED: TDOT  
COMPLETE BUSINESS ADDRESS: 4005 Cromwell Rd  
E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Kelly Sova TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]  
FIRM OR DEPT. REPRESENTED: Superior Pavement Marking, Inc.  
COMPLETE BUSINESS ADDRESS: 3131 E. Gov. John Sevier Hwy, Knoxville, TN 37914  
E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Jeffery M. Blevins TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]  
FIRM OR DEPT. REPRESENTED: TDOT Operations  
COMPLETE BUSINESS ADDRESS: Cromwell Road  
E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Adam Caster TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]  
FIRM OR DEPT. REPRESENTED: TDOT OPERATIONS  
COMPLETE BUSINESS ADDRESS: [REDACTED]  
E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Thomas Dinger TELEPHONE #: [REDACTED] MOBIL #: same  
FIRM OR DEPT. REPRESENTED: Superior Traffic Control  
COMPLETE BUSINESS ADDRESS: 9303 Cordova Park Rd.  
E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Robert Taylor TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]  
FIRM OR DEPT. REPRESENTED: Talley Construction  
COMPLETE BUSINESS ADDRESS: 1751 McFarland Ave. Rossville, GA 30741  
E-MAIL BUSINESS ADDRESS: [REDACTED]

# CONFERENCE SIGN IN SHEET

CONTRACT: CNH 306

NAME: Scott Samples TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]  
FIRM OR DEPT. REPRESENTED: Talley Construction Co  
COMPLETE BUSINESS ADDRESS: 1751 Mc Farland Ave. Rossville, Ga. A. 30741  
E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: CHRISTOPHER SMITH TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]  
FIRM OR DEPT. REPRESENTED: TDOT OPERATIONS  
COMPLETE BUSINESS ADDRESS: 4005 Cromwell Rd. Chattanooga, TN 37421  
E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: Pat M. Corkle TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]  
FIRM OR DEPT. REPRESENTED: TDOT  
COMPLETE BUSINESS ADDRESS: 4005 Cromwell Rd., Chatta, TN 37421  
E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: James R. Micks TELEPHONE #: [REDACTED] MOBIL #: [REDACTED]  
FIRM OR DEPT. REPRESENTED: TDOT  
COMPLETE BUSINESS ADDRESS: 4005 Cromwell Rd, Chattanooga, TN 37421  
E-MAIL BUSINESS ADDRESS: [REDACTED]

NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_ MOBIL #: \_\_\_\_\_  
FIRM OR DEPT. REPRESENTED: \_\_\_\_\_  
COMPLETE BUSINESS ADDRESS: \_\_\_\_\_  
E-MAIL BUSINESS ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_ MOBIL #: \_\_\_\_\_  
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