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ADVISORY CIRCULAR

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

SUBJECT: PREDESIGN AND PRECONSTRUCTION CONFERENCES (ADAP PROJECTS)

1. PURPOSE. The purpose of this advisory circular is to emphasize the need for, and to encourage the use of, predesign and preconstruction conferences as valuable tools in the administration of construction contracts funded under the Airport Development Aid Program (ADAP).
 2. REFERENCES.
 - a. The latest issuance of the following publications may be obtained from the Department of Transportation, Distribution Unit, TAD-484.3, Washington, D.C. 20590. Advisory Circular 00-2, updated triannually, contains the listing of all current issuances of these circulars and changes thereto.
 - (1) AC 00-2, Federal Register Advisory Circular Checklist and Status of Regulations.
 - (2) Advisory Circular 107-1, Aviation Security - Airports
 - (3) Advisory Circular 150/5100-6, Labor Requirements for Airport Development Aid Program (ADAP) Contracts
 - (4) Advisory Circular 150/5100-9, Engineering Services Under the Airport Development Aid Program (ADAP)
 - (5) Advisory Circular 150/5210-5, Painting, Marking, and Lighting of Vehicles Used on an Airport
 - (6) Advisory Circular 150/5280-1, Airport Operations Manual
 - (7) Advisory Circular 150/5340-1, Marking of Paved Areas on Airports
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- (8) Advisory Circular 150/5370-2, Safety on Airports During Construction Activity
- (9) Advisory Circular 150/5370-6, Construction and Progress and Inspection Report--Federal-Aid Airport Program
- (10) Advisory Circular 150/5370-7, Airport Construction Controls to Prevent Air and Water Pollution

b. Federal Aviation Regulations (FAR) Part 152, (Volume X), Airport Aid Program, may be obtained from the Superintendent of Documents, U. S. Government Printing Office, Washington, D.C. 20402, at a cost of \$7.00. Make check or money order payable to the Superintendent of Documents; no c.o.d. orders are accepted.

3. BACKGROUND.

- a. The guidance in this advisory circular is intentionally general enough to include many special cases where existing procedures are entirely satisfactory. For example, it is intended that the term "sponsor" be broad enough to include the precise meaning contained in Part 152 of the Federal Aviation Regulations as well as any agent of the sponsor who has the responsibility for conducting predesign and preconstruction conferences. Thus, the meaning of "sponsor" in this advisory circular may mean a person or organization acting as the agent for a sponsor. A duly authorized agent of an ADAP sponsor (engineering consultants and State Aeronautics Departments or Commissions are typical examples) should be designated to conduct these conferences if an ADAP sponsor so desires. Users of this guidance should bear in mind that predesign and preconstruction conferences are not the only conferences used in administering the ADAP.
- b. Pre-request-for-aid conferences, public hearings on environmental considerations, joint planning conferences, and conferences with airline coordinating committees are typical examples of commonly used meetings that precede the design phase of a project. Sponsors are encouraged to take maximum advantage of the opportunity to establish good public relations for the proposed project during this project formulation phase. The environmental impacts of the project as well as the potential impacts on aircraft operations are also given careful consideration during the project formulation phase.
- c. Coordinating meetings, design review meetings, pre-application and prebid conferences are typical examples of commonly used meetings that follow predesign conferences but precede preconstruction conferences. Sponsors are encouraged to take maximum advantage of the opportunity to coordinate and resolve problems during the design phase of the project.

4. PREDESIGN CONFERENCE.

- a. Purpose. The predesign conference, convened and conducted by the sponsor, should be used as an effective means to inform all persons and organizations involved in a proposed ADAP project of:

- (1) The purpose of the project;
- (2) The design choices; and
- (3) Possible problem areas.

- b. Timing. Assuming that the sponsor has made prior arrangements for design engineering (see AC 150/5100-9), the sponsor should be urged to arrange for a predesign conference promptly after a written notice of tentative allocation has been issued by the FAA. Since the predesign conference is in addition to and follows informal discussions between the sponsor and FAA personnel during the project formulation, the notice of tentative allocation should be considered the latest point in time to discuss the need for such conferences.

- c. Participants. The participants in a predesign conference will vary according to the effect that the proposed construction work will have on the operation of existing facilities at the airport. As applicable, the following participants should be considered:

- (1) The project sponsor.
- (2) The sponsor's design engineer and sub-consultants.
- (3) Airport management.
- (4) Airport users including military; at multi-airline airports, the Regional representatives of the Air Transport Association of America (ATA).
- (5) The FAA's Regional Airports Division or Airports District Office personnel should coordinate participation of other interested FAA offices.
- (6) Other Federal, state or local government agencies which would be affected by the project.
- (7) Utility owners.

d. Discussion Items. The sponsor or his designated agent should prepare an agenda of discussion items prior to the predesign conference. The following list is intended to contain typical items that should be considered. Decisions should be made where required:

- (1) Designate person responsible for preparing minutes of the meeting including a list of attendees' names, titles, organization, mailing address, and telephone contact.
- (2) The scope and intent of the items of work included in the approved ADAP project.
- (3) Need for program changes to add or delete items of work from the approved project.
- (4) Design and construction standards to be used and the need for variations (see FAR Part 152.81 and 152.83).

Note: Where projects involve installation of airport lighting equipment or materials, discuss special contract provisions requiring that such equipment or materials be obtained from manufacturers listed in the latest publication of Advisory Circular 150/5345-1 (Approved Airport Lighting Equipment). The requirement is in addition to the equipment or materials meeting the cited L-800 Series Specification (see Appendix 1, FAR Part 152).

- (5) Need for and contents of an engineer's report (see AC 150/5100-9).
- (6) Applicable reference material (Advisory Circulars, Federal Aviation Regulations, etc.).
- (7) Special contract provisions required to mitigate environmental consequences of the project (see AC 150/5370-7). Also, the environmental impact statement or negative declaration should be reviewed to insure that any special requirements will be included in the construction contract.
- (8) Special contract provisions relating to labor requirements of the U. S. Secretary of Labor and the Equal Employment Opportunity Clause (see FAR Part 152.53, 152.55, 152.59, and 152.61 and AC 150/5100-6).

- (9) Special contract provisions when a prebid conference is needed. Prebid conferences are not always needed but are considered desirable when a project develops complexities which cannot be completely foreseen and clarified in the advertised plans and specifications. Since the prebid conference is a part of the contracting process, it should be conducted in accordance with local laws pertaining to the advertisement and award of contracts for construction work.
- (10) Special contract provisions related to limiting construction operations during construction. Since these contract provisions will vary, depending on the contractors work and aircraft operations at the airport, each construction contract in an ADAP project should be considered separately. Appendix 1 to this advisory circular is a checklist of items related to limiting construction operations on airports. Although the "checklist" has been prepared for use at predesign and preconstruction conferences, its use should be considered at conferences during the project formulation phase as applicable (see paragraph 3 above).
- (11) Discuss sponsor's arrangements for construction supervision and testing (see FAR Part 152.51).
- (12) Estimated time schedules for:
 - (a) Submission of engineer's report.
 - (b) Submission of final plans and specifications.

Note: When the project grant offer is to be based on "preliminary plans, specifications and engineers' estimate", the time schedule for submission of these "preliminary" documents should be determined (see FAR Part 152.53).

- (c) Advertisement for bids.
- (d) Bid openings.
- (e) Notice to proceed.
- (f) Completion of construction.

5. PRECONSTRUCTION CONFERENCE.

- a. Purpose. The preconstruction conference, convened and conducted by the sponsor or an authorized agent, should be used as an effective means to inform all persons and organizations affected by the proposed construction of:
 - (1) The intent and scope of the awarded construction contract;
 - (2) The proposed construction schedule; and
 - (3) Possible conflicts and/or problem areas during construction.
- b. Timing. The preconstruction conference should be scheduled after the FAA has given written notification (to the sponsor) of agency concurrence in the sponsor's recommendations to award the contract. In addition, the preconstruction conference should be held prior to commencing actual construction. (See FAR Part 152.51 and 152.53,)
- c. Participants. The participants in a preconstruction conference will vary according to the effect that the proposed construction will have on the operation of existing facilities at the particular airport. As applicable, the following participants should be considered:
 - (1) The sponsor and the sponsor's engineer including: testing laboratory and layout engineers; and the resident engineer.
 - (2) Contractor and sub-contractors including key project personnel such as superintendents and payroll supervisors.
 - (3) Airport management.
 - (4) The FAA representative of the Regional Airports Division or Airports District Office who will coordinate participation where other FAA field offices have an interest in the proposed construction.
 - (5) Airport users including military; at multi-airline airports, the Regional representative of the Air Transport Association of America (ATA).
 - (6) Utility companies affected by the proposed construction.
 - (7) Other Federal, state, or local agencies who are affected by the proposed construction.

- * d. Discussion Items. The sponsor or authorized agent should prepare an agenda prior to the preconstruction conference. Sponsors should mail agenda to participants so that advance preparations can be made. To expedite the actual conference, it is recommended that * the agenda be separated into items of general interest to all participants and items of special interest to only a few participants. The following list is intended to show typical discussion items in each category:

(1) Typical General Interest Items:

- (a) Designate person responsible for preparing minutes of the meeting including a listing of attendees' names, titles, organizations, mailing address, and telephone contact.
- (b) The general scope, sequencing, and timing of the contractor's operations with emphasis on any contract-required sequencing.
- (c) The relationship of the resident engineer to the sponsor with emphasis on the authority of the resident engineer to act in the sponsor's behalf in coordinating the contractor's construction operations.
- (d) Problems which the sponsors may have that would delay issuance of a notice to proceed -- land acquisition, right of entry, owner removal of utilities -- to name a few.
- (e) Problems that the contractor may have that would delay issuance of a notice to proceed -- local, state, or Federal laws or regulations that would require a license, permit, lease, or notification prior to commencing work, etc.
- (f) The planned effective date for issuing a notice to proceed and contract time.
- (g) Limitations on the contractor's operations during construction. The special contract provisions related to limiting construction operations during construction should be reviewed. There should be a mutual understanding by all participants that SAFETY IS THE MOST IMPORTANT CONSIDERATION during the actual construction. In addition to the review of the special contract provisions, Appendix 1 should be used as a checklist

to assure that other participants, as well as the contractor, are aware of their responsibilities during construction.

- (h) The contractor's plan for temporary erosion and pollution control during construction. (See AC 150/5370-7.)

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- (i) Important technical aspects of contract specifications including referenced ASTM, AASHTO and Federal testing and material requirements.

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(2) Typical Special Interest Items:

- (a) Contractor or subcontractor questions as to contract requirements for material, equipment, and labor.
- (b) Need for "contractor's progress schedule." Unless otherwise specified in the contract, it is recommended that the contractor submit a progress schedule within 10 days after the effective date of the notice to proceed.
- (c) Procedures for approval of change orders, supplemental agreements, and contractor's force account work.
- (d) Procedures for partial and final payments.
- (e) Procedures and responsibility for testing and acceptance of materials and the work. Note: Special requirements for airport lighting equipment and materials. (Also see paragraph 4d(4).)
- (f) Procedures for approval of shop drawings.
- (g) Layout of the work.
- (h) Contract labor and equal employment provisions. Since field representatives of the FAA Airports Programs have certain delegated responsibilities in administering these contract provisions (even though the FAA is not a party to the construction contract), it is recommended that prior arrangement be made with the sponsor as to the emphasis that should be placed on the coverage of these contract provisions. In some cases, it may be necessary for the FAA field representatives (Airports Programs and/or Office of Civil Rights) to conduct this part of the pre-construction conference depending on the extent of documentation needed (required by Sections 6 and 7 of Order 5100.18, ADAP Procedures Book II); and the

contractor's previously demonstrated ability to comply with these contract provisions (performance on previous contracts). It is recommended that the U. S. Secretary of Labor, Wage-Hour Standards Division, WH Publication 1321, with a copy of the valid contract wage determination and currently used Equal Employment Opportunity posters be distributed to the prime contractor's representative (for posting at the job-site). (See AC 150/5100-6).

- (i) Discuss arrangements for resident engineer's report of construction progress and inspection to be furnished to FAA (see AC 150/5370-6).



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APPENDIX 1. CHECKLIST OF ITEMS RELATED TO
LIMITING CONSTRUCTION OPERATIONS ON AIRPORTS

1. PURPOSE. The purpose of the following checklist is to insure the free and unobstructed movement of aircraft at civil airports during periods of construction while imposing minimum limitations on construction operations.
2. BACKGROUND. To achieve the above purpose, each construction contract should contain only those special provisions related to limiting construction operations that are essential to the free and unobstructed movement of aircraft. The airport owner (or authorized agent of the owner) should arrange for coordination of these special contract provisions with airport management, airport users (including military), and field representatives of the Airports Service, Federal Aviation Administration (FAA). At airports served by more than one scheduled air carrier, these special contract provisions should also be coordinated with the Regional representative of the Air Transport Association of America (ATA). The checklist has been prepared for use at a predesign or preconstruction meeting in accordance with this circular. However, the checklist is recommended for use at the earliest possible time (when it becomes apparent that planned construction operations at an airport will conflict with the free and unobstructed movement of aircraft during such construction operations).

The following checklist is not considered to be "all-inclusive":

- a. Determine the sequencing and timing of construction operations required to provide for the free and unobstructed movement of aircraft.
 - b. Where construction operations and the free and unobstructed movement of aircraft will conflict, resolve conflict by:
 - (1) Designation of areas associated with active runways, taxiways, and aprons which are necessary for the free and unobstructed movement of aircraft. Establish procedures for completing construction work in these areas.
 - (2) Permanently closing aircraft operational areas during the period required to complete the construction work including marking of such closed areas. (See AC 150/5340-1.)
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- (3) Temporarily (intermittently opening and closing) closing aircraft operational areas to permit completion of the work considering: airline schedules; lead time to clear aircraft operational areas of construction men and equipment; methods of notification to the contractor that a temporarily closed area must be opened; or conversely, notification from the contractor that all men and equipment are clear of the operational area prior to its being reopened.
 - (4) Displacement of runway thresholds including marking and lighting when appropriate.
- c. Determine responsibility and procedures for issuing Notices to Airmen (NOTAMS) or Airmen's Advisories (AIRADS) considering lead time to disseminate such information.
 - d. Determine requirements for flagmen and/or guards to direct contractor's mobile equipment and supplier's vehicles.
 - e. Determine requirements for marking and lighting of construction equipment and vehicles. (See AC 150/5210-5.)
 - f. Designate areas for storage of materials, parking of contractor's equipment and vehicles, construction offices, and waste materials.
 - g. Determine required communications between the contractor, resident engineer, and FAA air traffic facilities.
 - h. Determine required lighting and/or marking of open trenches, piles of materials, parked vehicles, and pavement drop-offs (lips) which could be hazardous to fire, rescue, and maintenance vehicles as well as moving aircraft.
 - i. Determine the location and control of contractor's hauling operations (haul-roads).
 - j. Determine restrictions as to burning of any materials on the airport site. (See AC 150/5370-7.)
 - k. Determine the effect of the contractor's operations and the actual work on navigational aids including: the need to coordinate with designated FAA representatives prior to any work in the vicinity of FAA or U. S. Weather Bureau facilities (NAVAIDS, underground cables or ducts, or electrical vaults); the need for lead time when any NAVAID must be temporarily taken out of service; and the need to assure minimum out-of-service time for NAVAIDS.

1. Determine the effect that the proposed construction or contractor's operations would have on instrument approach procedures and weather minimums.
- m. Determine the limitations on construction operations essential to maintaining airport security. Certain airports have FAA approved "Airport Security Programs" (see AC 107-1) whereas all other airports have less formal airport security needs.

Note: It is the intent of this checklist that the integrity of airport security be maintained during construction operations to the extent that contractors, subcontractors or their suppliers may have properly authorized ingress and egress to "air operations areas" and/or other airport areas restricted to authorized personnel.
For the purpose of this checklist, the term "air operations area" means any area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.

- n. Determine the limitations on construction operations which are essential to maintaining the integrity of the "Airport Operations Manual." Certain airports have FAA approved Airport Operations Manuals, (see AC 150/5280-1) whereas all other airports have less formalized procedures.

Note: This checklist is intended to assure coordination of construction operations to the extent necessary to maintain the integrity of established (formal or informal) airport operating procedures.

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