**(Sample)**

**Pre-Construction Conference Agenda**

*(The design Professional shall incorporate the following information, as applicable, into their own outline or office standard meeting agenda format.)*

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UI PROJECT NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARCHITECT/ENGINEER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCTION OF THOSE PRESENT**

Distribution of the attendance sheet

**Project team**

Project Architect (A/E)

Phone cell e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager (UI)

Phone cell e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Construction Manager (UI)

Phone cell e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Construction Inspector (UI)

Phone cell e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager (Contractor)

Phone cell e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent (Contractor)

Phone cell e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTRACT ITEMS**

Distribution of the contract package.

**Contract**

The contract amount is $

The contract includes Bid Alternates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notice to Proceed**

The NTP sets the start and completion dates for the contract.

The start date is: .

The contract period is: calendar days.

The completion date is therefore: .

**Liquidated Damages**

The contract provides for liquidated damages at the rate of $ per calendar day.

**Bonds**

If not provided on the Bond and/or Power of Attorney, the name and phone number of a specific person handling inquiries on the Contractor’s bonds is required.

**Subcontractors**

The Contractor is required to submit a complete list of subcontractors and suppliers for review by the A/E and the Owner. A copy of the Idaho State Tax Commission Public Works Contract Report is attached to the contract for this purpose.

An updated list is required as additional subcontractors are engaged by the Contractor.

All subcontractors must hold an Idaho Public Works Contractor’s License in the proper categories and in sufficient capacity for their work on the project.

**Interpretations of the Contract Documents**

The A/E is responsible for all interpretations of the project plans and specifications. These interpretations are to be completed in writing on the proper forms

**GOVERNING AUTHORITY**

**Permits and Licenses**

The University has received a plan review approval number from the Idaho Division of Building Safety (DBS). *Verify.* The Contractor is responsible for obtaining and paying for the DBS building permit.

State of Idaho Plumbing and Electrical permits must be secured from DBS by the appropriate subcontractors. Inspections of the plumbing and electrical work must be scheduled through DBS.

CITY OF MOSCOW - The City of Moscow has no permitting or inspection authority on campus. However, the campus branch sewer lines connect to City sanitary and storm sewer mains, and the City is the governing authority for that work. There is no permit or tapping fee required.

Except for those streets which have been vacated as walkways, all streets on campus are City streets. The City has the responsibility for traffic enforcement, and the City is the governing authority for street ordinances. All cutting and patching, backfill and compaction, traffic re-alignment, use of barricades and flag-persons on City streets must conform to City regulations. The Contractor must obtain the necessary City permits for traffic modifications or street closures. There is no fee.

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) - An EPA NPDES permit must be obtained by the contractor prior to the start of work on any project with a total site, including staging areas, 1 acre or larger. This is commonly known as a Storm Water Pollution and Prevention Plan (SWPPP), and it must document how the site will be configured to preclude any storm water from eroding beyond the site limits.

An EPA Notification of Demolition and Renovation permit must be obtained by the Contractor two weeks prior to the start of any work involving hazardous material abatement or selective demolition. There must be a separate permit for each structure. Application for this permit must be coordinated through the University of Idaho Environmental Health and Safety Office (EH&S).

The Contractor will obtain and pay for all other applicable permits, licenses, fees or other charges.

The Contractor must call for utility locations prior to any excavation.

**PAYMENTS**

**Schedule of Values**

The Contractor is required to submit a breakdown of contract values, as they will appear on the Pay Request, for review by the A/E and the Owner. Submit 15 days before the first Pay Request.

The Schedule of Values must include a line item for Project Closeout.

The Schedule of Values must include a line item for Commissioning if the commissioning process is an element of the project documents.

**Payment Requests**

Payment Requests must be submitted on the standard UI form, unless an alternate is approved in advance. The Schedule of Values must be completed and attached. Do not round off. Carry all figures to two decimal places.

Payment Requests should be submitted to the A/E three working days before the date of the monthly construction meeting. Progress should be estimated to include the work that will logically be complete through the end of the 30-day billing cycle.

The UI has 30 days after the A/E’s approval of the Pay Request to make payment.

The Contractor shall not withhold from a subcontractor or supplier more than the percentage withheld on a payment certificate for his portion of the work. Idaho code requires that the Contractor must pay subcontractors and suppliers upon receipt of payment from the Owner.

**Retainage**

5% of the value of the work will be withheld as retainage.

Retainage is withheld, according to Idaho code, to pay subcontractors, suppliers and labor. It can be released upon receipt of the Closing Documents which include the Release of Liens and the Certificate of Payment of Debts and Claims. Retainage is not withheld to guarantee completion of the work by the Contractor. Therefore, to ensure 100% payment on completed items, the Contractor should include a line item in the Schedule of Values for close-out, clean-up and demobilization.

**Off-site Storage**

Payment for materials stored off site will not be allowed. The UI PM may allow payment for off-site storage in certain special case, but this will require prior approval and inspections from UI representatives.

**POST-BID REQUIREMENTS**

**Materials Substitutions**

Materials Substitutions are generally not permitted during the construction phase. Guidelines for the approval of substitutions can be found in the project specifications.

No substituted material will be permitted without an approved Substitution Request.

**Construction Schedule**

The Contractor is required to prepare and submit a schedule of construction activities, as they are intended to be completed, for review by the A/E and the Owner. For projects over 1 million dollars, the Contractor is to submit a Critical Path Method (CPM) schedule within three weeks after award of the contract.

The Contractor is expected to continuously update the schedule as work progresses and present it at every monthly meeting. Updates shall consist of showing actual work accomplished against the progress expected, as shown on the approved schedule. No adjustment shall be made to the original timeline except for those adjustments authorized by an approved Change Order or Proposal Request.

**Shop Drawings and Other Submittals**

The Contractor should review the project specifications for submittal format and/or any special requirements such as a submittal schedule or log. The following conditions will apply:

* The Contractor should submit shop drawings and other submittals to the A/E as quickly as practical.
* The Contractor is required to review and approve all submittals prior to submitting to the A/E.
* The Contractor should make every effort to submit relevant drawings and/or other submittals as a complete package.
* Allow two weeks, excluding mail time, for the return of approved submittals.
* The Contractor should retain the appropriate number of submittals for use in the M&O Manuals. Photo-copies of an approved original are acceptable. Three copies of the M&O Manuals are required.
* The owner requires one copy of all submittals for review, concurrent with the submittal to the A/E. The owner does not require Shop Drawings unless requested.
* The total number of copies required is: (To be determined at the Pre-construction meeting).

**Color Selections**

The Contractor should review the project documents to identify all materials and equipment requiring color selections and/or samples.

Final color selections are the responsibility of the UI Project Manager. Selections will be made upon the receipt of all required submittals.

**Testing Requirements**

The UI will arrange and pay for all required soils, concrete, welding and/or other required testing.

The Contractor must notify the A/E and/or the UI CM adequately in advance of the work requiring testing (minimum 48 hours). An alternate method by which the Contractor schedules directly with the testing agency may be approved by A/E and Owner.

A/E will determine the frequency and types of testing to be performed.

Testing required in the Electrical and Mechanical specification sections are the responsibility of the Contractor. These tests must be scheduled with Idaho DBS inspectors or with the UI Construction Inspector as applicable.

The Testing Agency for this project is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contractor’s Project Superintendent**

The A/E and/or the Owner may require background information related to the qualifications and suitability of the Contractor’s selected Superintendent.

**Project Inspection**

The Contractor must coordinate all permit inspections with the local DBS Building Inspector.

Day to day inspections will be made by the UI CI and the A/E. The Field Rep will assist the Contractor with site logistics and coordination of construction activities. The site inspections by the UI CI, the UI PM and the A/E do not in any way imply final acceptance of the work in place, unless specifically stated as such in writing.

The Contractor should be aware that IDBS inspectors, the State Fire Marshall, and other State officials may make site visits. In addition, representatives from the various Facilities departments and shops may inspect the work in progress. The Contractor may require a check-in procedure, and in certain situations may require that these visitors be accompanied by the Field Representative.

City and County Building officials do not have jurisdiction on UI projects, except in some special cases such as the Health Department jurisdiction over food service operations.

**Project Safety**

Project safety is solely the responsibility of the Contractor. However, the A/E and/or the UI representatives will report instances of unsafe work practices to the Contractor and, in the case of imminent danger, will immediately stop work until the situation is rectified.

The Contractor is required to hold mandatory weekly safety meetings for all personnel employed on the job-site. The Owner requires a copy of the sign-in sheet or agenda as proof of this meeting.

**CHANGES TO THE CONTRACT DOCUMENTS**

**Change Orders**

All changes to the contract must be authorized by a Change Order. All Change Orders must correspond to an A/E issued Proposal Request and/or Construction Change Directive (CCD).

Proposal Request

Change items must be initiated by the A/E issuance of a Proposal Request (PR). If the Proposal Request constitutes a change in scope, the UI Project Manager must approval the PR before it is issued to the Contractor by the A/E.

Construction Change Directive

A Construction Change Directive (CCD) may be used as a method of gaining quicker approval for change items. The A/E can issue a CCD for minor changes, and the work in question may proceed. Subsequent pricing of the CCD must be approved by the A/E, and the amount of the CCD will be included in the next Change Order much as a Proposal Request would be.

Supplemental Instruction

The A/E may issue a Supplemental Instruction (SI) to make minor, no-cost changes. SI’s require the A/E and the Contractor’s signature. By signing, the Contractor is indicating his agreement that the changes included are no-cost changes. Failure to sign within 21 days constitutes acceptance of the SI.

In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs, including labor, materials, equipment and subcontracts. In no case will a change involving over $1,000 be approved without such itemization.

Contract time extensions or deletions must be requested as a Proposal Request, and must be approved as a component of a Change Order. No adjustment of the contract time and no modification to the project schedule may be made except through this process.

**RECORD DOCUMENTS**

**Record Drawings**

The Contractor is required to keep a clean set of contract plans and specifications, marked-up with all changes during the course of construction.

The A/E is required to review the drawings at the monthly construction meeting.

At the project completion, these as-built documents must be submitted to the A/E for review and approval. Submission of these documents is a component of the close-out process.

**Maintenance and Operations Manuals**

The Contractor is required to prepare and submit manuals containing maintenance, operation, product, technical, warranty and certification information for materials and equipment used in the project. Three copies are required. The Contractor should check the project specifications for specific requirements on content and format.

The M&O Manuals must be submitted to the A/E at the end of the project. Final acceptance requires the approval of the A/E and the UI Project Manager prior to final payment.

**PROJECT CLOSEOUT**

**Certificate of Substantial Completion**

* The Contractor should conduct a preliminary inspection to verify the status of his work and that of his subcontractors. The Contractor shall then notify the Architect in writing that the project is complete and ready for final inspection. This notification must also include a list of any items known to be incomplete.
* The A/E will schedule a Substantial Completion inspection as soon thereafter as possible. The Project Manager and other UI representatives will submit a list of concerns to the A/E prior to the inspection, or they will accompany the A/E on the inspection.
* The issuance of the Certificate of Substantial Completion, signed by the A/E, represents the actual completion date with respect to the contract time period. The Contractor is to sign the Certificate and send it to the UI Project Manager within three days of receipt.
* A list of items requiring completion or correction must be attached to the Certificate. Record Drawings, M&O Manuals, warranties, and other close-out documentation, not submitted at the time of Substantial Completion must be included in the list. Under no conditions will the Contractor be given more than 30-days to complete the list.
* Failure to complete the items on the punch list within the time stated on the Certificate will be considered a violation of the contract.
* The issuance of the Certificate of Substantial Completion starts the warranty periods, except for those items on the punch list. The Owner’s insurance coverage begins at this point also.
* Substantial Completion won’t be awarded until the DBS inspector can issue the Certificate of Occupancy or Certificate of Completion.

**Project Closeout Requirements**

* Record Drawings must be submitted and approved.
* M&O Manuals must be submitted and approved.
* All product and equipment warranties must be submitted.
* A statement of the Contractor’s one year warranty of materials and workmanship must be submitted.
* UI maintenance and operation training must be completed and signed off.
* The A/E’s final acceptance letter/checklist must be submitted to the UI Project Manager.
* The forms, Consent of Surety, Release of Claims, and Affidavit of Payment of Debts and Claims, must be executed and submitted.
* A final Payment Request, requesting 100% payment, may now be made. A separate Payment Request is required for release of retainage.

**MISCELLANEOUS ITEMS**

**Meetings**

Monthly project meetings are required. These meetings are to be set up, chaired and recorded by the A/E. Minutes will be sent to all parties concerned no later than 10 days after the monthly meetings. Approval of these minutes will take place at the next meeting. A prepared agenda is to be used.

Pre-installation Conferences are required prior to the start of significant elements of the work on major capital projects. They are encouraged on all projects. The required Pre-installation Conferences will be determined by the PM and/or the consulting A/E. Typical examples could include utilities, CIP concrete, concrete flatwork, steel erection, masonry, mechanical installations, paint and roofing.

Weekly subcontractor coordination meetings are encouraged at the discretion of the Contractor. The UI CI and/or UI CM may attend.

**Parking**

Parking availability is at a premium, and parking enforcement is a critical issue on campus. Violators, including contractors, will be ticketed. Unpaid tickets will be charged to the Contractor.

Construction equipment may be parked within the site confines without a permit.

Construction Permits will be issued to the General Superintendent and the Superintendent for each major subcontractor for their shop pickups. These vehicles must be parked within the site confines or in designated spaces nearby. Construction Permits are issued free by Facilities.

All other employees may park in the limited free spaces around campus, or they may purchase monthly parking permits from Parking Services.

**Fences and Barricades**

The construction site and the adjacent staging/storage area must be enclosed by a chain link fence. For smaller projects, or where special conditions exist, this requirement may be waived or modified by written agreement from the UI Project Manager.

All barricades and temporary barriers must be hard, constructed type. Sandwich boards, saw horses, plastic construction fence and tape or ribbons are not acceptable barriers.

All signs and traffic control devices used for street work must conform to DOT requirements. Flag Persons must be employed during any work which encroaches into any drive lane. Flag Persons must wear an orange vest and hard hat.

The movement of all equipment and delivery vehicles through campus, and any construction activity that takes place outside the site confines, must be accompanied by a spotter on foot.

**Temporary Utilities**

The Contractor may make connection to the campus steam distribution system, and may use campus steam for temporary heat if practical. There is no charge for the steam. Connections must be made under the supervision of UI Facilities personnel, and provisions must be made to return the treated condensate to the campus system.

The Contractor may make connection to the campus domestic water system, and may use campus water for construction purposes. There is no charge for the water. Connections must be made under the supervision of UI Facilities personnel, and a reduced pressure (RP) backflow preventer must be used on each connection.

The Contractor may make connection to the campus electrical distribution system, and may use campus power for construction purposes. There is no charge for the electricity. Connections must be made by a licensed and qualified electrician, under the supervision of UI Facilities personnel. Any necessary switches, transformers, panels or other equipment required is the responsibility of the Contractor.

**Other**

The University cannot dedicate sufficient staging area to accommodate an unlimited number of office or construction trailers on site. The Contractor is responsible for controlling the trailers allowed within the site confines. Some additional space is available for parking trailers at a location remote from the site.

All anticipated utility, building service or fire system shutdowns should be shown on the project schedule if possible. The UI requires minimum 2-week notification of any shutdown.

Any work that may affect fire alarm systems, including bagging of them, must be approved by the UI Environmental Health and Safety Office. This includes, but is not limited to, sweeping of construction material in the area of detectors.

The Contractor will be responsible for disposing of all construction materials waste. UI dumpsters will not be used unless prior approval has been given by the UI Project Manager in special circumstances.

If any suspected asbestos containing material is encountered and is at risk of being disturbed, the Contractor must contact the UI CI or the UI PM. Do not disturb the material. The UI has an in-house abatement shop that may be able to remove small amounts of material with minimal down-time.

The campus landscape comprises a high profile and high value resource. All effort will be made by the Contractor to prevent damage to any and all landscape items such as lawns, planting beds, trees, shrubs, sidewalks, sprinkler irrigation systems, signage, etc. Any disturbance of the landscape caused by storage, parking, driving, trenching, excavating, etc. must be approved by the UI Project Manager or the owner’s representative prior to the work. The Contractor may be required to take extraordinary measures to protect the landscape. These could include such things as fencing to the drip line of any endangered tree, placing plastic or tarps under certain equipment, and excavation of shrubs for re-planting elsewhere by UI personnel.

The construction site is required to be isolated against migration of dust and odors into occupied adjacent buildings. Care must be taken to avoid operating equipment near building air intakes, and the Contractor may be required to construct dust barriers over nearby windows. Watering of the soils or building materials must be accomplished during dusty earthwork or demolition.

Door lock cylinders and keys will be shipped from Schlage Lock Company direct to the U of I, Facilities Locksmith. The Contractor shall provide the UI with the name and address of the hardware supplier for the project as soon as possible. The UI will provide the supplier with a signed authorization form listing the appropriate restricted keyway number to forward to the lock company. Cylinders and keys will be shipped zero-bitted by registered mail only to the UI Facilities Locksmith.

The UI Design and Construction Project Document Standards are on the Facilities web site. The contractor is encouraged to view the web site and raise a question with the Project Manager where substantial elements are not found in the project specifications. Other helpful forms, instructions and documents are also available on this site. Go to [www.uidaho.edu](http://www.uidaho.edu), click Services, then Facilities Management, then Forms and Standards.

**OTHER DISCUSSION**

**END OF PRECONSTRUCTION CONFERENCE AGENDA**