

**STATE OF MONTANA**

**DEPARTMENT OF ADMINISTRATION**

ARCHITECTURE AND ENGINEERING DIVISION

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**PRE-CONSTRUCTION MEETING AGENDA**

**DATE:**

**PROJECT:       A & E #:**

**LOCATION:**

1. Introduction of Personnel
2. Communication – Refer to Flow Chart
3. Applicable permits
4. Contractor shall have competent Superintendent on site @ all times when work is taking place.
5. Use of the Site - Contractor will be in charge of the site inside the project limits.
6. Staging Area and Job Site Use
   1. Plans & Specs Requirements
   2. Site Access - Keys/Passes/Badges
   3. Job Signs
   4. Job Trailer and parking (personal and company vehicles)
   5. Security and temporary fencing
   6. Material and/or debris storage & disposal
   7. Deliveries & daily access
   8. Salvage materials
   9. Owner-furnished materials - Delivery & Coordination
   10. Hazardous materials
   11. Existing condition of site
       1. Review with Owner & Architect/Engineer before construction
       2. Correct and/or restore any damage to original conditions
   12. Use of Owner’s property, power, water, telephone & other facilities
       1. Cost of using owner power
7. Job Site Noise & Dust Control
   1. Respect users (students, residents, clients, inmates), no loud music or foul language
8. Utility locates
9. Scheduling / Coordination
   1. Construction Duration
   2. Contract dates
      1. Start date
      2. Completion date
   3. Hours of operation
      1. Agency
      2. Contractor
   4. Existing facilities – Phasing / Sequencing of work
   5. Scheduling of outages
   6. Moving occupants, materials, equipment, etc.
      1. Contractor to give Owner \_\_\_ days notice to move
10. Design Intent / Contract Documents
    1. Brief explanation of design & special features by Architect/Engineer
    2. Specifications & Drawings
       1. Additional sets
    3. Addenda
    4. Errors, inconsistencies or omissions
11. Meetings & Inspections
    1. Site Inspections
    2. Progress / Coordination Meetings
    3. Architect & sub-consultants project visits
    4. Pre-installation & start-up meetings
    5. Field reports & meeting minutes
12. Quality Control
    1. Contractor’s responsibility
    2. Owners expects good quality
    3. Unacceptable/rejected work
13. Owner Testing & Inspections

### Testing Consultant

* 1. Types of test
  2. Responsibilities & Requirements
  3. Who gets copies of reports?
  4. Contractor is responsible for retest $
  5. Quality assurance by owner is not substitute for quality control by contractor.

1. Job Site Record Keeping
   1. Contract documents
   2. Maintaining as-built conditions
   3. Permit set of documents
   4. RFIs, CCDs, Change Orders, Daily Logs, Submittals, Shop Drawings, etc.
2. State Forms
   1. Contractor must use
   2. Can get off web page, e-mail address is:
      1. <http://architecture.mt.gov>

1. Pre-construction Submittals – Submit before or in conjunction with first pay request
   1. Schedule
      1. If $ > 1mil then CPM, if $< 1mil then Bar Chart
      2. Milestones & critical dates
      3. Two / three week look ahead
   2. Schedule of Values
      1. Breakdown by division – labor & materials at minimum
   3. List of Subcontractors & Suppliers
      1. List of key personnel & contact information
2. Submittals
   1. Submittal Schedule
   2. Long lead / special items / samples
   3. # of copies & who gets
   4. Response time
   5. Format
   6. Substitutions
3. Request for Payment
   1. Number of copies to be submitted.
   2. Accompanied by updated schedule if changes.
   3. Lien releases
   4. Stored materials
      1. Must be suitably stored and per manufacturer’s recommendation when applicable
      2. Off-site - copy of invoice & applicable insurance.
      3. On-site - copy of invoice
   5. Review at monthly progress meeting
4. Questions & Clarifications
   1. RFIs
   2. Response time
   3. RFI log
5. Modifications and/or Changes
   1. Must have prior approval from Architect/Engineer before proceeding with changes
   2. Steps
      1. Designer RFP
      2. Contractor cost proposal
      3. Construction Change Directive
      4. Change Order
   3. Mtg. to discuss CO’s & proposals
6. Claims & Delays
   1. Process explained in contract documents
   2. Liquidated damages
7. Construction Methods and Safety Procedures (Comply with OSHA)

## Means & Methods are the contractor’s sole prerogative

* 1. Safety is responsibility of the contractor.

1. Commissioning
2. Training

#### Follow outline in specifications

* 1. Submit agenda and list of attendance

1. Substantial Completion
   1. Contractual obligations fulfilled
   2. Formally notify Architect or Engineer for substantial inspection
      1. Include list of incomplete items
   3. O&M manuals – Submit as package, not bits & pieces
   4. As-Built Drawings
2. Warranty
   1. Starts at substantial completion and ends one (1) year from final acceptance
3. Final Acceptance / Closeout
   1. Contractual obligations fulfilled including Consent of Surety and Contractor’s Affidavit
   2. Date Architect/Engineer signs final pay request unless otherwise approved in writing
   3. Formally notify Architect/Engineer for final inspection
   4. Punch-list needs to be signed & returned to Architect/Engineer
   5. List of extra materials
4. Concerns of the Facility User
   1. Agency staff walk-throughs

**NOTES:**