

907 – Pre-Construction Conference

Sample Agenda: See Section 907.1 Pre-Construction Conference - Sample Agenda for a suggested agenda for the Pre-Construction Conference: The Architect-Engineer is responsible for adding to and editing this agenda as necessary.

Meeting and Agenda: The Architect-Engineer shall conduct the Pre-Construction Conference and shall prepare an agenda to be distributed at the beginning of the meeting. The Architect-Engineer shall forward a copy of the proposed agenda to the Project Manager and Using Agency at least two working days prior to the meeting to allow for addition or comment.

Coordination: The Architect-Engineer shall coordinate with the Project Manager, Using Agency and Contractor to initiate a Pre-Construction Conference. This conference will normally be held at the Project site immediately after (within ten calendar days) or concurrent with award of the Contract. It may be held early, if all parties agree, but should not be held before the Owner has received proper bonds and insurance certificates from the proposed Contractor.

Attendance: The meeting shall be attended by the Project Manager, Construction Specialist, Using Agency Representative, Commissioning Authority, Architect-Engineer representatives including each discipline, Resident Observer, Contractor's management and field personnel, and all major or significantly critical Subcontractor representatives.

Hazardous Material Construction Guidelines: See Section 907.2 Hazardous Material Construction Guidelines. This document shall be distributed at the Pre-Construction Conference. It is to be discussed as a part of the Pre-Construction Conference. All contact information shall be completed and distributed to all appropriate parties.

Evaluation: The General Contractor and Sub-contractors may be evaluated by the Division of Engineering and Contract Administration at the end of the Project. See Section 1003 Contractor Performance Evaluation.