CLE - SR 32 - 0.350 (Part 1, 2, 3)

ODOT PROJECT 91-0591

ODOT - JR Jurgensen Company

DRB INITIAL MEETING AGENDA

Date:_____   Meeting Number:_____

Original Completion Date:_____   Revised:_____

Original Contract Amount:_____   Revised:_____

Amount Earned To Date:_____   Percent Complete By $:_____

                                           Percent Complete By Time:___

1) Introduction
   a) Name, Affiliation, Role
   b) Sign-Up Sheet
   c) **ODOT** and **JRJ** Point of Contact with email

      ODOT:_____

      JRJ:_____

2) Overview of DRB Process:
   a) Quarterly Meetings
   b) Meetings Informal
   c) DRB Purpose
   d) No Ex-Parte discussions of issues
   e) DRB Operating and Hearing Procedures – Comments

3) DRB Monthly Information Packets
   a) Information to be Included:
   b) Forwarded to DRB in a Timely Manner

   c) Use of ODOT SHPT

4) **ODOT** - Project Overview
   a) Scope
   b) Significant Project Details
   c) Critical Activities, Specifications
   d) Milestone Dates
   e) Risk Registry developed?
   f) Issues and Challenges

5) **JRJ -** Project Overview
   a) Scope
   b) Planning and Sequencing
      Phasing
      Detours
      Structures
      Fills
      Other
   c) Issues and Challenges
      Utilities
      Right-of-Way
      Traffic Control
      Soil Conditions
   d) Other

6) Current Project Status (**JRJ** with **ODOT** Comments)
   a) Progress-to-Date
   b) Technical Issues
   c) Delays

7) Project Schedule (**JRJ** with **ODOT** Comments)
   a) Approved Schedule?
   b) Key Milestones
   c) Critical Path
   d) Three Month Look-Ahead
   e) Time Extensions, If Any

8) Status of Key Submittals (**JRJ** with **ODOT** Comments)
   a) Issues, If Any

9) Status of RFIs (**ODOT** with **JRJ** Comments)

10) Quality Issues or Kudos,   (**ODOT** with **JRJ** Comments)

11) Change Order Status (**All**)
   a) Amount Approved To Date
   b) Amount Pending

12) Potential Disputes (**All**)

13) Safety Issues (**All**)
   a) Project Personnel
   b) Traveling Public

14) Public Complaints/Comments (**All**)

15) Any Other Topics

16) Invoicing Point of Contact:_____

17) Set Next Two DRB Meeting Dates

18) Joint Site Tour

19) Adjourn