

## 13.B.2. Pre-Construction Conference

A pre-construction conference (pre-con) shall be scheduled and coordinated by the T/LPA's construction project manager in accordance with Section 108.2.2 of the [T/LPA Section 100's 2019 Edition](#), Pre-Construction Conference. The T/LPA shall notify the contractor in writing to ensure the contractor's Project Superintendent and their Certified Traffic Control Supervisor (TCS) attend the pre-con. **The T/LPA Person in Responsible Charge and the District Coordinator shall attend, and it is suggested that the T/LPA's project manager, T/LPA's inspector(s), T/LPA's office manager, T/LPA's designer, the Region Coordinator, and a representative from CCRB attend the pre-con.** Additional subcontractors, suppliers, utility owners, and stakeholders may be invited to the pre-con.

Attendees should be given at least a three-week notice to schedule and prepare for the meeting and shall be notified in writing of the date, time, and location of the meeting by the T/LPA's Person in Responsible Charge. The T/LPA should ensure the contractor be notified in writing that all pre-con documents required per Section 108.2.2 of the [T/LPA Section 100's 2019 Edition](#) are required to be submitted 10 days prior to the pre-con date. All documentation pertaining to Equal Employment Opportunity (EEO) shall be uploaded to B2GNow prior to the pre-con, the list of required documents and timelines can be found on the [website](#). An example agenda for the pre-con is provided [here](#).

### Role of the Contractor's Project Superintendent

The Project Superintendent is the contractor staff authorized in writing to be in charge of the project.

Their role is to be present on the project at all time, read and understand contract documents, possess substantial experience in the type of work being performed.

The Project Superintendent shall communicate with T/LPA Person in Responsible Charge for all project related questions and promptly submit all documentation required by the contract.

## 13.B.3. T/LPA Project Staffing Responsibilities

The T/LPA shall provide an employee as a qualified Person in Responsible Charge to ensure the administration of the project complies with all contract requirements, that all testing is performed — including Quality Control/Quality Assurance (QC/QA) and Independent Assurance (IA) — inspections are conducted, and all necessary documentation is prepared (23 CFR § 635.105). All projects with federal funding shall utilize Technician Training Certification Program (TTCP) certification or pre-approved alternative in the respective field of testing and/or inspection to comply with NMDOT specifications. Failure to comply with these requirements will be considered a violation of the terms and conditions of the agreement and may constitute non-participation of funding.