

April 7<sup>nd</sup> 2026

## Pre-Construction Meeting Notes

2745 Lakeshore Vista Blvd Slidell La Fire Station 10

1. Establish a day and time for groundbreaking ceremony.  
**FD#1 will coordinate with the previous owners a time they are available for the groundbreaking. Approximately in two weeks.**
2. Summary of work.  
**Contractor will coordinate with two bldg mfg's on the metal bldg package to see who can deliver faster. Ideal Steel and Seco are the two mfg's for consideration. FD#1 offered to split the fees to expedite the delivery of the bldg.**
3. Staging area.
  - a. Finalize limits of staging area.  
**Discussed with the contractor and it was acknowledged.**
4. Site access:
  - a. C105 shows where to locate the Construction Entrance and Erosion Control measures.  
**Discussed with the contractor and it was acknowledged.**
5. Site Clearing:
  - a. Normal ground clearing practices.  
**Discussed with the contractor and it was acknowledged.**  
**Dammon to contact Stratum Engineering about testing procedures.**
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).  
**Discussed with the contractor and it was acknowledged.**
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.  
**Discussed with the contractor and it was acknowledged.**

8. Meetings & Inspections
  - a. Site Inspections, typically daily/weekly
  - b. Progress / Coordination Meetings, typically monthly  
**Every two weeks as discussed with the contractor and it was acknowledged.**
9. Submittals
  - a. Long lead / special items
  - b. Email all submittals to info@dammonengineering.com  
**Contractor to email all submittals ASAP and it was acknowledged.**
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  
**Only one notarized request for payment shall be submitted by email as needed. Discussed with contractor, if the need to store materials the above procedures are in place.**
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  
**Discussed with the contractor and it was acknowledged.**
12. Review contractors preliminary schedule and Schedule of Values.  
**Schedule of values will be received in seven days. Contractor to provide all insurances on Tuesday 05, 2026 to start the contract. Contractor to provide original signed contract to be filled with the clerk of court.**