

May 31, 2024

Pre-Construction Meeting Agenda

STPSB Project No. PO428

Boyet Junior High School, Replacement of Gymnasium HVAC Units

1. Summary of work.
This project consists of the removal and replacement of the existing HVAC equipment: air handler units, condensing units, and demolition of some heaters within the approximately 13,000 sq ft gymnasium.
2. Staging area.
 - a. Finalize limits of staging area and coordinate with STSB.
3. Site access:
 - a. Owner will occupy site and existing buildings during construction period. Perform work so as not to interfere with Owner's day-to-day operations.
 - b. Maintain access to existing roads, ...etc.
 - c. Provide not less than 72 hours notice to Owner of activities that will affect Owner's operations.
 - d. Work shall generally be performed outside the building during normal business hours.
 - e. Smoking is not allowed on STSPB property.
 - f. Workmen to wear same color shirts on jobsite.
 - g. Deliveries and daily access.
4. Utilities
 - a. Use of Owner's property, power, water, telephone & other facilities
 - i. Provide temporary water closet.
 - ii. Notify Owner of any outages
5. Job Site Noise & Dust Control
 - a. Respect users (students, employees, neighbors), no loud music or foul language
6. Scheduling / Coordination
 - a. Construction Duration
 - i. Phase II Construction time is 60 days.
 - ii. Complete all construction prior to beginning of 2024-2025 school year.
 - iii. Notice to proceed.
7. Meetings & Inspections
 - a. Permits
 - b. Site Inspections
 - c. Progress / Coordination Meetings
8. Quality Control
 - a. Contractor's responsibility
 - b. Owners expects good quality

- c. Unacceptable work
- 9. Submittals
 - a. # of copies & who gets
 - b. Response time
- 10. Request for Payment
 - a. Number of copies to be submitted.
 - b. Accompanied by updated schedule if changes.
 - c. Lien releases
 - d. Stored materials
 - i. Must be suitably stored and per manufacturer's recommendation when applicable
 - ii. Off-site - copy of invoice & applicable insurance.
 - iii. On-site - copy of invoice
 - e. Review at monthly progress meeting
- 11. Modifications and/or Changes
 - a. Must have prior approval from Architect/Engineer before proceeding with changes
 - b. Steps
 - i. RFI
 - ii. Contractor or architect cost proposal
 - iii. Construction Change Directive
 - iv. Change Order
 - c. Mtg. to discuss CO's & proposals as necessary
- 12. Claims & Delays
 - a. Process explained in contract documents
 - b. Liquidated damages - \$500 per day
- 13. Construction Methods and Safety Procedures (Comply with OSHA)
 - a. Means & Methods are the contractor's sole prerogative
 - b. Safety is responsibility of the contractor.
 - c. Safety & construction signs are contractor's responsibility
- 14. Substantial Completion
 - a. Contractual obligations fulfilled
 - b. Formally notify Architect or Engineer for substantial inspection
 - i. Include list of incomplete items
 - c. O&M manuals - Submit as package, not bits & pieces
- 15. Final Acceptance / Closeout
 - a. Contractual obligations fulfilled including Consent of Surety and Contractor's Affidavit
 - b. Date Architect/Engineer signs final pay request unless otherwise approved in writing
 - c. Formally notify Architect/Engineer for final inspection
 - d. Punch-list needs to be signed & returned to Architect/Engineer
- 16. Review metal color choices and options.