

# AGENDA

## Pre-construction Conference

(K-12 funded projects)

Project Name:  
Project No.  
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### **Purpose:**

- Establish administrative and communication procedures
- Review requirements of contract documents.
- Highlight areas that have historically been problematic
- This conference will not make any changes to the contract documents

### **Date/Time/Location:**

Friday, August 26, 2005 at the 12 Bridges Middle School construction trailer

### **Preparation:**

All: review contract documents

### **Bring:**

Contract documents,

Contractor: Schedule of Values, Subcontractor list, construction schedule,

### **Meeting Minutes:**

### **Attendees:**

- Owner
- General Contractor; Owner
- General Contractor; superintendent
- Architect; project manager
- Architect; construction administrator
- Project Inspector
  
- Select sub-contractors

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### **Multi-media Needs:**

None

### **Introduction Of Project Team And Communications Procedures**

Introductions

Obtain sufficient contact information for preparation of Project Directory

Establish communications protocols

Points of contact

Roles and responsibilities

Sub-contractors, architect's consultants, owner's consultants

### **Administrative**

Notice to Proceed

Agreement

Performance bond

Payment bond

Proof of insurance

Additional insureds

Workman's Compensation

Labor Compliance – Public Contract Code

Prevailing wage, certified payroll reports, subcontractor listing

Contract completion date

### **Site**

Review existing conditions

Tests, inspections, reports

Geotechnical Report

Storm Water Pollution Prevention Plan

Phase 1 Environmental Site Assessment

Site Maintenance

Erosion control

Off-site disposal

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Noise Ordinance  
Daily Clean up of Roadway and Site  
Concrete Washout  
Dumpsters

Site Management  
Supervision  
Daily Reports  
Drug and Alcohol Free Workplace  
No Profanity or Abusive Language  
Minimize "Boom Boxes"

Layout and staking  
Benchmarks  
Construction staking

### **Summary of Work**

Soil conditions  
Building Pads  
Sewer connections  
Fees, bonds, permits

### **Alternates**

Drainage ditch

### **Schedule of values**

Site work, improvements, and utilities  
Due prior to first payment

### **Change procedures**

Proposal Request  
Itemized breakdown of labor and material  
Request for time extension must be included

Change Order Request  
Itemized breakdown of labor and material  
Request for time extension must be included