**PRE-CONSTRUCTION MEETING AGENDA**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agenda:**

Pre-Construction Meeting shall not be held until the *Contract Notice to Proceed* has been issued to both the Design Consultant and the Contractor.

**A.** **Introductions:** Design Consultant shall prepare and circulate an attendance sheet to obtain names, firms, phone numbers and/or e-mail addresses.

1. Owner – ***[ List C/U, C/U Project Manager, SO Program Manager, OR, Safety Admin, Others]***
2. Consultant(s) – ***[List A/E Team, testing and/or inspection firms, others]***
3. Contractor
4. Major subcontractors – ***[List mechanical, electrical, etc.]***

**B.** **Purpose:** Coordinate efforts of all parties involved and provide a clear understanding of the Contract Documents.

**C.** **Project Description:** Provide a brief overview of the scope of Work for the project and highlight any pertinent items in the documents that require special attention.

**D.** **Milestone Dates:**

1. Notice to proceed – ***[Insert date]***
2. Construction milestones – ***[Insert dates]***
3. Project phases
   1. Addition versus renovation – ***[Insert dates]***
   2. Hazardous material removal – ***[Insert dates]***
   3. Utility interruptions – ***[Insert dates]***
4. Substantial completion – ***[Insert dates]***
5. Liquidated damages – ***[Insert dates]***
6. Final completion – ***[Insert dates]***

**E.** **Construction permit status**

**F.** Minnesota Department of Human Rights: Reference Form DIV004536 – article 1.3, paragraph 7.

* 1. Preconstruction Packet – submittal required to receive 1st payment
  2. Monthly reporting

**G.** **Schedule:**

1. Work hours and after-hours work (evening or weekend) and campus breaks.
2. Crew size ***[Insert minimum crew size anticipated]***
3. Liquidated damages apply if the work is not completed on time.

**H. Construction progress reports:**

1. Construction meetings
   1. Frequency, time, and location
   2. Distribution list
   3. Contractor shall provide weekly updates and two week look ahead schedule of work.
2. Field visit reporting requirements

**H.** **Communications**

1. Chain of Command: Campus Project Manager/Roof Design Consultant/Roofing Contractor/sub-contractors.
2. Recommend the Contractor photograph the building and grounds existing interior and exterior conditions and document any existing damages prior to the start of work.
3. Coordination of work: all mechanical/electrical/roofing/structural/masonry/window/sheet metal work as applicable to project.
4. Notification of work: Notify Roof Design Consultant or other Owner Consultants a minimum of 5 days prior to initial start of roof work.
5. The Contractor is responsible to make sure their equipment has a fume elimination system to reduce asphalt fumes.
6. The Contractor shall locate the asphalt kettle as far away as possible from air intakes.
7. Coordinate the shutdown of air handling units and provide temporary protection to eliminate asphalt fumes from entering the building.
8. Emergency Contact List: Provide list of all key personnel for campus, design consultant and roofing contractor. Discuss after hour contact procedure.
9. Contractor shall stop work and immediately notify the Design Consultant and/or Owner if asbestos is found other than what is included in scope of work.
10. Interior damage caused by any portion of the project work is the Contractor’s responsibility.
11. Building walls at staging areas shall be protected against possible damage.
12. ONLY C/U Project Manager approves changes in work.

**I.** **Submittals** **by Contractor**

1. All required product submittals shall be forwarded to and approved by the Design Consultant prior to performing work.
2. Any required permits or licenses must be obtained and posted on site with a copy sent to the Design Consultant prior to the start of work.
3. Construction Schedule – CPM format
4. Cost breakdown/Schedule of Values
5. Shop Drawings
   1. Submission procedure
   2. Reviews and approvals
6. M.S.D.S. sheets
7. Additional Subcontractors List reporting, DIV00.4336 - Attachment A-2

I. Quality assurance

1. Testing during construction
2. Inspections & Observation
3. Guarantees and Warranties
   1. Provide per Contract Documents
   2. Required for final payment
4. Pre-Installation meetings
5. Contractor initiate

H. Scope changes

1. Contractor Request for Information (RFI)
2. Architectural Supplement Instructions (ASI)
3. Proposal Request (PR)
   1. Cost breakdown to include labor, material and specified mark-up
   2. No lump sum
4. Construction Change Directive (CCD)
5. Change Order (CO)

I. Safety and Security (*Safety for both campus staff and Contractor. Not all items will apply)*

1. Contractor shares Safety Plans
   1. Lockout/Tagout Plan
   2. Fire Prevention Plan
   3. Construction Area Emergency Plan
   4. C/U Emergency Plan
2. Air Quality Issues (Need Silica Dust Control Plan if applicable-see campus Safety Admin)
3. Maintenance of emergency exit routes
4. Falling object protection
5. Electrical Safety
6. Confine Space Work
7. Hearing Conservation Program
8. Powered Industrial Trucks and Aerial Lifts
9. Machine Guarding and Machines with Rotating Parts
10. Material Handling including Slings and Hoists
11. Personal Protective Equipment required:
    1. hard hat or bump hat? d) hand protection
    2. hearing e) feet
    3. respiratory
12. Excavation Activities
13. Labeling of Secondary Containers
14. Laser Use
15. Compressed Gas Use

J. Temporary facilities/site management

1. Project signage
2. Construction parking
3. Construction limits and access
4. Utilities – electricity, water, telephone, DSL
5. Contractor trailer(s), toilets, dumpsters
6. Hours of operation
7. Policy for noise, radios, smoking and alcohol
8. Site access for emergencies
9. Posting of Prevailing Wage Rates
10. Other

K. Additional concerns

1. Signing for deliveries
2. Repair all damage
3. Recycling
4. Clean-up/trash removal
5. Owner furnished items and work
6. Respect for others
7. Hazardous materials
8. C/U Hot Works permitting process/procedure
9. e-Builder – Contractor training and use

L. Progress payment requests

1. Timing (for work completed)
2. Updated Project Schedule
3. Prevailing Wage documentation
   1. Submit every 2 weeks
   2. Use Minnesota State approved form
4. Retainer Percentage
5. Supplemental agreements
6. Signature-agency representative
7. Final payment request
   1. Punch list(s)
   2. Tax Form (IC134)
   3. Consent of Surety
   4. Manufacturers’ guarantees
   5. Maintenance manuals
   6. Training

M. As-built Record Documents

1. Contractor - record to consultant
2. Consultant - execute per agreement

N. Tenth Month Review

1. Warrantee items submitted by Owner
2. Follow channels of communications
3. All items completed prior to termination of warranty period