State of Kansas - Pre-Construction Conference Agenda

Department of Administration, OFPM-DCC

Form 130 – Required Shop Drawings and Inspections for Certificate of Occupancy shall be issued along with this document at the pre-construction conference.

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| --- | --- | --- | --- |
| Date of Meeting |  |  |  |
| Project Number |  | Agency |  |
| Project Title |  | | |
| Project Location |  | | |

**\*\*\*Pass around sign-up sheet at the beginning of the meeting. Attach it to the back of the minutes.\*\*\***

1. All questions, requests for information or clarification and guidance shall be directed to the architect and engineer of record. They are:

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| --- | --- | --- | --- |
| Architect: |  | Telephone: |  |
| MEP Engineer |  | Telephone: |  |
| Structural Engineer |  | Telephone: |  |
| Agency Representative |  | Telephone: |  |
| Agency Representative |  | Telephone: |  |
| DCC Architect |  | Telephone: |  |
| DCC Engineer |  | Telephone: |  |
| DCC Inspector |  | Telephone: |  |
|  |  | Telephone: |  |

1. The contractor and his subs are:

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| --- | --- | --- | --- |
| General Contractor |  | Telephone: |  |
| Contractor’s Superintendent |  | Telephone: |  |
| Mechanical Contact |  | Telephone: |  |
| Electrical Contact |  | Telephone: |  |
| Plumbing Contact |  | Telephone: |  |
| Fire Alarm |  | Telephone: |  |
| Telecommunications |  | Telephone: |  |
| Fire Sprinkler |  | Telephone: |  |
| (Other) |  | Telephone: |  |

1. All **correspondence** and other communications shall be addressed to the Project Architect, Project Engineer, Agency and the OFPM-DCC representatives. (Include list at this meeting or when distributing the meeting minutes.)
2. **All copies** of the correspondence and other communications for the project shall bear the **DCC** **Project number**.
3. **Construction Administration** for this project will be the responsibility of the Project Architect and the Project Engineer.
4. Alternates and Unit Prices: (At this point, review alternates accepted and unit prices included on Form of Bid.)
5. Contractor shall provide a “**Schedule of Values**" covering the principal items of work under the contract consisting of labor, materials, other costs (if any) and a total for each item. This breakdown, when approved is to be used in preparing the Payment Estimate Vouchers. Furnish this information on AIA form and G703 or continuation sheets of Form 450 – Application and Certificate for Payment.
6. The procedure for **Contractor** **Payment Applications** will be as follows:

One (1) copy of the pay estimate vouchers are to be submitted electronically on AIA documents G702 and G70, Form 450 – Application and Certificate for Payment or other similar forms to the Project Architect/Engineer for review and approval then forwarded to the Owner for processing. However, estimate vouchers, which reduce the retainage to 5% or less, must be approved by the DCC prior to forwarding to the Owner.

1. The procedure for **Change Orders** will be as follows:

Prior to preparing any Change Order, the Project Architect/Engineer must have written approval from the Owner. In addition, the Project Architect/Engineer shall have a written proposal from the contractor for the scope of work to include justification of the changes, cost and time extensions, if required.

The Project Architect/Engineer shall prepare Change Orders, attach all documentation, sign and forward electronically to the contractor for further processing.

1. Except for fire alarm and fire suppression shop drawings, the contractor shall submit **shop drawings** electronically to the Project Architect/Engineer for approval. Contractor must sign and approve all submittals from subcontractors and suppliers. Reference Document D, Article 6.

Contractor shall keep one (1) copy of all approved shop drawings on the job site at all times.

1. For fire alarm and fire suppression shop drawing submittals follow BDCM Part A – Chapter 4 and Chapter 5 along with Form 130 – Required Shop Drawings and Inspections for Certificate of Occupancy.
2. The **Notice to Proceed** will be issued by the OFPM-DCC when a fully executed contract is in hand.

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| --- | --- | --- | --- | --- | --- |
| Start Date |  | Number of Days |  | End Date |  |

Time extensions for weather days: The Contractor is required to submit data from the closest National Weather Bureau to the site. Additional weather days will be given as outlined in the General Conditions, Article 23, included in the specification.

1. The Agency hours of operation are 8:00 am to 5:00 pm.
2. Work hours for his project shall be 8:00 am to 5:00 pm.
3. **Liquidated damages** per calendar day are for Two Hundred Fifty Dollars ($250.00) per calendar day.
4. This project **is / is not** exempt from the payment is the Kansas Retailers Sales Tax. If exempt, the Owner will furnish the Contractor with a tax exemption certificate and number.
5. A **construction schedule** shall be provided by the contractor to the Project Architect/Engineer prior to the commencement of work and shall be posted at the job site. The schedule shall be updated as required by the General Conditions, Article 22.
6. **Job Site Records**: The Contractor must keep on site at all times, plans, specifications, shop drawings, posting of emergency telephone numbers, and other items as required by the Contract Documents. If the project is a remodeling, the contractor might want to photograph or video tape the existing conditions.
7. Notify Utility companies of any **temporary shutdown** for connections to their services and give seven (7) calendar days notice of any change in schedule. Coordinate with the Owner any utility shutdowns and give ample notice of shutdowns.
8. Parking and Egress at the site shall be determined by Owner.
9. **Temporary utility connections**, office and telephone to be per specifications Division 1, Section 01500 - Construction Facilities and Temporary Controls.
10. **Storage and delivery of materials and equipment**:

a. Contractor shall have personnel on had to accept delivery of all materials to the job site.

b. The Owner will not be responsible for accepting delivery of the contractor's materials.

c. It is the responsibility of the contractor to adequately protect any materials stored outside the building from the elements and vandalism.

d. Storage of materials on site shall be at the direction of the Owner.

1. **Progress meetings** shall be held on Day and Time and will be held at Location.

Minutes for the progress meetings shall be recorded by the Project Architect/Engineer and a typed copy sent to all in attendance plus the additional persons identified in item 5 above. (Per the Building Design and Construction Manual, this may be delegated to the Contractor. Please state your intention to delegate at this time.)

1. Required Code inspections necessary for Occupancy reference BDCM Part A – Chapter 5 along with Form 130 – Required Shop Drawings and Inspections for Certificate of Occupancy.
2. **Inspection reports** shall be written by the Project Architect/Engineer for each inspection visit. Copies shall be distributed to the Agency contact person and DCC.
3. If this is a remodeling project, the Owner, Contractor and Project Architect/Engineer may want to review the **existing conditions** of the area of work and adjacent areas (existing damages, finishes, etc.) Videotaping or photographs are good ideas for a permanent record. Repair of damage that occurs during the course of work, will be repaired by the contractor at no additional cost to the Owner.
4. **Agency Security Requirements**:
5. Other items discussed:

**PRE-CONSTRUCTION CONFERENCE**

**ATTENDANCE ROSTER**

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| --- | --- | --- | --- |
| Date of Meeting |  |  |  |
| Project Number |  | Agency |  |
| Project Title |  | | |
| Project Location |  | | |

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| **Name** |  | **Company** |  | **Telephone** |
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