

Pre-Pave Guidance for the 2020 Season

General

The Intent of this Guidance is to provide information to Resident's and Paving Inspectors regarding the 2020 Construction Season for conducting Pre-Pave Meetings. With the outbreak of COVID-19 as well as the changing of staff it is important that we all stay in communication and work together to ensure a good and constructive season. With this year's yearly meeting cancelled, we have put the guidance into writing.

COVID-19

In regards to COVID-19, the scheduling process has not changed from past years. We are still expected to do our part in the field the same as past years, so the workload has not changed – just the way it is being conducted. Due to this, we are asking the procedures described under Setting Up Meetings is followed for pre-paves scheduled during this time just as any other time.

Until the current sanctions on meetings are lifted we will need to find alternatives to hold meetings. What platforms to use we will leave to the Residents and Inspectors but have had success so far with the following:

- Microsoft Teams
- Skype for Business
- Zoom

The Resident or Resident assigned designee will be responsible to coordinate with the Pavement Quality team and set up the meeting invite – just as has been done with physical meetings.

Once the sanctions have been lifted we will return to onsite meetings except for very specific projects such as remote locations, etc.

Pre-Pave Meetings vs. Pre-Construction Meetings

In 2019 we began to separate out pre-paves and pre-construction meetings and will continue to ask for this. The reason behind this push is quite simple – none of us are familiar enough with the projects to discuss paving at the pre-con. Of course, there are exceptions to every rule:

- Light Capital Paving (LCP): Typically, the scope of work is only paving items, so a pre-con/pre-pave combination is acceptable.
- Cyclical Pavement Resurfacing (CPR): If the schedule of work indicates paving will begin within 2 weeks of the scheduled precon, and pre-con/pre-pave combination is acceptable (most of these contracts are paving only)

What we did find was that pre-pave meetings were far more productive when we were ready to start talking about paving.

Setting Up Meetings

Meeting Requests: Prior to coordinating with the Contractors and scheduling an official meeting we ask that the project staff reach out to us to schedule the meetings. As a relatively small section within the department we are stretched thin even with 5 of us, so it takes time to coordinate to ensure one of us can be available – just like you all, we are juggling multiple responsibilities throughout the state. This section also provides construction support throughout the state to all the Bureaus Programs, and sometimes work off shift hours. We do recognize that scheduling a pre-pave has not always been the smoothest process and in an effort to help with this we have created the contact matrix below.

Project Scopes	Lead	1 st Backup	2 nd Backup	Alternates
Light Capital Paving (LCP)	Lyric Deagle	Kevin Cummings	Tim Kelley	Brian Luce Bruce Yeaton
Cyclical Pavement Resurfacing (CPR)	Kevin Cummings	Lyric Deagle	Tim Kelley	
Large Culverts	Kevin Cummings	Tim Kelley	Lyric Deagle	
Highway Projects (Heavy & Light Treatments, Full Construction)	Tim Kelley	Kevin Cummings	Lyric Deagle	
Bridge Projects	Tim Kelley	Kevin Cummings	Lyric Deagle	
Multi-Modal Projects	Tim Kelley	Kevin Cummings	Lyric Deagle	

NOTE: It is important that all the above individuals are included in the request to better organize and schedule.

It works as follows: It is the responsibility of the “Lead” individual to respond to the request first. They will let you know if they can make your meeting and if not will provide times that work. If those dates and times do not work for the project, it will be the responsibility of the “1st Backup” individual to do the same, and so on down the line.

We will do our best to coordinate around the project schedules, such as progress meetings, etc. However, we may not always be able to do this depending on our availability. When we cannot attend at the date and time suggested, we ask that our alternates are truly considered and flexibility is given. We will do our best to do the same. However, one thing we do is try coordinate between multiple projects within an area with the goal to be efficient when traveling back and forth to a physical region (Downeast, Central Maine, Northern Maine, etc.) and because of this, we may ask to move things around slightly to accommodate. If you know of active projects in the area with similar schedules, we would appreciate any help in this coordination effort. We do suggest that the project staff provide multiple dates or times that will work for them to better coordinate with us.

When sending out requests, it is important that pre-pave meetings are held no more than two weeks prior to paving. This will ensure that we are all ready to discuss the paving aspects of the project and also reduces the risk of major mix design changes. But, this does not mean that we cannot start the scheduling process earlier. When a request is sent to us we will be looking for the following information from the project:

- When their schedule of work shows that the paving will begin. (If we do not have an up-to-date schedule, we will not schedule a pre-pave).
- Quality Control Plan (QCP) with highlighted comments from the Project. (We use your comments as a basis for our comments. Please review the plan thoroughly prior to forwarding to us. If you have no comments, please let us know, otherwise we will kick it back to you)

- Mix designs (Typically mix designs are approved earlier, but we want to make sure that the provided designs meet the contract requirements as these can vary)

Scheduling a Meeting: Once we have agreed on the date, it is the responsibility of the project staff to send out the invite. When setting up the final meeting, the following personnel outside of the project staff need to be invited:

Brian Luce	Brian.Luce@maine.gov	(207) 446 - 0360
Bruce Yeaton	Bruce.Yeaton@maine.gov	
Kevin Cummings	Kevin.Cummings@maine.gov	(207) 592 - 0907
Lyric Deagle	Lyric.Deagle@maine.gov	(207) 592 - 0505
Ryan Robinson	James.R.Robinson@maine.gov	(207) 707 - 2501
Tim Kelley	Timothy.A.Kelley@maine.gov	(207) 215 - 2043
Construction Project Managers / Area Construction Engineers		
Contractor Staff: Project Manager, Superintendent, QC Personnel		

Note: Ryan Robinson has taken the responsibilities for Derek Nener-Plante regarding mix design processes. He may not be in attendance at all pre-paves, but depending on the project requirements may or may not be in attendance or need to be in attendance. When these instances occur, we will coordinate with the project staff to make sure that he can be present.

Pre-Pave Meetings

In 2019 we sent out some guidance on pre-paves as well as a Resident Pre-Pave Meeting Minute template. This was done under the direction of the Bureau and is something that we will continue to do for the foreseeable future. However, we want to clarify some of the questions that we had last year regarding this direction:

- A member of the Pavement Quality team still needs to be present at all prepave meetings. This is to ensure that we are handling our paving projects as uniformly as possible and to answer any common questions.
- The Pavement Quality team member will still be responsible for the TIMS Pre-Pave report. This report includes:
 - Mix Designs/Testing
 - Material Types
 - QC Comments
 - QC Personnel
 - QA Personnel

Any information that is on the TIMS Report does not need to be covered in the Resident Meeting Minutes. A copy of the TIMS report is attached to this guidance to provide a resource of our discussion topics.

- The Resident's Pre-Pave Meeting Minutes should cover the following (but not limited to):
 - The work that we are completing.
 - Limitations or concerns of the project staff that are needed to be addressed.
 - Project limitations such as traffic control limitations, work windows, etc.
 - Comments that have not been addressed within the Contractor QCP.
 - Any discussions that occur at the meeting that are relevant to the project. Sometimes we go into details on schedule, craftsmanship, layout, etc. that will need to be addressed in writing in some way (similar to a progress meeting). Note: We can work with you after the meeting to discuss who will cover what discussions if necessary.
- The Resident does not need to wait to distribute their minutes until our report is complete if there are some time constraints. We strive to get our reports out within 24 hours, but sometime connectivity and traveling get in the way of this goal.