

July 2, 2025

Pre-Construction Meeting Agenda

New training Facility #2
34780 S. Range Road
Slidell, La. 70460
Project No.2507

1. Establish a day and time for groundbreaking ceremony.
2. Summary of work.
3. Release notice to proceed to contractor.
4. Staging area.
 - a. Finalize limits of staging area.
5. Site access:
 - a. C104 shows where to locate the Construction Entrance and Erosion Control measures.
6. Utilities
 - a. Provide offsite potable water for crew(s) and for work that requires the use of water.
 - b. Provide porta potty for work crew(s).
 - c. Provide temporary power for work crew(s).
 - d. Install Project Sign.
7. Scheduling / Coordination
 - a. Construction Duration
 - i. Notice to proceed will be issued once the permit is issued.
 - ii. Construction time is 180 days after notice to proceed is issued.
 - iii. Liquidated Damages is set at \$500 for each consecutive calendar day for which the work is not complete.
8. Meetings & Inspections
 - a. Site Inspections, typically weekly
 - b. Progress / Coordination Meetings, typically monthly

9. Submittals

- a. Long lead / special items
- b. Email all submittals to info@dammonengineering.com

10. Request for Payment

- a. Number of copies to be submitted.
- b. Accompanied any updated schedule if changes.
- c. Stored materials
 - i. Must be suitably stored and per manufacturer's recommendation when applicable
- d. 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. Review contractor's preliminary schedule and Schedule of Values.

13. Take questions.