Pre-construction Meeting Agenda

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

References / Abbreviations:
- ASI – A/E Supplemental Instruction
- CO – Change Order
- FM – Facilities Management
- GenC – General Conditions
- NTP – Notice to Proceed
- PM – UofU Project Manager
- SupC – Supplemental GenC
- T/CO – Temp /Cert of Occupancy

CCD – Construction Change Directive
CPM – Critical Path Method
FMRC – FM Review Committee
ME – Maintenance Entity
OAC – Owner, Architect, Contractor
PR – Proposal Request
SWPP – Storm Water Pollution

CD – Construction Documents
DS - Design Standards
GC - General Contractor
NTE – Not To Exceed
PCO – Proposed Change Order
RFI – Request for Information
TAB – Test & Balance

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 ______________________
  o Review project specific parking plan (SupC 12) ______________________
  o Sidewalk Permits (REF: SC 13) ______________________
  o Dumpster/Waste/Recycling Plan: ______________________
  o Do not use sidewalks for vehicular access between classes ______________________
  o Review designated haul & access route to site/map & record ______________________
  o Coord. in advance w/ PM on any anticipated changes to const. fence / staging so that the 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
- 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
  - 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/ SupC 15)

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
  - OfO 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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