

4D

Pre-Construction Meeting Agenda

A pre-construction meeting provides an opportunity to communicate the requirements and expectations of a construction project to the contractor hired to complete the work. At this meeting, the approved drawings and documents should be thoroughly reviewed with major items discussed by the participants. Discussing special project features and requirements prior to the start of construction can avoid or reduce possible conflicts and delays in completing the work.

This meeting will allow review and discussion of implementation procedures along with the specifications and requirements for any materials that are needed. This will ensure that all parties involved, including the contractor, fully understand the goals and objectives for the project and the expected construction requirements to achieve them.

There are many project-related items to discuss during the pre-construction meeting. The project engineer usually facilitates the meeting and should plan ahead to prepare a comprehensive agenda specific to the project. The following items, where applicable, are recommended agenda items to discuss.

☐ **Introductions**

☐ **List of Representatives**

Identify names, phone numbers (office and cell), addresses, etc. of the Contractor, Project Foreman and/or Superintendent, Project Engineer, Project Manager, Project Inspectors, and Owner or Owner's representative. Determine who will be the contractor's job superintendent or site manager. Ask if any subcontractors will be used and make note of their role in the project.

☐ **Construction Contract**

If a construction contract has been prepared for the project, its contents will need review. Focus on areas or subjects that likely will not be covered elsewhere within the context of the meeting agenda. This includes: requirements and status of bonds, insurance, addendums, transmittals, requests for modifications, completion dates, extensions, weather delays, etc.

☐ **Liquidated Damages**

Review the contract requirements for this item.

☐ **Payments**

Discuss the terms and conditions of payment as defined by program requirements or in the construction documents. Review the specific project components and associated measurement and payment options. Discuss the level of completion that is required before payments will be made. Discuss whether any partial payments will be allowed and if so, under what conditions. If there are construction timeframes required within the contract, discuss the importance of them and whether extension will be allowed or if liquidated damages will be enforced.

☐ **Plans and Addendums**

Briefly provide an overview of the project and determine if the contractor has copies of all the construction documents and whether they need additional copies of the plans and specifications.

☐ **Submittals**

Several items could possibly be required here including; the contractor's progress schedule and a breakdown of partial or periodic payments that may be needed, a list of subcontractors and/or suppliers, and shop drawings of specific construction components that the contractor is responsible for.

- ❑ **Construction Schedule**
Discuss with the contractor any required start or completion dates that might be specified in the construction contract. If none, ask the contractor for their scheduling plans for the project and discuss any perceived issues or problems (i.e. road restrictions, weather conditions, site conditions, time constraints, etc.). Try to determine when construction will commence and about how long the contractor estimates it will take to complete the work. Also discuss whether the contractor intends to work weekends or holidays. Discuss the status of "Notice to Proceed" document, if required.
- ❑ **Gopher-State-One-Call**
Generally it will be the contractor's responsibility to make this call within the required timeframe before beginning any construction activities. It is advisable, and in some cases required, that the ticket number be obtained and made part of the project file before the contractor is allowed to begin construction excavation activities.
- ❑ **Permits**
The requirements for or status of any permits needed should be reviewed at this time. This includes the status of the MPCA NPDES Storm Water Permit, if one is required. If permits still need to be obtained, it should be identified who is responsible for this.
- ❑ **Construction Plan Review**
Thoroughly review the content of the construction plans and all associated requirements, notes, etc.
- ❑ **Construction Methods/Specifications**
This item in itself can be quite comprehensive depending upon project scope. Discussion should take place regarding the type(s) of equipment the contractor plans to use, the required specifications for particular aspects of the project, and a review of the specified materials necessary for the project.
- ❑ **Construction Sequence**
The sequencing or staging of construction components can be quite important with some projects. It may be critical to the success of the project that this sequencing of events is followed so it is important for the contractor to understand this.
- ❑ **Inspection Plan**
Discuss who will be inspecting what, when, and how. If an inspection schedule or plan has been prepared it should be reviewed. The contractor needs to be aware of the inspection requirements of the project, the responsibilities of the inspector(s) and their relationship to the project and to the owner or engineer.
- ❑ **Access**
Agree on access routes that equipment will utilize and discuss any erosion and sediment control issues and requirements that may be associated with access to the site.
- ❑ **Working Area Limits**
Identify property/site boundaries and any specific areas that should remain undisturbed as part of construction. Discuss whether these areas should somehow be marked or flagged to ensure this.
- ❑ **Storage/Staging Areas**
Identify locations for temporary staging or storing activities and what concerns exist with these areas such as clean up, erosion and sediment control, safety, etc.
- ❑ **Construction Safety**
Identify and discuss potential safety issues that may arise as part of construction work and what provisions will be made to address them.
- ❑ **Archeological Issues**
Identify and discuss procedures to be implemented should unexpected archeological items or artifacts be unearthed during construction work.

- ❑ **Traffic Control**
Identify and discuss potential traffic control issues or requirements that may be needed and who is responsible for them.
- ❑ **Staking / Construction Layout**
Discuss methods and timing for staking activities as they relate to construction components and sequencing. Staking preferences may vary from contractor to contractor so it will be important to identify how and to what extent the staking will be accomplished.
- ❑ **Erosion Control**
As part of the discussion on construction sequencing, the required erosion and sediment control measures should be discussed. The plan and specification requirements for this should be reviewed.
- ❑ **Change Orders**
Describe the steps and requirements of the change order process. Clarify who is authorized to issue change orders and any associated financial limitations. Clarify who will be the authorized representative for negotiation of change orders.
- ❑ **Site Cleanup/Closeout**
Discuss what condition the site should be left in when the contractor has finished the project. Discuss whether leftover debris or materials can be disposed of on-site or should it be hauled away by the contractor.
- ❑ **Final Comments/Notes**
Use this opportunity to cover any last minute project/plan items that need to be documented.