



**Washington State
Department of Transportation**
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Secretary of Transportation

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January 14, 2011

American Construction Co., Inc.
1501 Taylor Way
Tacoma, WA 98421-4100

Contract 8078, I-5, Columbia River Bridge
Temporary Pile Test Program
WA 0.3 to OR MP 308.0
State Project
Serial Letter No. 3

RE: Preconstruction Meeting

Gentlemen:

The preconstruction meeting is scheduled for 10:00 a.m. on Friday, January 21, 2011, at the Columbia River Crossing Project office, Fort Vancouver North Conference Room.

This letter addresses items that are normally covered at the preconstruction meeting. This will provide more time at the meeting for addressing specific items of concern.

The following information is intended to inform the Contractor about WSDOT policies and procedures. Please contact this office if additional information or clarification is needed.

CONTRACTOR - WSDOT RELATIONSHIP

This office wishes to create a cooperative approach to the contract. We encourage a team approach between the Contractor and WSDOT in completing this project. Open and fair communication between all parties is an important aspect in working as a team.

Before work begins, please submit an emergency contact list. The list shall include at a minimum, the Prime Contractor's Project Manager, or equivalent, and the Prime Contractor's Project Superintendent. The list shall identify a representative with delegated authority to act as the emergency contact on behalf of the Prime Contractor and include one or more alternates. The emergency contact shall be available upon the Engineer's request at other than normal working hours. The emergency contact list shall include 24-hour telephone numbers for all individuals identified as emergency contacts or alternates.

Our field inspectors have the authority to reject defective material and suspend work that is done improperly, subject to my final decision. Inspectors are not authorized to accept work, to accept materials, to issue instructions, or to give advice that is contrary to the contract.

It is the policy of WSDOT to encourage contractors to be innovative and identify areas of the project where cost savings can be realized. If a contractor identifies such a savings and provides a significant portion of the efforts needed to develop the proposal, then WSDOT will share the resulting savings with the Contractor. This procedure is carried out by change orders known as Cost Reduction Incentive Proposals (CRIPs). Information on how to proceed with a CRIP can be obtained from this office.

At the completion of the project a Prime Contractor Performance Report will be prepared. A copy will be sent to the Contractor for review and comment prior to submittal to the Headquarters office. The Contractor will also have the opportunity to evaluate the WSDOT construction process by completing a Contractor's Process Evaluation.

ENVIRONMENTAL COMMITMENTS

The Contractor shall satisfy all requirements of the local air pollution agency. The local air pollution agency for this contract is the Southwest Clean Air Agency. In addition, air quality rules of the State Department of Ecology may govern the work.

The Contractor shall comply with all requirements of the following environmental provisions, which are made a part of the contract documents and included in the appendix:

- Nationwide Section 10 – USACE – NWP-2008-414
- Hydraulic Project Approval – WDFW – Permit #122114-1
- Fill Removal Permit – OR DSL – 45957-GA
- Short Term Access – OR DSL – 45949-AA
- Aquatic Lands Use Authorization – WA DNR – 23-086667
- Implementing Agreement between WSDOT and the Department of Ecology

The Contractor is responsible for obtaining any local agency permits that may be required.

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The Contractor shall prepare and submit a project-specific Spill Prevention, Control, and Countermeasures (SPCC) plan in accordance with the Standard Specifications and Amendments to the Standard Specifications, to this office prior to commencement of any construction activity.

The Contractor shall identify the Erosion and Sedimentation Control (ESC) Lead at the preconstruction meeting. The ESC Lead shall have a current Certificate of Training in Construction Site Erosion and Sediment Control from a course approved by the Washington State Department of Ecology.

ORDER OF WORK AND SCHEDULES

As a minimum, please provide a preliminary progress schedule at the preconstruction meeting. Standard Specification 1-08.3(2)A requires a Type A Progress Schedule be submitted no later than ten working days after the contract execution date. This contract shall be physically completed within 15 working days.

SUBCONTRACTORS AND LOWER TIER SUBCONTRACTORS

A Request to Sublet Work (Form 421-012) must be submitted for each subcontractor before they begin work. No payments will be made for the subcontractor's work until we receive a copy of the L & I approved Statement of Intent to Pay Prevailing Wages. An approved copy of the L & I approved Affidavit of Wages Paid must be submitted to us upon the completion of the subcontractor's work.

We would like to remind you there is no contractual relationship between subcontractors and WSDOT. All subcontractor correspondence with WSDOT should be routed through the Prime Contractor. Our office will follow the same procedure.

The Prime Contractor must have a representative with authority on the project at all times when contract work is being performed even if only subcontractors are working on the project.

SAFETY

It's the Contractor's obligation to comply with State and Federal construction safety standards. The Contractor is responsible for the safety of their workers and must comply with the following safety and health standards: Safety Standards for Construction Work (Chapter 296-155 WAC), General Safety and Health Standards (Chapter 296-24 WAC), General Occupational Health Standards (Chapter 296-62 WAC) and any other appropriate safety and health codes. The Prime Contractor is also responsible for seeing that subcontractors comply with safety and health regulations.

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Please be aware of WAC 296-24-233, parts 7 and 8, regarding the safety in backing trucks. This is especially important on paving projects. Part 7 deals with backing where vision is obstructed. A signal person shall be stationed at a point giving them clear view of the rear of the truck and the truck driver at all times. Part 8 requires truck drivers to sound their horn prior to backing and shall sound it intermittently during backing. Automatic backup alarms may be substituted for this.

A safety and health questionnaire is enclosed in this package. We ask that you complete the form and return it to this office.

CONTROL OF MATERIAL

No material is to be incorporated into the project without prior approval. There can be up to a 14 day turnaround time for approval of materials, so it is essential that you get requests in for materials as early as possible. Please refer to the Qualified Products List (QPL), which is a listing of manufactured products that have been evaluated and determined suitable for use in highway construction. You must notify us of all temporary and permanent items from the list you intend to use and reference them to a contract bid item. Items not included on the QPL must be submitted for approval prior to use on the form titled, "Request for Approval of Material" (Form 350-071). Please be aware that products from the QPL shall not be installed prior to providing the applicable Manufacturer's Certificate of Compliance and other required acceptance criteria noted for the QPL item. The current version of the QPL can be found at:

<http://www.wsdot.wa.gov/biz/mats/QPL/QPL.cfm>

A copy of the Record of Materials report is enclosed with this letter. This report lists the sampling and documentation requirements for materials used on the various bid items.

If you request payment of materials on hand, please note that copies of paid invoices must be sent to us within 60 days following the request or the payments will be credited out.

WAGE RATE ADMINISTRATION

The Standard Specifications require the Prime Contractor and all subcontractors to submit a Statement of Intent to Pay Prevailing Wage to the Department of Labor & Industries for approval. These forms are available from L & I. Copies of the approved statements must be sent to us. Failure to submit these will result in withholding payments on progress estimates.

At the completion of work, Affidavits of Wages Paid must be submitted to L & I for approval and copies of the approved affidavits sent to us. The project cannot be considered complete and the retainage amounts cannot be released until all affidavits are submitted. Prompt submittals are encouraged.

Certain fabricators, manufacturers and suppliers (including suppliers of concrete redi-mix and asphalt concrete) may be subject to the prevailing wage requirements and may be required to submit the above-mentioned statements and affidavits. Refer to the contract provisions for those groups affected.

This project contains state funds only. Certified payrolls will be required to be submitted for the Prime Contractor, and all subcontractors or lower tier subcontractors only if requested by the Engineer.

To help us develop labor rates for reimbursing force account work, please submit to us copies of your 2011 tax rate notices from the Washington State Department of Labor & Industries and the Washington State Employment Security Department.

In accordance with Section 1-09.6 of the Standard Specifications we also request that you prepare and submit a "Project Labor List" for the Prime Contractor and all necessary subcontractors prior to that firm beginning any force account work.

Please be aware of the State requirements regarding overtime on public works contracts. The Booklet titled Washington State Prevailing Wage Law, is available from the Washington State Department of Labor and Industries at <http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2061>.

The packet included with this letter contains the following posters:

- EEOC-P/E-1 – Equal Employment Opportunity is the Law
- WISHA F416-081-909 – Job Safety and Health Law
- F242-191-909 – Notice to Employees (L&I)
- F700-074-909– Your Rights as a Worker (L&I)
- EMS 9874 – Notice to Employees (Employment Security)
- Washington State Law Prohibits Discrimination in Employment

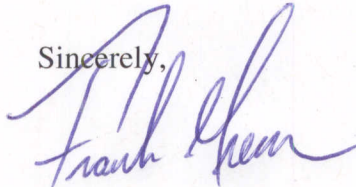
The posters listed above along with a copy of the approved Statement of Intent to Pay Prevailing Wages and prevailing wage rates from the contract provisions must be posted on the job site such that all employees have ready and free access to inspect their contents.

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ENCLOSED FORMS

We have enclosed forms, posters, and other information that were mentioned in the preceding text. If you have questions on the enclosed documents or need additional forms, please contact Keith Daly at this office at (360) 816-8870.

Sincerely,



Frank Green, P.E.
CRC Structures Engineering Manager

FG:np
KAD

cc: Document Control
Degenhart