

May 15, 2024

## Pre-Construction Meeting Agenda

### STPSB Project No. PO427 Sixth Ward Elementary School, Replacement of Cafeteria HVAC Units

1. Summary of work.  
This project consists of the removal and replacement of the existing HVAC equipment: air handler units, condensing units, identified diffusers and any repair of wall or ceiling finishes within the approximately 11,000 sq ft Cafetorium.
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 30 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 - \$700 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