

## PRECONSTRUCTION MEETING AGENDA

### ☐ INTRODUCTIONS

- **OWNER**

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- **ARCHITECT**

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- **STRUCTURAL ENGINEER**

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- **MEP ENGINEER**

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- **GEOTECHNICAL ENGINEER**

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- **GENERAL CONTRACTOR**

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- **ELECTRICAL CONTRACTOR**

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- **PLUMBING CONTRACTOR**

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- HVAC CONTRACTOR
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- OTHER
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- CORRESPONDENCE & COMMUNICATION:** The Contractor shall direct all shop drawings, samples, submittals, questions, correspondence, requests for payment, etc. directly to Wolnitzek Architects. Likewise, communication from the Owner to the Contractor. Sub-contractors, or material suppliers shall be directed to Wolnitzek Architects. Wolnitzek Architects will return all submittals not reviewed and stamped by the Contractor.

- CONTRACTS**

- CONTRACTS
- INSURANCE CERTIFICATES
- PERFORMANCE BONDS

- NOTICE TO PROCEED**

- DURATION OF CONSTRUCTION**

- COMPLETION DATE**

- JOB PROGRESS SCHEDULE** – See Specification Section 01300 for requirements of submittal process.

- General Contractor to make first draft for submittal to all MEP sub-contractors for review and input.
- Confirm all schedules for delivery of key materials, structural steel, metals, hardware, HVAC, electrical switchgear, etc. Contractor to advise of any anticipated delays in materials delivery.
- After agreement by all sub-contractors to the final draft of schedule, each will sign an approved final draft and file with the Contractor.
- General Contractor to issue final schedule to Wolnitzek Architects for record purposes.
- Progress Schedule will be monitored and updated at Progress meetings.

- ALTERNATES:** Review status of Alternates accepted or proposed to be accepted by the Owner. The Owner retains the option of accepting any Alternate at a later date, if needed.

- PLANS & SPECIFICATIONS**
- ACKNOWLEDGE ADDENDA ISSUED.**
- VERIFY KNOWN AREAS OF CONFLICTS, ERRORS, DISCREPANCIES, OR OMISSIONS.**
- SAFETY** – The Contractor is responsible for all safety issues and compliance with OSHA requirements.
- CONSTRUCTION COORDINATION:** The Contractor has primary responsibility for coordination and completion of the work.
- INSPECTION AND TESTING AGENCIES** – See Specification Section 01400
  - Owner to provide for soil test and concrete tests.
  - Contractor shall notify and coordinate testing.
- CODES AND PERMITS:** The Contractor and all sub-contractors are responsible for compliance with all applicable codes and for obtaining all permits and inspections as required. As specified in the General Conditions and the Supplementary Conditions, the Contractor is responsible for the costs of all permits and inspections. The Contractor shall send a copy of all permits and inspection reports to Wolnitzek Architects.
- EXISTING SITE/BUILDING CONDITIONS**
- LIMITS OF WORK**
- USE OF EXISTING FACILITIES:** Toilets, water, power, telephone, loading, off limits area, dust barriers, salvage, housekeeping and trash management, security, smoking, etc.
- SITE/TEMPORARY STORAGE**
- JOB/OFFICE TRAILERS--** – Telephone, Fax machine
- SITE ACCESS, PARKING, LOADING, OFF LIMITS AREAS, FENCING, BARRICADES, DUMPSTER LOCATION.**
- TEMPORARY UTILITIES & RESPONSIBILITIES FOR INSTALLATION AND PAYMENT.**
- PROJECT SIGN AND OTHER JOB SPECIFIC SIGNAGE.**
- GROUNDBREAKING CEREMONIES, DEDICATION CEREMONIES**
- SUB-CONTRACTORS, MATERIALS, AND MATERIAL SUPPLIERS** – See Specification Section 01300 for requirements of submittal process.
  - Contractors should have already submitted a list of all sub-contractors and material suppliers.
  - Describe any accepted substitutions. It is otherwise assumed that all materials and products will be per first item named in the Specifications. After Contract is signed, no substitutions will be accepted.

- Contractor shall be responsible for coordination with other Contractors and sub-contractors for any additional work required as a result of Contractor option substitutions.
- Identify any credits or extras to the Contract amount.

**SHOP DRAWING/SAMPLE SUBMISSION** - See Specification Section 01300 for requirements of submittal process.

- All shop drawings shall be routed through the General Contractor to the Architect.
- Contractor to check, approve, sign and date all submittals prior to forwarding to the Architect for review. Any shop drawings received by the Architect without said verification will not be reviewed.
- First submittal: 1 Sepia and 1 Blue-line print to Wolnitzek Architects.
  - One (1) Sepia will be returned to the Contractor with comments as required.
  - The Contractor will distribute copies as required.
- Resubmittals – Only as requested by the Architect. Others will be returned to the Contractor without review.
- The Architect will be responsible for reviewing shop drawings/samples as a normal part of Contract Administration as well as the second review of shop drawings/samples if requested by the Architect or due to extenuating circumstances. Allow two weeks minimum for the Architect’s review. Subsequent unsolicited reviews of shop drawings/samples by the Architect shall be cause for monetary reimbursement from the Contractor to the Architect for time expended in reviewing said shop drawings/samples.

**JOB PROGRESS MEETINGS**

Location \_\_\_\_\_

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Frequency \_\_\_\_\_

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• Day/  
Time \_\_\_\_\_

- As this meeting is primarily for the Contractor’s benefit, the agenda, minute taking and distribution of notes is the responsibility of the Contractor. The Architect’s representative will follow up to the Contractor in written verification of any job directives made during the meeting and site visit.

- All parties are required to attend.

**CONSTRUCTION CHANGE DIRECTIVES:** All pertinent information will be issued by the Architect in the form of a Construction Change Directive to:

- Owner
- General Contractor
- Design Team

**CHANGE ORDERS:** Initiated by:

- Owner
- Field conditions/by the Architect with Owner’s approval

- Emergencies/by the Architect with Owner's approval
  - Quotation/Proposals from sub-contractors through the General Contractor to the Architect.
  - Authorization to Proceed
    - Issued by the Architect to the General Contractor
  - Distribution of copies and numbers.
- ☐ **APPLICATIONS FOR PAYMENT** – See Specification Section 01200, General Conditions and Supplementary Conditions for requirements of the submittal process.
- Contractor to submit Schedule of Values on AIA Request of Payment Form A702, G703. List labor and materials for each line item. Must be submitted and approved by the Architect prior to the first request for payment.
  - Date of submission from the Contractor to the Architect – the 5<sup>th</sup> of each month
  - Payment by Owner to Contractor – 30 days after receipt of Request for Payment
  - Submissions of all sub-contractors through the General Contractor to the Architect.
  - General Contractor to review and approve all sub-contractor submissions.
  - Contractor to submit on AIA Form A702, G703 – 3 copies required – notarized.
    - Schedule of Values – for labor and materials each line item.
    - Work complete.
    - Materials stored – on site/off site. Verification of off-site stored materials may be required at the Architect's discretion.
    - Retainage.
  - When requested by the Owner or Architect, payrolls will be submitted with request for payment. Use correct name of trade for each man on payroll.
- ☐ **CONTRACTOR WILL MAINTAIN ON SITE:**
- Approved shop drawings and sample files.
  - Accumulate Operating and Maintenance Manuals; Guarantees and Bonds.
  - Record Drawings and Specifications (formerly known as “as-builts”)
  - Turn over Required copies of above to Architect at end of project to review and forward to the Owner.
- ☐ **FINAL CLOSEOUT** – See Specification Section 01780.
- Resolution of all punchlist items.
  - Final Lien Releases and Final Affidavits.
  - Certificate of Occupancy and Inspection Certificates.
  - Warranties and Operating Instructions, Instructions to Owner, etc.

- Insurance to Owner.

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

- Wolnitze Architects to issue.