



STATE OF MONTANA
DEPARTMENT OF MILITARY AFFAIRS
CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE
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PRE-CONSTRUCTION MEETING AGENDA

DATE:
PROJECT:
LOCATION:

DMA #:

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1. Introduction of Personnel
 2. Communication – Refer to Flow Chart
 3. Applicable permits
 4. Contractor shall have competent Superintendent on site @ all times when work is taking place.
 5. Use of the Site - Contractor will be in charge of the site inside the project limits.
 6. Staging Area and Job Site Use
 - a. Plans & Specs Requirements
 - b. Site Access - Keys/Passes/Badges
 - c. Job Signs
 - d. Job Trailer and parking (personal and company vehicles)
 - e. Security and temporary fencing
 - f. Material and/or debris storage & disposal
 - g. Deliveries & daily access
 - h. Salvage materials
 - i. Owner-furnished materials - Delivery & Coordination
 - j. Hazardous materials
 - k. Existing condition of site
 - i. Review with Owner & Architect/Engineer before construction
 - ii. Correct and/or restore any damage to original conditions
 - l. Use of Owner's property, power, water, telephone & other facilities
 - i. Cost of using owner power
 7. Job Site Noise & Dust Control
 - a. Respect users (students, residents, clients, inmates), no loud music or foul language
 8. Utility locates
 9. Scheduling / Coordination
 - a. Construction Duration
 - b. Contract dates
 - i. Start date
 - ii. Completion date
 - c. Hours of operation
 - i. Agency
 - ii. Contractor

- d. Existing facilities – Phasing / Sequencing of work
 - e. Scheduling of outages
 - f. Moving occupants, materials, equipment, etc.
 - i. Contractor to give Owner 2 days notice to move materials, equipment & vehicles
10. Design Intent / Contract Documents
- a. Brief explanation of design & special features by Architect/Engineer
 - b. Specifications & Drawings
 - i. Additional sets
 - c. Addenda
 - d. Errors, inconsistencies or omissions
11. Meetings & Inspections
- a. Site Inspections
 - b. Progress / Coordination Meetings
 - c. Architect & sub-consultants project visits
 - d. Pre-installation & start-up meetings
 - e. Field reports & meeting minutes
12. Quality Control
- a. Contractor's responsibility
 - b. Owners expects good quality
 - c. Unacceptable/rejected work
13. Owner Testing & Inspections
- a. Testing Consultant
 - b. Types of test
 - c. Responsibilities & Requirements
 - d. Who gets copies of reports?
 - e. Contractor is responsible for retest \$
 - f. Quality assurance by owner is not substitute for quality control by contractor.
14. Job Site Record Keeping
- a. Contract documents
 - b. Maintaining as-built conditions
 - c. Permit set of documents
 - d. RFIs, CCDs, Change Orders, Daily Logs, Submittals, Shop Drawings, etc.
15. State Forms
- a. Contractor must use
 - b. Can get off web page, e-mail address is:
 - i. <http://architecture.mt.gov>
16. Pre-construction Submittals – Submit before or in conjunction with first pay request
- a. Schedule
 - i. If \$ > 1mil then CPM, if \$ < 1mil then Bar Chart
 - ii. Milestones & critical dates
 - iii. Two / three week look ahead
 - b. Schedule of Values
 - i. Breakdown by division – labor & materials at minimum
 - c. List of Subcontractors & Suppliers
 - i. List of key personnel & contact information

17. Submittals

- a. Submittal Schedule
- b. Long lead / special items / samples
- c. # of copies & who gets
- d. Response time
- e. Format
- f. Substitutions

18. 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

19. Questions & Clarifications

- a. RFIs submit to the A&E and DMA Project Manager concurrently
- b. Response time
- c. RFI log

20. Modifications and/or Changes

- a. Must have prior approval from Owner (DMA) before proceeding with changes
- b. Steps
 - i. If response to RFI involves cost GC requests RFP
 - ii. Designer issues RFP
 - iii. Contractor cost proposal
 - iv. A&E and owner review/negotiation
 - v. Change Order
- c. Mtg. to discuss CO's & proposals

21. Claims & Delays

- a. Process explained in contract documents
- b. Liquidated damages

22. Construction Methods and Safety Procedures (Comply with OSHA)

- a. Means & Methods are the contractor's sole prerogative
- b. Safety and construction signage are responsibility of the contractor.

23. Commissioning

24. Training

- a. Follow outline in specifications
- b. Submit agenda and list of attendance

25. 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

d. As-Built Drawings

26. Warranty

- a. Starts at substantial completion and ends one (1) year from final acceptance

27. 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
- e. List of extra materials
- f. Non-Use of Asbestos containing materials (DMA form 103)

28. Concerns of the Facility User

- a. Agency staff walk-throughs

29. SWARWEB requirements

NOTES: