

Preconstruction Conference Agenda

Project #		Date:
Project Title:		
Using Agency:		
CONTACTS		
Professional		Phones:
Superintendent ⚙ (Resume Required)		Phones:
Using Agency		Phones:
Bureau of Building		Phones:

- A. PROCEDURES** References
- () Minutes/Summary of this meeting to Bureau (*Attendance Sheet: _____*) [01200]
 - () Start Date (*Earliest per U/A _____; NTP Received (Y) (N); #days: _____ Completion: _____*)
 - () Contract Amount – **Base Bid Amount - _____, Add Alternate #1 Taken for \$ _____, Add Alternate #2 Taken for _____, Add Alternate #3 Taken for \$ _____, Add Alternate #4 Taken for \$ _____, for a Total Contract - _____.**
 - () Liquidated Damages (**_____ per day**) [SC 9.11.1]
 - () Prior notices to Professional (*Pour concrete; changes; etc.*) _____
 - () Testing Lab (*Need prior notice*) [01410]
 - () Change Orders (*No work prior*)(**Max 20% Markup GC & SC**)(*Prof. estimate required*) [GC 7.2]
 - () Owner/User Relations (*Chain of command; Contract with Bureau*) [SC 1.01 & 2.1]
 - () Unusual Conditions (*Notify Professional then Bureau*) [GC 4.3.6]
 - () Allowance Procedures (*Proposals; Documentation*)(**Division ONE**) [GC 3.8 & 01020]
 - () Progress Meetings: (**_____**) (*Notices must be sent 7days prior*) [01200]
 - () Substitutions: (*Professional to confer with User*) (**Contractor has 30 Days if any substitutions are to be used**) . [01630]
 - () Assignments: (*Subject to approval*) [GC 5.4 & 13.2]
- B. WORK SITE** References
- () Use of Premises (*Access, Keys, Storage, Parking, Limits, Clothes, Alcohol, Fire Arms, Language, Smoking*) [01010]
 - () Normal Hours: _____
 - () Temporary Facilities (*Job Sign Only*, Utilities, Shed - Phone #: _____*) [01500]
 - () Critical Work Sequence (*Owner to Occupy: _____*) [01010]
 - () Cleaning (*Daily/Final/Disposal*) [GC 3.15 & 6.3]
 - () Security (**Vandalism & Safety-No contact w/staff, faculty & students**) [GC 10]
 - () Using Agency Requirements:
 - () Other:
- C. DOCUMENTATION** References
- () **Progress Schedule** (*Submitted: _____ ⚙ Critical Path, Update Monthly, Plan if late, will notify BC when CT is expended*) [GC 3.10.1 & 01310]
 - () **Sub-contractor List** (*Submitted: _____ ⚙ With in 30 days*) [GC 5.2.1]
 - () **Utilities Agreement** (*Submitted: _____ ⚙ Rate/month: _____*) [01500]
 - () Pay Requests* (*AIA Form G702/Schedule of Values*/Time Letter, Affidavit, Stored Material Letter-Original & 4*) [01370]
 - () Payroll Records, if applicable (*Davis-Bacon Act-2 copies/3 years*) [00820]
 - () Documents at Site (*Drawings, Specs & Shop Drawings, Approved Submittals*) [GC 3.11 & 01720]
 - () Final Inspection (*10 day notice; Pre-final by Professional*)(**All Owner Training Must Be Completed**) [00700]
 - () Close-Out Documents (*AIA Forms: G702, G706, G706A, G707; Power of Attorney; Guarantee of Work-4 sets of each*) [01700]
 - () Record Documents (*As-Builts, Guarantees, Etc.-2 sets of each*) [01720]
 - () Product List (*Complete list of all products in 30 days*) [01630]
 - () Professional's Inspection Log and Monthly Report (**Required for Payment**) [A/E 2.9.5]
 - () Minority Participation Form (**To be submitted with in 30 days after N.T.P.**) [A/E 2.9.5]
 - () Other:
- D. OTHER**

- ⚙ Required prior to approval of first pay request.
- Line Items < \$20,000.00.