

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI

SUBSECTION A-4

DATE

CONSTRUCTION OPERATIONS	PREPAVING MEETING	12/20/2018
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The Contractor is to submit for approval a detailed Paving plan of operation as specified in section 401.03.03 A for HMA Courses, HMA Friction Courses, Stone Matrix Asphalt Course, High Performance Thin Overlay, Binder Rich Intermediate Course, Bottom Rich Base Course, Bridge Deck Waterproof Surface Course, High RAP, Asphalt Rubber Gap Graded Surface Course, Asphalt Rubber Gap Graded Intermediate Course, Asphalt-Stabilized Drainage Course, section 421.03.02A for Micro Surfacing and Slurry Seal, and section 422.03.01 A for Fog Seal and Chip Seal.

After reviewing these plans and a least 5 days prior to starting paving operations the RE will schedule and hold a meeting to establish the requirements to ensure quality construction of these Items. Additional meetings should be held if there are changes in the paving crews (Subcontractors), methods or a significant amount of time between paving operations due to staging or weather restrictions. The RE will attend and invite the following to these meetings:

- Field Manager
- Prime Contractor
- Subcontractor (if applicable)
- Supplier
- Pavement & Drainage Management and Technology (PDMT)
- Plant Inspection Coordinator, Materials
- Regional Materials Engineer or representative
- Bureau of Materials Coring Section

The agenda will include at a minimum the following topics:

Schedule:

Discuss how the paving operation will progress including hours of operation, production rates and paving procedures to insure continuous operation as specified.

Project safety and traffic control:

Discuss the need for adequate traffic control. Ensure that the Contractor has provided the information of the Traffic Control Coordinator (TCC) prior to starting operations and that the TCC has the proper certifications and refresher courses and will be available 24 hours a day 7 days a week. Also discuss any restrictions indicated in the Traffic Control Plans.

Night Lighting:

Discuss the requirements of section 108.06 and the need for the Contractor to demonstrate the method of meeting the specified illuminance levels and visibility requirements for worker and equipment for each planned operation. Inform the Contractor that operations will not begin until the RE approves the method of meeting the specified illuminance levels and visibility requirements.

Existing grades and cross slopes:

Discuss and agree on any issues with existing grades and cross slopes. The RE should drive the job limits during a rain event if possible to photograph and identify areas of ponding and poor drainage before the pre-paving meeting. The RE should also photograph areas that are problematic adjacent to or near private property to head off any potential disputes between the Contractor, property owner, and the Department. Discuss with the Contractor at the pre-paving meeting the problematic areas and possible solutions to correct those areas in question. Remind the Contractor that use of a string line or other linear reference system is required to ensure proper line and grade when spreading material.

Test Strips:

Indicate that a test strip will be required on the first night of paving for each HMA Item. Discuss whether or not the test strip is to be incorporated into the production of the day's lot.

Indicate that a test strip will be required at 14 days in advance of paving for High Performance Thin Overlay, Binder Rich Intermediate Course, Bottom Rich Base Course, Bridge Deck Waterproof Surface Course, and High RAP due to performance testing requirements. Discuss quality control core density test requirements on the test strip. If any changes are made to the paving plan after the beginning of the paving operation, construct an additional test strip.

Preparation of existing pavement:

Discuss milling and any required sealing of cracks and repairs that may be needed prior to milling and how to address repairs discovered after milling. Discuss the plan for addressing Scabbing if it occurs. Indicate that possible options to fully remove the Scabbing include lowering the milling head, dropping back to perform another pass or having an additional milling machine on hand to follow the primary milling machine to keep production going. Remind the Contractor that waste manifests are required for any material leaving the project including millings when taken to private property owners.

Tack and prime coats:

Discuss tack and prime coat needs for the project including material types and application rates. Also advise the Contractor that we will be sampling and testing the material at the onset of operations. Refer to CPH Section VI Subsection T. for sampling details. Advise the Contractor that if the sample fails, paving operations are to cease until the issue is corrected.

Material requirements - mix design approvals:

Discuss the need for properly submitted and approved Material Questionnaires and that mix design approvals are available. RAP percentages need to be identified on the delivery ticket if applicable. Ticket Serial numbers must match those of the pre-approved mix design.

Rate of placement:

Indicate that continuous placement of material is required and to ensure the proper number of trucks to supply the project to achieve this. Discuss if and where an MTV will be required and any restrictions over structures.

Transportation, Delivery and Equipment:

Indicate that petroleum based release agents are not permitted to be used on any equipment and trucks. Discuss the need for properly covered trucks. Indicate that storage of equipment is not to encroach the clear zone of 30 feet from the traveled lane. Private property cannot be used to store equipment unless written permission is given by the owner and a copy is issued to the Department. The overhead clearances for the equipment and trucks (Bodies Up) is to be discussed and if required a Contractor person assigned to watch for conflicts. Agree on a clean out area for the trucks. Have the Contractor provide a list of all trucks to be used to haul material to and from the project that are not owned by either the paving contractor or the material supplier.

Manpower:

Ask the Contractor to provide the anticipated manpower needs including naming the SAT Certified Paving Technologist.

Weather constraints - protocol for stopping work:

Discuss how cancelations due to weather will be handled. Discuss a contingency plan of what will be done to get the road open in the event of unsuitable weather occurring during paving operations. Provide a time limit to report a cancelation to give enough time to cancel material inspections and Police if being provided.

Compaction:

Discuss the compaction requirements including roller types and roller speed. Indicate that no roller marks are to be visible on the final riding surface.

Joint types and location:

Discuss joint type and location. Indicate that joints are to be offset from each layer by approximately 6 inches and offset from the final striping by 6 inches.

Ride Quality requirements:

Discuss the IRI requirements of the project. Indicate that the RE cannot and will not waive IRI requirements. In the unlikely event that there is a legitimate reason to waive IRI requirements, it will only be approved by the PDMT in writing. Discuss lot exclusions provided by PDMT.

Materials sampling and testing/coring (Refer to CPH Sec VI-F-14):

Discuss air void and thickness requirements, core locations and how and when the cores will be taken and delivered. Stress that the timeliness of coring and delivery by the Contractor is imperative and that the cores are to be taken in the presence of the RE or his/her Representative. Indicate that a tamper proof core sample box that can be locked and sealed and is able to ensure the cores do not get disturbed or damaged is to be supplied for inspection by the RE at least 24 hours prior to coring.

Opening to Traffic:

Indicate that pavement temperature must be 140⁰ F or lower before opening to traffic and if Warm Mix Asphalt is used it should be lower than 120⁰ F. Discuss traffic stripe requirements. Indicate that all striping must be applied as per the specifications. Fogging is not allowed. Discuss the need to perform the work in such a manner as to apply traffic striping in the most efficient and cost effective manner possible. Indicate that epoxy paint is to be used for stripes that are required for more than 14 days. State that if epoxy paint is used that the epoxy Item will be paid and if latex paint is used that the latex Item will be paid.

Other:

Discuss any other issues not mentioned including requirements indicated in the Special Provisions.

The RE should review the Specifications for the various requirements for each type of pavement material prior to the meeting to have a clear understanding of those requirements to be able to convey the requirements to the Contractor.

A memorandum of record is to be prepared by the RE pertaining to the each meeting and distributed to all in attendance with a copy to the project files. Indicate in the meeting minutes topics that are not applicable the project.