

(To be printed on Professional's Letterhead)

## **PRE-CONSTRUCTION MEETING AGENDA**

(Professional to provide attendance sign-up sheet)

Project Name:	Date:
UM Project #	UM Project Manager:
Design Professional:	Other Key UM Personnel:
Meeting Place:	Anticipated NTP Date:
Meeting Time:	Anticipated Completion Date:

Attendees: Provide Sign-up Sheet  
(Name, Company, Address, Telephone, Fax, & Email)

### **TURN OFF ALL CELL PHONES**

#### **PARTICIPANTS**

1. Introduce all participants and their roles
  - a. University personnel
    - i. Owner – Facilities Planning – Contact Information
    - ii. User Group -
  - b. Design Professional(s)' personnel
    - i. Architect's Representative – Contact Information
    - ii. Engineers' Representatives – Contact Information
  - c. General Contractor(s)' personnel
    - i. Project Manager – Contact Information
    - ii. Superintendent – Contact Information
    - iii. Others -
  - d. Major Sub-Contractor(s) and their personnel for approval

#### **PROJECT CONTRACT COSTS AND DATES**

2. Identify Contract Amount – Base Bid plus Alternates
  3. Verify alternates accepted
  4. Review of Allowance and Unit Prices
  5. Addenda
  6. Notice To Proceed Date
  7. Contract Completion Date
  8. Liquidated Damages
  9. Construction sets of plans available
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10. Review of Project's Scope of Work and Schedule
    - a. Project Schedule Time Extensions Phasing of the Work Project limits
    - b. Materials storage, lay down areas and staging areas
    - c. O.S.H.A. - Report all accidents - safety General Contractor's responsibility
    - d. Contractor is reminded of obligation to comply with Mississippi Child Labor Law

**PROCEDURAL AND COORIDNATION ITEMS**

11. Chain of Command
  - a. All instructions shall go through the Architect. The Architect shall keep Facilities Planning apprised of all information. Only the Architect shall give instruction and clarification to the General Contractor.
  - b. All University/Owner instructions shall be given by Facilities Planning. Any direction given by the Using Department is not final and must be approved by Facilities Planning. If the Architect and/or General Contractor act upon direction given by the User, all actions shall be at the expense of the Architect and/or General Contractor.
12. Project Construction Superintendent and Key Personnel
  - a. Approval of Office Staff and Superintendent Qualifications.
  - b. The Project Construction Superintendent must be approved by the University through the Architect.
  - c. The Project Construction Superintendent must be on site at all times while ANY construction work is occurring.
  - d. The Contractor must not change the Project Construction Superintendent without first receiving approval from the University through the Architect.
  - e. The Contractor must not change any Key Personnel on the project without notifying the Architect.
13. Project Contact List
  - a. Contractor shall provide a list identifying all project personnel and their contact information; including General Contractor, Subs, Professionals, & Owner
14. Submittals
  - a. Submittal Schedule identifying all submittals required and anticipated submission dates must be provided.
  - b. Submittal Exchange Process
  - c. Shop drawings, format, time to process
  - d. Potential conflict of mechanical and electrical equipment; shop drawings
15. Substitutions
  - a. All substitution requests must be submitted to the Architect within thirty (30) days of Notice To Proceed.
16. Inspections and Testing
  - a. Owner will contract a Third Party Firm to conduct on site materials testing & TAB.
  - b. Advance notice for required inspection
  - c. Above ceiling inspections by Architect, Engineers, Facilities Planning, Facilities Management, Contractors, and Subs
  - d. Other inspections required before work is covered
  - e. Inspection report distribution
  - f. Quality of concrete work; concrete testing
  - g. Inspections before pouring concrete
  - h. Certificate of Substantial Completion/Final Inspection
  - i. General Contractor's Roofing Guarantee-must be submitted with Certificate of
  - j. Substantial Completion
17. Project Meetings
  - a. Progress Cost breakdown & Progress Schedule - submit for approval
  - b. Building Construction and Materials Mock-up Reviews
  - c. Pre-roofing Conference - no roofing materials installed prior to conference
  - d. Weekly Contractor & Sub-Contractor coordination meetings as required
  - e. Monthly Construction Progress Meeting / Owner Architect Contractor Meeting

Pre-Construction Meeting Agenda  
Project Numbers and Name

- i. First ???day of every month at ??:?? a.m. or p.m.
    - ii. Contractor will conduct meeting and distribute meeting minutes
    - iii. Must review: Last 30 days of progress, Upcoming 30 days of work, Weather & Labor Report, Schedule & Status Report, Action Item List, RFI Log, Submittal Log, Change Order Log, and Project Issues.
    - iv. This meeting is for Owner/User updates and coordination with the Owner/User. This meeting is NOT for the Contractor to coordinate with the Subcontractors.
  - f. Door Hardware and Keying Meeting
18. Change Orders
- a. Change Orders - Documentation - no prior work, unless authorized in writing
  - b. For ALL IHL projects, the Change Order must be transmitted to Facilities Planning. Facilities Planning will then send an approval request to IHL. The Change Order cannot be executed by the University until IHL approves the Change Order.
  - c. Change Orders must be provided with detailed cost breakdowns and the written directions or drawings from the Architect that the Contractor used for pricing.
  - d. Contractor must follow mark-up requirements as identified in the Supplementary Conditions.
19. Pay Applications
- a. Minimum two (2) original copies.
  - b. Method of approving monthly payment requests
  - c. Application for Payment must be submitted at the beginning of every month. The application shall be for the prior month in its entirety.
  - d. AIA Form G702 with FormG703
  - e. Contractor's letter of statement regarding project schedule, weather days with NOAA backup, and, if necessary, a plan of action to resolve schedule issues
  - f. All applications for payment after the first application must include the Affidavit Certifying Payment to All Subcontractors.
  - g. The first application for payment will not be considered without a complete approved schedule of values, construction schedule, project contact list, and submittal schedule.
20. Sub-Contractor Coordination
- a. Contractor's duty to coordinate work of separate contractors
  - b. Surveyor to check foundation wall if location critical
  - c. Ready mix plant, file delivery tickets, slump tests, cylinders
  - d. What is expected of masonry work, mortar additive Problems with hollow metal (install proper fire labels) Problems with fire damper installation
21. Utility and Outage Issues
- a. Coordinate any utilities supplied by Owner
  - b. Coordinate outages and work in existing building with Owner
22. As-Built Documents
- a. Contractor must maintain, at all times, As-Built Documents.
  - b. Design Professional will review the maintenance of the As-Built Documents at each site visit.
  - c. Accurate As-Built Documents are required as part of Project Close Out Documents.
- PROJECT SITE**
23. Supplementary Conditions – Pay close attention to Supplementary Conditions.
24. Work Hours and Non-Interference of University Operations
- a. See Supplementary Conditions

Pre-Construction Meeting Agenda  
Project Numbers and Name

25. Temporary Facilities and Use of Site
  - a. Temporary Utilities per 1.13 of the Supplementary Conditions
  - b. Contractor must provide temporary toilet facilities. The use of existing building toilets or adjacent building toilets is prohibited.
  - c. Dumpsters - Contractor must provide construction dumpster and cannot use facility dumpsters.
  - d. Keeping existing egress and circulation paths open and free from debris
  - e. Routine job clean-up
  - f. Project and other job site signs
26. Excavation
  - a. See Supplementary Conditions – no excavation activities of any kind are allowed when the University is officially closed. No Exceptions.
  - b. See Contractor to contact Mississippi One Call, Inc. prior to any digging.
  - c. Contractor to maintain confirmation number from MS One Call. New confirmation must be obtained, at least, every ten (10) days.
27. Site Issues
  - a. Site Boundary and Construction Fence
  - b. Staging and storage – No materials or equipment shall be stored within the fence of the Facilities Management Facility.
  - c. Protection of Trees and Plantings
  - d. Crew Parking
  - e. Site Documentation – GPS mapping required.
  - f. Site Safety
  - g. Site Security
28. Existing Warranties
  - a. Identify any existing warranties that must be maintained.

**PROJECT CLOSE OUT**

29. Project Close Out Documents
  - a. ALL ITEMS MUST BE RECEIVED BY FACILITIES PLANNING **BEFORE** Final Payment will be issued.
  - b. See Contract Closeout Specification – All Close Out Documents must be submitted per specifications.
  - c. Contractor is responsible for downloading all documents from Submittal Exchange or project management software.
  - d. Warranties
  - e. Operating and Maintenance Manuals
  - f. As-built Drawings
  - g. Other requirements

**CONSTRUCTION CREW CONDUCT**

30. Conduct on Site
  - a. Construction crew members shall conduct themselves professionally.
  - b. There shall be no inappropriate contact with students, faculty, and/or staff.
  - c. Construction crew members must be properly clothed at all times. Shirts must be worn at all times.
31. Photo Identification Tags
  - a. All construction workers and vendors shall wear, at all times, on their upper torso an identification badge, with their photograph, as issued by either their company or the University. The ID badge shall identify the name of the worker and the company by which the worker is employed. ID badges provided by the University may be obtained from the University ID Center at a charge dictated by Contractual Services.

Pre-Construction Meeting Agenda  
Project Numbers and Name

32. Use of Tobacco Products
  - a. Use of tobacco products is prohibited in all buildings.
  - b. Smoking is prohibited at all times and at ALL locations on The University of Mississippi Campus.
  - c. All violators will be subject to a fine.
33. Objectionable Conduct
  - a. Any workman who may, because of improper conduct, become objectionable to the University will be promptly and permanently removed by the Contractor at the request of the proper University officials.
34. Miscellaneous Discussion Items:

**THE DESIGN PROFESSIONAL AND CONTRACTOR SHALL ENSURE MEETING MINUTES WILL ARRIVE AT THE DEPARTMENT OF FACILITIES PLANNING'S OFFICE AND OTHER ATTENDEES' OFFICES WITHIN FIVE (5) DAYS AFTER THE CLOSE OF THE MEETING.**