

Pre-Construction Meeting Format

1. Contractor shall be responsible for the purchasing of parking permits. This should actually be discussed at the Pre-bid.
2. Discuss the contract process.
3. Request for Information
4. Request for Proposal
5. Request for Clarification
6. Contract Change Directive (Contractor to proceed with work.)
7. Contractor shall give a week's notice for any utility shutdowns.
8. Contractor shall communicate through the University Project Coordinator **only**. Contractor is not to discuss or converse with the occupants of the project site.
9. UNLV Maintenance will not be permitted on the project site unless arranged through the project coordinator.
10. Employee conduct – University setting, zero tolerance for any alcohol consumption, drug use, and inappropriate behavior towards students (particularly female in gender), faculty, and staff. No cat calling or music allowed.
11. Submittal review time-line along with RFP's, RFI's, and RFC's, etc.
12. Working hours
13. Coordinator shall provide keys for access and contractor sign-out sheet for keys, card keys, etc.
14. Contractor not to proceed with change in work until pricing is approved. Doing work at their own risk.
15. Contractor to provide updated project schedule with each pay application along with progress photos. (Depends upon the size of job.)
16. Substitutions – when allowed.
17. As-builts
18. Inspections
19. NNC's – time to correct
20. Full-time superintendent
21. Keeping students off project site – contractor responsibility
22. Identify all parties, responsibilities, contact numbers, and emergency numbers.
23. Progress payments – when, how and to whom payments are to be made. State exact terms so that there is no confusion. Must discuss retention and final payments at this time.
24. Form of pay requests – identify the forms to be used. (AIA Documents) Are suppliers and subcontractors lien waivers required?
25. Payroll reports – Prevailing Wage Job – must specify requirements.
26. Shop drawing and sample submittal requirements – Form and procedure for the submittal of shop drawings and samples. Identify parties authorized to receive submittals, where they are to be delivered, number of copies of each, turnaround time required by each party, precedence of contract drawings over shop drawings, type of

action required by the architect/engineer, and the limits of the responsibility for review of the submittals.

27. Insurance/Permits – Any special permits or insurance required?
28. Job Progress Scheduling – Master (baseline) schedule with critical path indicated. Identify milestones and special inspections.
29. Temporary Facilities and Controls – Services needed, maintenance, who pays, shared costs, contractual responsibilities under OSHA, construction trailer, toilets, etc.
30. Storage facilities and staging area – fencing, access gates, UNLV facilities padlocks, public safety, parking permits, impacted fire lane access and parking to existing facilities.
31. Jobsite security during non-working hours – vandalism/theft and any special requirements for additional measures and cost.
32. Cleanup and trash removal – containers, dumpsters, sanitary waste, jobsite appearance.
33. Change Orders – Discuss in complete detail:
 - Percentage for overhead and profit, what costs will and will not be included.
 - Length of time that a price is considered firm.
 - Identify individuals that are authorized to approve change orders.
 - Procedure to follow when submitting initiator Change Orders (COR's) or Change Order Proposals.
 - Change Order Forms that must be used.
 - Time extension requests made by subs due to changes in drawings or specs
 - Amount of detail required of subs when submitting Change Orders (COR's or Proposals). Complete breakdown of all costs required? Brief description. Descriptive drawings.
 - Overtime resulting from Change Orders; consideration of decreased productivity.
 - If material to be removed due to a change, which party owns the removed material or equipment and who removes it from the site.
 - Preparation of record drawings (as-builts) brought about by Change Orders.
39. Warranty requirements
40. Location of existing facilities – required notice to UNLV for location and contractor responsibility for coordination in locating public utility lines.
41. Listing and ID of all tiers of subs
42. Inspections – lead time, individuals authorized for inspections. Items identified for special inspections, 3rd party lab testing, cylinder tests, compaction, air balance?
43. Existing site and surrounding landscape conditions – absolutely maintained and replaced to existing status if damage; pre-construction appraisal by landscape and grounds.
44. Documentation of existing site conditions – photos and/or video by general contractor and owner.
45. Punch Lists – Establish timely punch list items and avoid excessive number of lists.
46. Record (as-built) drawings and final document submittals.
47. Final payment and retainer