Pre-construction Meeting Agenda

Project: ____________________________ UofU Project #: ____________________________
UU PM: ____________________________ GC Company: ____________________________

References / Abbreviations:

ASI – A/E Supplemental Instruction  CCD – Construction Change Directive  CD – Construction Documents
CO- Change Order  CPM – Critical Path Method  DS - Design Standards
FM – Facilities Management  FMRC – FM Review Committee  GC - General Contractor
GenC - General Conditions  ME – Maintenance Entity  NTE – Not To Exceed
NTP - Notice to Proceed  OAC – Owner, Architect, Contractor  PCO – Proposed Change Order
PM – UofU Project Manager  PR – Proposal Request  RFI – Request for Information
SupC - Supplemental GenC  SWPP – Storm Water Pollution  TAB – Test & Balance
T/CO – Temp /Cert of Occupancy

Introduction / General

☐ Introductions / Fill Out Attendance Roster (attached ____________________________
☐ Communication Protocol – PM is UU authorized representative ____________________________
☐ Fill Out Emergency Contact List to be attached into Const. Impact Map _________________
☐ Fill Out Project ID Sign with Basic Emergency Contact Info to be posted at job site in public view ______

Contract Basics

☐ Contract, bond & insurance status ____________________________
☐ Construction Start Date / NTP ____________________________
☐ Substantial Completion Date ____________________________
☐ Liquidated Damages Amount (GenC 4.7.16) ____________________________
☐ DFCM Certificate of Compliance for Employee/Subcontractor Health Insurance Coverage for Prime
contract $2M or greater & subcontracts $1M or greater ____________________________

Construction/Job Site

☐ Building Permit Status (Individual) – Do not start prior - available at work site ____________________________
☐ Parking, Staging, & Site Access/Logistics ____________________________
  ☐ Review project specific parking plan (SupC 12) ____________________________
  ☐ Sidewalk Permits (REF: SC 13) ____________________________
  ☐ Dumpster/Waste/Recycling Plan: ____________________________
  ☐ Do not use sidewalks for vehicular access between classes ____________________________
  ☐ Review designated haul & access route to site/map & record ____________________________
  ☐ Coord. in advance w/ PM on any anticipated changes to const. fence / staging so that Construction Impact Map is correct ____________________________
  ☐ Academic calendar considerations ____________________________
  ☐ May Graduation – Campus to be clean and safe, with work suspended ____________________________
☐ Pedestrian Rerouting ____________________________
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- GC to coordinate well in advance on rerouting plan including alternate routes - ADA, wayfinding signage, impact dates - Presentation at FMRC may be required for approval
- Rerouting Signage Templates & ADA access contact information sticker
- Review working hours, building access & security
- Review risks/mitigations of noise, vibration, dust & odor - sensitive areas & times / coordination / advance notice
- Review Interim Life Safety Measures (SupC 8)
  - Keep exits/emergency egress unobstructed
  - Do not suppress fire alarm, detection, & suppression
  - Use appropriate construction partitions
  - Provide additional fire suppression
  - Clean up daily & weekly
- Review SWPP Plan (SupC 18)
  - Project < 1 acre – Internal SWPP Plan & use Best Management Practices
  - Project > 1 acre - File NOI, State Template to OEH&S, Training, Inspections, Track costs etc.
- Hazardous material (GenC 6.2)
  - In event of spill, or suspicious discovery - contain, stop work in area & report to PM
  - Review project Hazmat survey - post on-site
- Historical & Cultural Resources
  - Confirm if archeologist monitoring is required and, if so, discuss coordination
  - In the event subsurface artifacts, historic remnants, etc. are exposed, protect & immediately notify PM for instructions
- Roof access & training (SupC 22)
- Hydrant water use (SupC 17)
  - Contractors do not turn valves; coord. w/PM in advance
- Review Applicable Codes shown on CDs
- Inspections (GenC 4.2.4)
  - GC to request code inspections
  - GC to have current code approved construction documents available on site including code approved change docs
- Review Materials Testing/Special Inspection requirements for project (9.1.1)
  - GC to notify inspector of testing & special inspections
  - GC is responsible for retesting
- Contractor Key requests (SupC 9) through PM
  - UCard Request for Card Reader Access
    - GC is responsible, cost of replacement / rekey required if lost
- Service Interruptions / Shut Downs (SupC 5)
  - GC to start coordination well in advance – 3 week look ahead
  - Submit request through UofU PM
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- Hazard control plan to be approved by PM & FM / ME
- Minimum 3 FULL working days notice through PM & FM / ME

- Utility review by FM / ME before backfill – 2 days notice min.
- Welding & open burns/ Hot Work Permits / Fire Watch OEH&S
- UofU Utility Locate Request (“Red Stakes”)
  - GC is responsible to ensure that all non-university utilities are located by utilizing Blue Stakes of Utah e.g., Dominion Gas, Rocky Mountain Power, Century Link, etc.
- Property Protection (GenC 2.2.2) –Document Existing Conditions
  - Trash cans, benches, sidewalks, roads, parking lots, no mud
  - Irrigation impact, landscaping, tree protection / drip line
  - Damaged lighting must be repaired by nightfall (GenC 2.2.2/ SupC15)

Construction Personnel / Safety

- GC to submit required Project & Site Specific Safety Plan (GenC 6.1.2 - 7)
  - Personal Protective Equipment required
  - Sign up for Campus Alert emergency texts & Heads Up!

- OSHA Standards apply (SupC 24)
- Sexual Harassment & Discrimination not allowed - Brochure in Spanish, English (GenC11.6/ SupC 14)
- Drug, alcohol, firearms policies (SupC 6)
- Tobacco Free Campus (SupC 3-300A)
  - NO tobacco, including vaping / chew
- Review sanitary facilities / appropriate usage of existing facilities, if allowed
- Avoid vehicle idling over 60 seconds

Documentation

- UU project number &/or purchase order # on all emails & documents
- Official correspondence (mail & email)
- Meeting Minutes responsibility
- Submittals and shop drawings (GenC 2.1.5)
  - Max. AE turn-around time is 15 days (GenC 3.1.5)
  - Complete system / intended results (GenC 4.1.4)
  - Review project deferred submittal/delegated design engineer scope requirements - submit for code review/approval after review by AE – do not start work prior to full approval

- Change Control Process - RFI, ASI, PR, CCD, PCO, CO, (GenC Article 7)
  - Unforeseen Condition - written notice to PM within 7 days (GenC 7.1.5)
  - Request for additional monies &/or time, Contractor must submit within 21 days in PCO w/ justification (GenC 7.2.2)
  - PCOs must include auditable back up w/ detailed breakdown, unit costs, rates, tax exempt, OH&P
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- CCDs are reconciled by PCO for the difference between the NTE $ amount & actual costs (negative amount).
- Application for Payment to be submitted through architect/schedule of values
- Review CPM schedule requirements (GenC 4.7)
- Any proposed substitutions must be approved through submittal, design & code review processes
- Review Requirements for Code reviews During Construction
- Unifier usage expectations for project, Contractor access form to PM
- Project Photos During Construction - PlanGrid Guide

Substantial Completion (GenC 9.2)

- Review State or other regulatory agency tests & inspections required (GenC 2.1.2/9.2.1)
  - Elevator, Air Quality NOI for combustion /emitting equip, fire alarm, SWPP NOT, Health Dept. etc.
- GC to submit pre-punch list when requesting sub completion walkthrough
- Walk-through w/ FM / ME Shops
- Substantial completion definition / Beneficial use – warranty
- Draft O&M’s, As-Built Dwgs & Draft TAB report required (SupC 11)/Review
- Training complete w/ documentation
- Building Automation System operational (Alarm points, draft Seq of Ops, Graphics)
- Additional items may be needed in accordance w/ specifications &/or at request of FM/ME
- TCO or CofO issued, prior to occupancy – Submit all required documents in one package
- AE to bring draft Sub Completion Certificate to walkthrough to complete

Project Close Out

- Completed Final Inspection (GenC 9.2.1)
  - Final TAB AE approved report, water purification test etc
  - CofO Issued as applicable - Submit all required documents in one package
- Final As-built drawings to architect (GenC 4.8/SupC 11.2)
- Final O&M Manuals, warranties, reviewed & approved by AE & FM / ME
  - Warranties to be in a separate tab or doc
- Attic Stock list / location provided to PM & FM / ME
- Return Keys (SupC 9.1/11.4) or GC to reimburse cost to replace/rekey
- AE written confirmation of punch list completion (GenC 9.2.1)
- Final payment contingent upon receipt of above (GenC 8.8.2)
- PM completes GC & AE Performance Evaluation

Progress OAC Meetings

- Day / Time / Frequency:
- Place:
Pre-construction Meeting

Attendance Roster

Project Name: ____________________________ Project Number: __________ Date: __________

Meeting Location: _______________________

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