

Facility Planning & Control

15. PRE-CONSTRUCTION CONFERENCE AGENDA

As a minimum the following items are to be covered in the pre-construction conference. The Designer may, at his discretion, add additional items which he feels are important to this particular project.

1. Contractor shall furnish the following prior to his first payment:

- a. Cost breakdown (Schedule of Values), shall be in standard Construction Specifications Institute format.
- b. List Sub-contractors and major suppliers
- c. Information listed in Paragraph 7.1 of the Supplementary Conditions.
- d. Construction Schedule as defined in 3.10.2 of General Conditions and Supplementary Conditions.

No payments to the contractor shall be made until this information is provided.

2. Roles of Individuals:

- a. **Designer** – shall be solely responsible for the direction of the project. The Designer shall keep and distribute minutes of all meetings. All instructions to contractor shall come from the designer. All decisions and directions shall be in writing. Verbal instructions shall be immediately confirmed in writing. The Designer and his principal consultants shall visit the project regularly according to the requirements of the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction. The Designer shall NOT assume the role of his principal consultants in site visits. Copies of Designer Site Visit Reports are to be sent to Facility Planning and Control and the User Agency on a weekly basis.
- b. **Facility Planning and Control** - Designer to receive instructions only from Facility Planning and Control. Program or design changes shall be approved by Facility Planning and Control prior to any work being performed by the Designer.
- c. **User Agency** - Address all requests for changes through Facility Planning and Control. Establish ground rules for the contractor and his personnel while working on

their premises. If representatives of Facility Planning & Control or the using agency find any discrepancies, they believe to be contrary to the Contract Documents, they shall notify the designer. If it is thought that discrepancy needs immediate attention, the individual discovering the discrepancy and the contractor's representative should call the designer for immediate resolution.

- d. **Contractor** - Work shall be according to the Contract Documents, not necessarily standard practice. Emergency action to protect life or property shall be taken immediately by the superintendent on the site. Less urgent action shall be resolved by telephone among the appropriate parties. Fire Marshal approved documents shall be accessible at all times at the project site, in accordance with Fire Marshal requirements. Approved documents from all other applicable regulatory agencies shall also be accessible at all times at the project site.

3. Change Orders:

All requests for a change in time and/or money shall be submitted to the designer, with proper back up data, for his review. The designer shall submit the Change Order to Facility Planning and Control with his recommendation of action required. The Change Order shall be approved by FP&C prior to any additional work being performed.

- a. Change Orders cannot be approved without the proper breakdown as required by the Supplementary Conditions, Section 7.2. The same requirements apply to time extension requests.
- b. Facility Planning and Control needs only the original and one (1) copy of backup.
- c. Change Orders should be rounded to the nearest whole dollar amount.
- d. User paid change orders are **not** allowed.

- e. User requested change orders are to be avoided.

4. Invoice Procedure:

- a. All invoices must include an original with original signatures, in blue ink.
 - 1) Contractor shall submit one original invoice of the Certificate for Payment directly to the Designer. Facility Planning and Control – Application and Certification for Payment forms shall be used for submittal. Certificate for payment need **not** be notarized.
 - 2) After review, the Designer shall process the Certificate as promptly as possible, in any case within seven (7) days. If a Certificate is held for any reason, written notice stating the reason for delay should be given the owner and the contractor. If a Certificate is changed for any reason, changes will be made to all copies.
 - 3) Distribution of copies shall be as follows:
 - a) Designer forwards original directly to Facility Planning and Control with a transmittal letter/memo.
 - b) Designer forwards copy of transmittal letter and one (1) copy of Certificate to Contractor. One (1) copy retained for Designer records. One (1) copy sent to User Agency.
- b. During construction, designer’s invoices shall be sent directly to Facility Planning & Control.
- c. If federal funds are involved, compliance with additional regulations is required including but not limited to:
 - Davis Bacon Act - Wage rate & payroll records.
 - Drug Free Workplace Act
 - Civil Rights EOP poster with name of EOP person shown.
- d. Stored Materials must be on site for payment to be made. Payment will not be made for materials stored in a bonded warehouse or elsewhere.
- e. An Original 45 Day Clear Lien and an Original Consent of Surety (AIA Form G707)

is required prior to final payment to the contractor.

5. Prior Approval:

Only items as specified or prior approved in accordance with the Contract Documents will be incorporated into the project. Approval of shop drawings does not relieve Contractor of complying with the Prior Approval clause.

6. Testing Lab:

- a. The Owner will engage and pay for the testing laboratory if required. If the Contractor obtains the services of a testing laboratory, he will be responsible for all costs for that laboratory
- b. Designer should furnish Testing Lab with written notice of types and frequency of required tests. Set up procedure for Testing Lab notification.
- c. No off site testing unless called for in the Contract Documents.
- d. Facility Planning and Control will pay a minimum of standby time. Contractor may be billed if not well controlled.
- e. Testing Lab invoices must be an original with original signatures of a Lab representative and the Designer on the face of the invoice.

~~**7. Project Sign**~~

~~When a project sign is specified, select location.~~

8. Meetings:

Establish a time and place for the Monthly Meeting. Notify FP&C prior to and provide minutes of all other meetings.

~~**9. Roofing:**~~

~~Pre-roofing Conference - establish a direct line of communication, iron out initial questions regarding the project and to review project submittal requirements. This conference should be held shortly after award of the roofing contract and a minimum of six (6) weeks prior to the anticipated start of roofing. Attendance by general contractor, roofing subcontractor and manufacturer’s representative is required. A letter~~

from the manufacturer stating the roofer is an approved applicator and sample warranties shall be submitted at the Pre-roofing Conference, if not before.

a. General Guidelines for Low Sloped Roofs

- 1) Details in compliance with NRCA and Roof Manufacturer
- 2) Concrete Decks are to be primed.
- 3) Nailable Decks; Red Rosin sheet is required on wood decks.
- 4) Fastening per manufacturer's requirements to comply with I-90 FM rating.
- 5) Asphalt
 - a) Type IV asphalt shall be used for all modified bitumen mop-down systems
 - b) Temperature at the point of application shall be the FVT temperature plus or minus 25 degrees.
- 6) Insulation
 - a) All wet insulation is to be rejected and removed from the site.
 - b) All insulation joints shall be staggered, including daily tie-ins.
- 7) Metal
 - a) Color Selection
 - b) Gravel guard - use minimal raised lip for areas where drainage is over the edge.
- 8) Drainage: Most guarantees prohibit water remaining on the roof more than 48 hours.
- 9) Roofing guarantees
 - a) No dollar limit. Guarantee system from the deck up, naming all products within the system.
 - b) No language about "no pay, no guarantee".
 - c) Warranty start date to be on or very near date of Acceptance of Building Contract. The roofing warranty required for this project must meet the requirements of FP&C. It is important that the roofing manufacturer and applicator are aware of this. An incomplete or incorrect warranty **will** delay acceptance.
 - d) Supplementary Conditions Section 13.3.3, the Nineteenth Judicial Court in and for the Parish of East Baton Rouge, State of Louisiana shall have sole jurisdiction in any action brought under this contract.

10) Manufacturer's specification to be used in support of designer's specification. Manufacturer's requirements are a minimum, use designer's specification if it exceeds.

11) Track weather days including predicted rain percentage. Submit to designer monthly with pay estimate.

Pre-application Conference to verify readiness of the project structure, review assignments of Preliminary Conference, scan last minute details, changes or corrections and to review the anticipated schedule of progress. This conference should be held within one (1) week of roofing application. Attendance by general contractor, roofing subcontractor and superintendent or foreman and manufacturer's representative is required.

Representatives of the designer and FP&C shall be visiting the site to make sure the roof is being installed per the manufacturers' requirements and the Contract Documents. If found not in compliance, tests and corrective measures may be required to prove the roof is acceptable. Tests include Blow-Off Testing, etc.

Moisture Survey When installation is complete, FP&C will arrange to have a moisture survey performed. Deficiencies will be noted, either on the roof with paint or on roof plan drawing or both. After these deficiencies are corrected, this office will arrange to have these areas resurveyed. If these deficiencies are found not to be corrected and additional survey time is required, then the cost of this time will be assessed against the contractor at a rate of \$50.00 per hour through a credit change order.

Designer: Please fill out "Roof Completion Information" form and submit it with the Recommendation of Acceptance. If the roofed section is new, a scaled drawing is also needed. Preferably, this drawing would be on AutoCAD in compliance with the layers specified in our "Instructions to Designers."

10. General Correspondence:

- a. Project Number must be on all correspondence.
- b. Contractor shall copy Facility Planning and Control on any correspondence **if:**
 - 1) It involves a controversial issue.

2) It relates to information requests to the Designer that had not been furnished in a timely manner.

11. Miscellaneous Items to be Discussed as Necessary:

- a. Shop drawings, samples, hardware, and color schedules. Shop drawings submitted to the user by the designer are for record purposes only, not for approval. Approval is the sole responsibility of the designer.
COLOR SELECTION: If the User does not approve color selections in a timely manner, the Designer, in consultation with FP&C, shall make the selections, which will be final.
- b. Establish the location and type of temporary facilities and utilities. Establish how payment for temporary utilities will be made and how costs will be tracked?
- c. Outages/Interruptions of Services. Contractor is to request, in writing, all outages/interruptions to the User. The amount of advance notice is to be determined by the user. Coordination of outages or interruptions is the responsibility of the contractor
- d. Contractor use/access to pertinent buildings and facilities.
- e. Location of staging area and/or fencing.
- f. Site and stored material security is the contractor's responsibility.
- g. Use of site, parking of vehicles, decals and/or permits for parking
- h. The User shall have first refusal of salvaged materials. Where are they to be delivered? The contractor is responsible for the disposition of all other materials in accordance with laws and regulations.

- i. Safety and First Aid. This is the contractor's responsibility.
- j. Procedure for keeping Record Documents. Contractor to record as-built information that varies from the contract documents, on (1) one set of prints, to be furnished to the Designer at completion of the job. As-builts are prepared by Designer, inclusive of Supplemental Drawings, the Contractor, based on the as-built work and the required adjustments to the contract documents and the change orders, and shall be submitted timely to Facility Planning and Control. Plans shall be marked "**AS-BUILT**". As-built drawings submitted to FP&C shall consist of (2) two full size paper sets of Record Drawings (As-Built) prepared by the Designer. Also required are (2) two disks or jump drives of As-built drawings in AutoCAD (.dwg) and .pdf format, including electronic copies of the bid specifications and addenda. Acceptable As-builts are required prior to the Designer's final payment.
- k. Use of any Asbestos Containing materials is prohibited.
- l. Pictures or videos of existing conditions may be made.
- m. Near the end of the project the FP&C Project Manager will review the work to determine compliance with FP&C's ADA Non-Comprehensive Field Checklist. Any accessibility problems identified in this review shall be corrected before the project can be considered complete.

12. Pre-Close Out Conference

When the project reaches 75 to 80% completion the Designer will schedule a meeting with the Contractor, FP&C and the User to review the requirements and procedures for the Final Inspection and Acceptance.