**DESIGN KICKOFF MEETING ROOF**

**AGENDA**

***[Name of College/University]***

**Roof Replacement, *[Name Building, Roof Area(s)]***

***[Insert Date, 2016]***

**Room: *[location of meeting]*, XX:00 (AM/PM)**

**Agenda**

**1. Introductions**

Project Team Directory – See Attached

**2. Project Background**

A. Predesign Report

**3. Project Description**

A. Scope [Example]

***Replace approximately xxx squares of Single Ply EPDM roofing with 4-ply BUR.***

***Replace three windows & one access door to allow proper base flashing height.***

***Install 165 lf of new through-wall- flashing.***

***Raise 4 mechanical units to provide minimum base flashing height.***

***Install new roof drains to meet code requirements.***

B. Area: ***10,245 GSF***

C. Construction Budget Amount: ***$XXX,000.***

D. Project Budget Amount: ***$XXX,000.***

**4. Project Schedule**

*Milestone Dates*:

|  |  |  |
| --- | --- | --- |
| **Phase** | **Milestone date** | **Length of phase** |
| Schematic Design complete |  | X weeks |
| Construction Document complete |  | X weeks |
| Bid/Award |  | 6 weeks |
| Construction start |  | Coordinate with campus schedule |
| Substantial Completion |  | X months |
| Final Completion |  | X weeks |

5. Consultant Responsibility

1. General
   1. EPMS (aka: e-Builder) –Project Management System use is required.
   2. Design guidelines, procedures, forms available at: [Minnesota State Design Standards](https://www.minnstate.edu/system/finance/facilities/design-construction/index.html)
   3. Forms, templates, contracts available at: [Minnesota State eManual for Vendors](http://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/index.html) 
      * 1. Responsible Contractor
        2. New and created jobs report for GO/HEAPR funds)
        3. Recycling construction and demotion waste (MS 16B.327)
        4. Prevailing wage information
2. Financial
3. Lump sum fee
4. Reimbursable Expenses (Printing, State Plan Review)
5. Change in work (Amendment procedure)
6. Communication
7. Do not design “in a vacuum”; Get input from all affected parties
8. Meeting minutes publish and distribute all mtg. minutes
9. Hazardous material – Campus responsible for survey and abatement
10. Construction phasing may be a consideration if required
11. Schematic Design
    1. Program verification (Predesign)
    2. SD Submittal & Cost Estimate
12. Construction Documents
    1. Submittal –reviewed by Campus Project Manager, System Office Program Manager
       1. Include Request for Bid Form with cost estimate
    2. Do not change front end documents
    3. Liquidated damages: typically covers daily observation & testing costs
    4. Prevailing wage- *insert county wage rates in front end document*
    5. Contractor registration and Responsible Contractor Certifications
    6. Deduct alternates – must be taken in order
13. Bid/Award
    1. Upload combined Project Documents to e-builder in pdf format.
    2. Campus PM will post On-Line Bidding Advertisement and Bid letting on QuestCDN
    3. Informational meeting [Mandatory or not mandatory]
    4. Addenda
       1. Substitution requests approved by Campus Project manager
    5. Bid opening at campus
    6. Deduct alternates – *must be taken in order*(as applicable)
    7. A/E to recommend award
    8. Campus Project Manager awards and executes contract
14. Construction Administration
    1. Preconstruction meeting (occurs after Notice to Proceed)
    2. Field reports
    3. Construction meeting minutes
    4. Review Submittals
    5. Construction SI, RFI, PR, CCD, Change Orders (material & labor breakdown)
    6. Substantial completion certificate with punch list
    7. Final completion
15. Construction Observation (Testing & Inspection)
    1. Utilize Minnesota State Roof Construction Observation Report Format
    2. Provide Field Observations on work progress and any observed issues
    3. Provide Photos of daily progress and use to document any issues
16. Contract close out
    1. IC 134
    2. Record drawings
    3. Warranties
    4. Final signed punch list

Warranty (begins with on date of substantial completion)

1. Other

**PROJECT TEAM DIRECTORY**

Project name

College/University

**System Office** *System office Program Manager to complete*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Phone** | **Email** |
| James Morgan | System Office Program Manager | 651.201.1781 | [James.morgan@minnstate.edu](mailto:James.morgan@minnstate.edu) |
|  | Campus SO Program Manager |  |  |
|  |  |  |  |

**College/University** *Campus Project Manager to complete*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Phone** | **Email** |
|  | Campus Project Manager |  |  |
|  | VP Finance & Administration |  |  |
|  | Physical Plant Manager |  |  |
|  | Safety and Security staff |  |  |
|  | Others |  |  |
|  |  |  |  |

**Design Team**  *A/E to complete*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Phone** | **Email** |
|  | A/E Project Manager |  |  |
|  | A/E Principal in charge |  |  |
|  | A/E designer |  |  |
|  | Structural engineer |  |  |
|  | Mechanical engineer |  |  |
|  | Electrical engineer |  |  |
|  | Masonry Consultant |  |  |
|  | Window Consultant |  |  |
|  | Other |  |  |
|  |  |  |  |

**Minnesota State Consultants** *Campus Project Manager to complete*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Phone** | **Email** |
|  | Owner’s Representative |  |  |
|  | Window/Curtain Wall Consultant |  |  |
|  | Waterproofing Consultant |  |  |
|  | Masonry/Flashing Consultant |  |  |
|  | Haz Mat Design |  |  |
|  | Haz Mat Monitoring |  |  |
|  | Others |  |  |
|  |  |  |  |