

## **SECTION 01 31 19.13**

### **PRE-CONSTRUCTION CONFERENCE**

#### **PART 1 – GENERAL**

##### **1.1 DESCRIPTION**

- A. Scope:
  - 1. A pre-construction conference will be held for the Richland Creek Water Supply Project – Intakes & WTP.
  - 2. CONTRACTOR shall attend the conference prepared to discuss all items on the agenda.
  - 3. ENGINEER will distribute an agenda, preside at conference, and prepare and distribute minutes to all conference participants and others as requested.
- B. Purpose of conference is to designate responsible personnel, establish working relationships, discuss schedules submitted by CONTRACTOR, and review administrative and procedural requirements for the Project. Matters requiring coordination will be discussed and procedures for handling such matters will be established.
- C. Date, Time and Location: Conference will be held after execution of the Contract and before Work starts at the Site. ENGINEER will establish the date, time, and location of conference and notify the interested and involved parties.
- D. Prior to the conference, submit the following schedules in accordance with the General Conditions:
  - 1. Progress Schedule.
  - 2. Schedule of Submittals.
  - 3. Schedule of Values.
- E. CONTRACTOR shall provide information required and contribute appropriate items for discussion. CONTRACTOR shall bring to the conference the following, with sufficient number of copies for each attendee:
  - 1. Progress Schedule.
  - 2. Schedule of Submittals.
  - 3. Schedule of Values.
  - 4. List of emergency contact information, in accordance with Article 1.4 of this Section.

##### **1.2 REQUIRED ATTENDANCE**

- A. Representative of each entity attending the conference shall be authorized to act on that entity's behalf.

- B. Contractor Attendance: Conference shall be attended by CONTRACTOR's project manager, Site superintendent, project managers for major Subcontractors (Major Trade Contractors), and major equipment Suppliers as CONTRACTOR deems appropriate.
- C. Other attendees will be representatives of:
  - 1. OWNER.
  - 2. ENGINEER.
  - 3. Authorities having jurisdiction over the Work, if applicable.
  - 4. Utility owners, as applicable.
  - 5. Others as requested by OWNER, CONTRACTOR, or ENGINEER.

### 1.3 AGENDA

- A. Preliminary Agenda: Be prepared to discuss in detail the topics listed below. Revisions to this agenda, if any, will be furnished to CONTRACTOR prior to conference.
  - 1. Procedural and Administrative:
    - a. Personnel and Teams:
      - 1) Designation of roles and personnel.
      - 2) Limitations of authority of personnel, including personnel who will sign Contract modifications and make binding decisions.
      - 3) Lists of proposed Subcontractors and manufacturers (where applicable).
      - 4) Authorities having jurisdiction.
    - b. Procedures for communications and correspondence.
    - c. Copies of the Contract Documents and availability.
    - d. Subcontractors.
    - e. The Work and Scheduling:
      - 1) Scope of the Work.
      - 2) Contract Times, including Milestones (if any).
      - 3) Phasing and sequencing.
      - 4) Progress Schedule.
      - 5) Critical path activities.
    - f. Safety:
      - 1) Responsibility for safety.
      - 2) Designation of Contractor's safety representative.
      - 3) Emergency procedures and accident reporting.
      - 4) Emergency contact information.
      - 5) Confined space entry procedures.
      - 6) Hazardous materials communication program.
      - 7) Impact of Project on public safety.
    - g. Permits.
    - h. Review of insurance requirements and insurance claims.
    - i. Coordination:
      - 1) Project coordination, and coordination among subcontractors.
      - 2) Coordination with OWNER's operations.

- 3) Progress meetings.
- j. Products and Submittals:
  - 1) Schedule of Submittals.
  - 2) Shop Drawings, Samples, and other submittals.
  - 3) Product options, “or equals”, and substitutions.
  - 4) Construction photographic documentation.
- k. Contract Modification Procedures
  - 1) Requests for interpretation
  - 2) Clarification notices
  - 3) Field Orders
  - 4) Proposal requests
  - 5) Change Order proposals
  - 6) Work Change Directives.
  - 7) Change Orders.
  - 8) Procedure for filing Claims.
- l. Payment:
  - 1) OWNER’s Project financing and funding, as applicable.
  - 2) OWNER’s tax-exempt status.
  - 3) Schedule of Values, and procedures for measuring for payment.
  - 4) Retainage.
  - 5) Progress payment procedures.
  - 6) Prevailing wage rates and payrolls.
- m. Testing and inspections, including notification requirements.
- n. Disposal of materials.
- o. Record documents.
- p. Preliminary Discussion of Contract Closeout:
  - 1) Procedures for Substantial Completion.
  - 2) Contract closeout requirements.
  - 3) Correction period.
  - 4) Duration of bonds and insurance.
- 2. Site Mobilization (if not covered in a separate meeting):
  - a. Working hours and overtime.
  - b. Field offices, trailers, and staging areas.
  - c. Temporary facilities.
  - d. Temporary utilities and limitations on utility consumption (where applicable).
  - e. Utility company coordination (if not done as a separate meeting).
  - f. Access to Site, access roads, and parking for construction vehicles.
  - g. Maintenance and protection of traffic.
  - h. Use of premises.
  - i. Protection of existing property.
  - j. Security.
  - k. Temporary controls, such as sediment and erosion control, noise control, dust control, storm water control, and other such measures.
  - l. Site barriers and temporary fencing.
  - m. Storage of materials and equipment.
  - n.. Reference points and benchmarks; surveys and layouts.

- o. Site maintenance during the Project.
- p. Cleaning and removal of trash and debris.
- q. Restoration.
- 3. General discussion and questions.
- 4. Next meeting.
- 5. Site visit, if required.

#### 1.4 EMERGENCY CONTACT INFORMATION

- A. CONTRACTOR shall provide list of emergency contact information for 24-hour use throughout the Project. Emergency contact information shall be updated and kept current throughout the Project. If personnel or contact information change, provide updated emergency contact information list at the next progress meeting.
- B. CONTRACTOR's list of emergency contact information shall include:
  - 1. CONTRACTOR's project manager's office, field office, cellular, and home telephone numbers.
  - 2. CONTRACTOR's Site superintendent's office, field office, cellular, and home telephone numbers.
  - 3. CONTRACTOR's foreman's field office, cellular (if available), and home telephone numbers.
  - 4. Major Subcontractors' and Suppliers' office, cellular, and home telephone numbers of project manager and foreman (when applicable).
- C. Additional Emergency Contact Information:
  - 1. OWNER's contact: office, cellular, and home telephone numbers.
  - 2. OWNER's central 24-hour emergency telephone number.
  - 3. PROGRAM MANAGER: office, cellular, and home telephone numbers.
  - 5. ENGINEER's project manager's office, cellular, and home telephone numbers.
  - 6. ENGINEER's project engineer's office, cellular, and home telephone numbers.
  - 7. Resident Project Representative's office, field office, cellular, and home telephone numbers.
  - 8. Utility companies' 24-hour contact telephone number(s), including gas, water, sewer, oil, telephone, cable television/telecommunications, and other companies or concerns having utilities in the vicinity of the Work.
  - 9. Highway and street owners' 24-hour telephone number(s).
  - 10. Emergency telephone numbers, including: "Emergency: Dial 911", and seven-digit telephone numbers for the hospital, ambulance, police, and fire department nearest to the Site. Provide names of each of these institutions.
  - 11. Other involved entities as applicable.

#### PART 2 – PRODUCTS (NOT USED)

#### PART 3 – EXECUTION (NOT USED)

++ END OF SECTION ++