

# UNDERGROUND INITIATIVE

## Contract Award Meeting



### Purpose

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This initiative provides an at-a-glance view of standard protocol for Contract Award Meetings.

### Protocol

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#### 1. What is a Contract Award Meeting?

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The Contract Award meeting is a kick-off meeting for a new project to make all division leadership and department heads aware of the project and its details.

#### 2. When are Contract Award Meetings held?

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Contract Award meetings must be held within 5 days after the project contract is awarded.

**Note:** These meetings are mandatory and must be held for all contract awards, regardless of the contract value, duration, or simplicity/complexity,

#### 3. Who attends Contract Award Meetings?

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UCCo division leadership and department heads. Meetings will be scheduled by Operations Support and led by the Director of Preconstruction.

#### 4. What will be discussed at the Contract Award Meeting?

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- Values Moment
- Project Introduction – Divisional Director
  - General Overview
  - Division Structure
  - Project Team Structure, if Known
- Project Details
  - Job Folder
  - DRAFT Job Data Sheet
  - Contract Status
  - Project File
  - Plans and Specifications
  - Project Labor Agreements (PLAs)
  - Hiring Requirements
- Division/Department, Needs, Opportunities, Questions, etc.
  - Project Controls
  - Safety
  - Accounting
  - Payroll
  - Contracts
  - Preconstruction
  - Equipment/Fleet
  - DOT
  - QC
  - Risk
  - IT
  - HR
  - Operations Support
  - Counsel
  - Etc.
- Other Items for Discussion

## **5. What is required for Contract Award Meetings?**

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The intent is to provide the opportunity for all departments to be aware of and communicate about projects before the job is mobilized.

## **6. More questions?**

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Contact Operations Support for any questions regarding Contract Award Meetings.

### About this file:

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