

April 2nd 2026

Pre-Construction Meeting Agenda

2745 Lakeshore Vista Blvd Slidell La Fire Station 10

1. Establish a day and time for groundbreaking ceremony.
2. Summary of work.
3. Staging area.
 - a. Finalize limits of staging area.
4. Site access:
 - a. C105 shows where to locate the Construction Entrance and Erosion Control measures.
5. Site Clearing:
 - a. Normal ground clearing practices.
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).
7. Scheduling / Coordination
 - a. Construction Duration
 - i. Construction time is 180 days after notice to proceed is issued.
 - l. 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 daily/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
 - ii. Off-site - copy of invoice & applicable insurance.
 - iii. On-site - copy of invoice
- 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 contractors preliminary schedule and Schedule of Values.