APPENDIX Q
PRECONSTRUCTION CONFERENCE AGENDA

SECTION Q.1 GENERAL

The General Conditions of the Construction Contract requires that prior to the start of construction, and no later than 15 calendar days after the Notice to Proceed, a Preconstruction meeting shall be held. Attendees should include the University's Project Manager and Project Inspector, the A/E's Representative including representatives of each design discipline involved in the project, the University's Fire Safety Officer, the Contractor's Project Manager and Superintendent (and Scheduler, if Contractor desires), and representatives of the Contractor's major Subcontractors. A Safety Representative from W&M Environmental Health & Safety (EH&S) may also be invited.

The purpose of the preconstruction meeting is to clarify and discuss the specifics related to, but not limited to, the following:

1. Persons involved from each entity and their chain of authority.
2. Names, addresses, telephone numbers, email addresses, procedures and formats to be used for Requests for Information (RFI), Requests for Clarification (RFC), Requests for Proposals (RFP), shop drawing and sample submittals, and notices.
3. Contractor's proposed construction schedule.
4. The University's sequencing requirements, if any.
5. Schedule of Values and Certificate for Payment (Form CO-12) requirements and procedures.
6. Procedures for shop drawing, product data and samples submittals.
7. Procedures for mock-up review.
8. Procedures for handling Field Orders and Change Order Form CO-11.
9. Procedures for Contractor's request for time extension, if any.
10. Construction site requirements, procedures and clarifications to include:
    - Manner of conducting the Work
    - Work site specialties such as dust and erosion control, stormwater management, project signs, clean up and housekeeping, temporary facilities, utilities, security, and traffic
    - Safety
    - Layout of the Work
    - Quality control, testing, inspections and notices required
    - Site Visits by the A/E
    - Owner's Project Inspector duties
    - Running Punch List
    - As-Built Drawings
11. Monthly Pay Meeting
12. Requirement for the Contractor to furnish the Owner a list of hazardous materials that may be brought onto the job site. If additional material, not on the initial list, is to be brought to the job site, the Owner shall be given 48-hour prior notification.
13. Project Close-Out requirements and procedures

SECTION Q.2 SAMPLE PRECONSTRUCTION CONFERENCE AGENDA

PROJECT NAME: _____
W&M Project No. _____
DEB Project Code _____

I. Introduction of Team Players
   a. University PM
   b. Director of Design & Construction and University Architect
   c. A/E PM
   d. Contractor PM and Superintendent

II. Inspection
   a. University Inspector: _____
   b. Architectural Representative: _____
   c. Fire/Life Safety: _____
   d. Quality Control Inspection by Contractor
   e. Other consultants
   f. DEB Code Reviewers

III. Correspondence and Communication
   a. Copies of all correspondence will be directed to:
   b. Correspondence Includes:
      i. General Correspondence (To University PM Only)
      ii. Submittals
      iii. Request for Information (RFIs)
      iv. Change orders

IV. Status of Contract
   a. Contract
   b. Separate University Contracts
   c. Notice to Proceed
   d. Completion Date – Damages (if applicable)

V. Submittals
   a. University PM and Superintendent's List
   b. Schedule of Values
   c. Construction Schedule (monthly) Bar Chart, other
   d. Cash Projection Schedule
   e. List of Subcontractors. (including SWaM List)
   f. Shop Drawings
      i. Schedule of Shop Drawings and Submittals
      ii. Shop Drawings and Submittals requiring DEB review
      iii. Material and Finish selections requiring University Architect approval

g. Emergency Contact List
    i. Post on Job
h. Change orders (Per General Conditions)
i. As-builts

VI. Special Items and Review of Appendix L Requirements
a. Working Hours and No Work Days
b. Detectors (Smoke/Fire)
c. Dust and Noise Control
d. Abusive Language and Contractor Behavior
e. Equipment/Materials Removal
f. Asbestos
    i. Dump reports
    ii. Encapsulation
g. Firestopping
h. Notify W&M Police
i. Shutdowns (14-Day notice)
j. Project Meetings
k. Quality and Inspection
    i. Site visits by A/E, consultants, inspectors and others
    ii. Running punch list
    iii. Quality control, testing, inspections and notices required
    iv. Systems commissioning requirements
l. Parking and Staging Area, Site limits, Access
m. Safety-Security
    i. Identification / Badge and I.D.#
    ii. Material Safety Data Sheets
n. Special Conditions
o. SWaM Participation
p. Project Signage and Fencing

VII. Payment Requests
a. Deadline importance
b. By schedule of values
c. Dual submittal to university PM and A/E
d. Monthly Pay Meeting

VIII. Contractor's Comments/Questions

IX. W&M Comments/Questions

X. A/E's Comments/Questions

Attachment: Attendance Roster