

## **Owner, Architect, Contractor (OAC) Meeting Agenda & Constraint Log**

**12-13-2017**

The intent and purpose of an OAC meeting vary dramatically from project to project, even within the same organization. In order to standardize, set expectations and develop a higher level of transparency for our internal teams, clients and industry partners, the following provide direction on how to conduct an OAC meeting. As it pertains to the management of U of U projects, the purpose of the weekly OAC meeting is as follows:

1. To inform the discussion around the schedule critical path, to identify constraints to achieving the schedule critical path and tracking individual commitments to removing constraints so that schedule dates are maintained.
2. With few exceptions, all topics of discussion in an OAC tie to a schedule activity, and it is rigor around maintaining the critical path schedule that the OAC should focus.
3. A Constraint Log will be used to manage issues that have the potential to impact schedule. Typical issues include RFI's, Submittals, Procurement/Long lead items (60-90 days out), fabrication, delivery of materials and equipment, Coordination, design direction, PCO/CO's, Owner decision deadlines, etc....all issues generated from these sources and others will be managed using a Constraint Log.
4. OAC meetings are not the place to point blame, revisit the history of a particular issue or to generate solutions by committee. It is to identify the potential constraint, who will resolve it and when the resolution will be provided.
5. Typical project lists should be used as they too have a role in the oversight of a project and tie to Unifier. Lists however, are not the tool to by which to manage, but a constraint log is because it joins important information into a single format.
6. Other topics of discussion that also need to be a part of an OAC, but not necessarily in a constraint log can include safety; GC and subcontractor Quality Control; AHJ Quality Assurance (including deficiency notices and inspections), PACE plans, client concerns, etc.
7. Finally, each project team needs to determine what works best for them, so if there is a new innovation or approach to managing the OAC, it is encouraged and should be explored.
8. OAC meeting minutes are to be uploaded into Unifier within 72 hours of the meeting conclusion. It is the expectation of the University that everyone that attends the meeting will review the meeting minutes and respond with comment or indicate no exception taken within 72 hours.

## OAC Meeting Agenda – Part A, U of U Mandated Discussion Topics

### 1. Critical Path Schedule Review

- a. Review CP (incl. CP's for interim completion dates and milestones) and all activities within 15 (this timeline can be adjusted to suit team needs) days of CP
  - b. Review 3 week (or whatever is agreed upon by the Owner's Representative) rolling schedule (4.7.9 Updates)
    - i. Review long lead items
  - c. Review Schedule of Submittals (4.7.10)
  - d. Schedule Recovery (4.7.11)
  - e. Review Contract Time Extension Requests (4.7.12(1))
  - f. Review Re-ordering, Resequencing and Changing Activity Durations (4.7.12(2))
  - g. Review Changes in Contract Time (4.7.12(3))
2. Constraint Log – All items potentially impacting the Critical Path
  3. Coordination Log – Everything else

### Part B, Possible Discussion Topics (team/project determinant)

4. Submittal List – Shop Drawings, Product Data/Samples, Substitution Requests
5. RFI List
6. Procurement/Long Lead Items
7. Anticipated Scope Changes – ASI's, Owner requests, etc....
8. PR's/CO's
9. Applications for Payment
10. Leed/Sustainability/Energy
11. Weatherization
12. Site Logistics/SWPPP
13. Owner Commissioning
14. BIM
15. Transition to Sustainable Operations
16. Owner Departments – UIT/Space Planning/Start-up; Services/ClinTech
17. Cash Flow
18. Quality Control
19. Quality Assurance/Inspections
20. PACE Plans