

## Uxbridge High School - Uxbridge, MA

MEETING NUMBER 00

	March 17, 2011
Purpose:	Pre-Construction Meeting
Location:	Lower Town Hall Meeting Room
Time:	10:00 AM



Distribution:

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**Pre-Construction Meeting Agenda**

**Item #      Discussion**

**00.00      Town/School Items**

- 3/17/11      Introductions by the Owner's Project Manager (JLA), Designer (RDA), the Construction Manager (SDC) and the Owner (TOWN) and Uxbridge Public Schools, (UPS)
- 3/17/11      The first Agenda item at future meetings will be any issues that the Town and or School Department wants to raise. This will allow Town members to get resolution in a timely manner without having to attend the entire meeting.

**00.01      Project Description**

- 3/17/11      The project is to construct a new 123,000 SF High School facility with associated site improvements on a previously undeveloped parcel of land on Quaker Highway in Uxbridge.

**00.02      Communications/Flow of Correspondence**

- 3/17/11      Each of the following project team entities designated a point person for flow of communication: JLA, RDA, SDC and UPS.
- 3/17/11      Each request for information shall be e-mailed by SDC to RDA and JLA and shall be accompanied by such information as RDA may require.
- 3/17/11      SDC will prepare a submittal schedule in electronic format. SDC will update the schedule weekly to reflect the forwarding of submittals to RDA, noting any priority items, to be processed. Copies of the submittal schedule will be reviewed and updated weekly at every Project Meeting. A copy of the updated schedule will be forwarded weekly by e-mail to RDA and JLA by the close of business on Friday of each week.
- 3/17/11      Communication Facilitating Expeditious Contract Administration: Except as otherwise provided in the Contract Documents or when direct communications have been specifically authorized, the Town of Uxbridge/UPS, JLA, RDA and SDC shall communicate primarily via E-mail using scanned documents with hard copies provided via mail or other means.
- 3/17/11      Communication by and with RDA's consultants shall be through RDA, except for the processing of RFIs and submittals that may be transmitted directly from SDC to RDA's consultants, provided that RDA is copied on all correspondence. Notwithstanding the foregoing, SDC shall communicate directly with JLA whenever requested to do so by the the Town of Uxbridge/UPS. Communications by and with SDC's subcontractors and material suppliers shall be through SDC. If SDC has any questions regarding the chain of communications on the project, it shall request direction, as necessary, from the the Town of Uxbridge/UPS and/or JLA.

Item #	Discussion
<b>00.03</b>	<b>Construction Progress Meetings</b>
3/17/11	Attend weekly meetings scheduled by JLA for the purpose of discussing work in progress and planning for upcoming work. The Owner's Representative will chair these meetings prepare and distribute the minutes. These meetings will be held on Wednesdays at 3:00 PM. This will allow for subcontractor coordination meetings prior to the meeting and for JLA to meet with RDA prior to the meeting.
3/17/11	SDC shall submit agenda items to JLA and RDA at least 48 hours prior to the meeting (contractor to submit two-week look ahead schedule extracted from the latest updated Construction Schedule).
3/17/11	Attendance is required by SDC's Project Manager and Superintendent and when needed each applicator, installer, and supplier whose work is on-going or scheduled. Owner, RDA, engineering consultants, and other persons are required to attend as RDA or JLA may direct, or upon SDC's request.
3/17/11	Subcontractors and supplier representatives present at meetings shall have authority to act for and make commitments for the entities that they represent.
3/17/11	Agenda Items for all Construction Meetings: <ul style="list-style-type: none"> <li>i Review of minutes of previous meetings</li> <li>ii Review of Work In-progress</li> <li>iii Field observations, problems, and decisions</li> <li>iv Identifications of problems which impede planned progress</li> <li>v Review of submittals schedule and status of submittals</li> <li>vi Review of off-site fabrication and delivery schedules</li> <li>vii Maintenance of progress schedule</li> <li>viii Corrective measures to regain projected progress</li> <li>ix Coordination of projected progress</li> <li>x Maintenance of quality and work standards</li> <li>xi Other business relating Work</li> </ul>
3/17/11	Attend other special meetings that may be scheduled by JLA or RDA during the progress of the Work.
3/17/11	Special Meetings: Schedule and administer additional informational and problem solving meetings as required by progress of the work or requested by JLA, the Town of Uxbridge/UPS or RDA to discuss non-routine issues. Prepare and distribute agenda. Record and distribute the minutes as specified for the weekly meetings with subcontractors. Special meeting issues may include, but are not limited to: <ul style="list-style-type: none"> <li>i Safety</li> <li>ii Labor issues</li> <li>iii Special Schedule Issues</li> <li>iv Building Committee Meetings (held in evenings) that Contractor is requested to attend.</li> <li>v Abutters Meetings</li> </ul>

Item #	Discussion
<b>00.04</b>	<b>Construction Schedule Development and Maintenance</b>
3/17/11	SDC will submit the Project Startup Schedule with an electronic copy, for the first 60 days of work within 10 days of receipt of the Notice to Proceed, to JLA and a copy to RDA.
3/17/11	SDC will submit the Project CPM Construction Schedule within 30 days of receipt of the Notice to proceed or before the first progress payment can be approved, whichever is earlier.
3/17/11	With each monthly Application for Payment, SDC will submit the complete updated CPM schedule accompanied by a written narrative and monthly look ahead and construction progress photographs.
3/17/11	SDC to provide a projected cash flow to JLA. JLA may require from SDC a cost-loaded Construction Schedule in the future.
3/17/11	If the monthly schedule updates indicate slippage beyond contract time, JLA will require SDC to develop recovery schedules to meet the contract dates.
3/17/11	Two-week look ahead schedules will be required at weekly Construction meetings.
<b>00.05</b>	<b>Request for Information (RFI)</b>
3/17/11	Requests for Information (RFI) and back up shall be submitted via e-mail to RDA and JLA. SDC will maintain a schedule to reflect the forwarding of each type of these submittals to RDA. The schedules will be reviewed at weekly job meetings to review the approval status of each submittal as it is processed, and the request for information's as they're answered. The schedules will be updated and forwarded to RDA and JLA by Friday of each week. SDC shall indicate priority RFIs at each job meeting.
<b>00.06</b>	<b>Submittals</b>
3/17/11	Submittals/shop drawings shall be submitted via e-mail to RDA and JLA. SDC will maintain a schedule to reflect the forwarding of each type of these submittals to RDA. The schedules will be reviewed at weekly job meetings to review the approval status of each submittal as it is processed. The schedules will be updated and forwarded to RDA and JLA by Friday of each week.
3/17/11	SDC shall indicate prior submittals at each job meeting. SDC shall submit a complete list and schedule of anticipated submittals for the entire job within specified number of days.
3/17/11	SDC will send a copy of all submittals to the UPS Operations Manager by email (PDF Attachment) at the same time they are transmitted to RDA. UPS would need to send any comments to RDA at least 5 working days prior to the Return deadline (for that particular submittal). That will allow RDA time to assess the potential impact and incorporate any Town requested adjustments. SDC will provide the Review Deadline for the UPS with each submittal. Please note that Submittals are not a vehicle to implement changes to the project, they are a means to ensure that the precise intent of the Bid Documents are fully realized in the materials and assemblies fabricated for installation on the project.

**Item #      Discussion**

**00.07      Project Milestones / Sequence / Permits**

- 3/17/11      Permits: SDC will be responsible for acquiring all permits as defined in the General Conditions. SDC shall coordinate the requirements for the permit applications with RDA and the Building inspector. Contractor is responsible to ensure all required permits are obtained, and that the work pertaining to permits is properly inspected and certified.
- 3/17/11      Completion Dates: SDC must recognize that time is of the essence of this Contract, and that Owner's Academic schedule will be negatively impacted if the Work is not completed within the times specified. SDC to draft and review with JLA and the TOWN/UPS a detailed micro-schedule for occupancy of the school, including commissioning, punch list, equipment testing, furniture installation and relocation of materials and equipment.
- 3/17/11      July 10, 2012 is the substantial completion date established in the Owner/CM Contract. This date can only be modified by contract amendment.

**00.08      Schedule of Values/Payment Requisitions/Certified Payroll Records**

- 3/17/11      Daily Construction Reports: Prepare a daily construction report; submit duplicate copies to RDA and JLA at weekly intervals.
- 3/17/11      Schedule of Values: SDC is required to submit the schedule of values within 10 days of execution of the main GMP. The activities listed in the schedule of values are to be the same as those listed in the CPM Construction Schedule. Wherever possible values should not exceed \$20,000.
- 3/17/11      Payment Application: SDC will submit a draft/pencil requisition on the 1st day of the month for the previous month. The requisitions must show only work in place. No anticipated work should be included. JLA will review and make recommendations before forwarding to RDA. RDA will review and upon agreement of the pencil requisition, SDC will prepare a final electronic version in MS Excel for JLA to review before preparing the notarized requisition which must be submitted to JLA by the second Friday of the month, for submittal to/review by to the School Building Committee and the Town of Uxbridge at their scheduled monthly meeting. Since the 1st day of the month falls on different day of the week each month, a specific requisition schedule will be established as part of the weekly construction job meeting.
- 3/17/11      Certified Payroll Records: SDC will submit two copies of the certified payroll records (including the subcontractor records) with the Statement of Compliance to JLA every week (per M.G.L. c149, section 27B). One copy will be distributed to JLA on site and one copy to the Uxbridge Town Hall.

Item #	Discussion
<b>00.09</b>	<b>Use of Site/Site Access/Construction Staging &amp; Signage/Traffic</b>
3/17/11	On-Site Work Hours: SDC shall perform work at the site only between the hours of 7 AM to 6 PM Monday to Friday and shall be in accordance with all Uxbridge Bylaws. Provisions for Contractor Site Access other than that specified above must be coordinated with and approved by the the Town of Uxbridge/UPS. Saturday work will be permitted with prior permission; no work shall be performed at the site on Sundays or on legal holidays.
3/17/11	Construction Phasing & Staging Plan: SDC is responsible to provide a construction phasing and staging (logistics) plan that adheres to the Contract sequencing or meets the intent of the project sequencing. Needs to be submitted and reviewed with JLA, RDA and the Town of Uxbridge/UPS.
3/17/11	Site Access/Egress: SDC shall access the site in accordance with the limits, restrictions and provisions as outlined in spec section 01 14 00. A defined plan for accessing the site will be reviewed and provided by SDC to all subcontractors.
3/17/11	Contractor Parking: Contractor must park all vehicles within the confines of the construction site. No parking will be allowed off site.
3/17/11	Construction Signage: During the construction phase SDC is required to provide construction safety signage in order to alert the public of all hazards on the project in accordance with OSHA requirements. Hard Hat signs will be clearly posted at all required locations.
3/17/11	Access to the site will ONLY be as outlined in the project specifications, section 01 14 00. Construction traffic shall not block any public or private roadways, driveways or parking areas.
<b>00.10</b>	<b>Security</b>
3/17/11	SDC is responsible for the control and security of the site . The site will be fenced and secure at all times and locked securely during non-working hours. SDC will keep the site free from the accumulation of waste materials and control vermin throughout the project.
<b>00.11</b>	<b>Means, Methods and Techniques/Dust Control &amp; Street Cleaning</b>
3/17/11	Contractor Responsibility
3/17/11	SDC must minimize dust leaving the site and must avoid any impact to adjacent properties.
3/17/11	SDC will be responsible for cleaning streets of mud and dirt tracked by vendors from the site onto adjacent streets and highways. SDC will install crushed stone and wheel wash at the site entrance and exit in order to achieve this goal.

Item #	Discussion
<b>00.12</b>	<b>Safety/Erosion &amp; Siltation Control</b>
3/17/11	SDC is required to submit a site specific Safety Program that meets the requirements of the Contract Requirements to JLA and RDA.
3/17/11	SDC will strictly follow the requirements of the SWPPP plan.
3/17/11	Handling of any and all contaminated materials will be handled in strict accordance with the specifications.
<b>00.13</b>	<b>Uxbridge Public Schools' Policies and CORI Checks</b>
3/17/11	If awarded the contract the bidder, or subcontractor, shall comply with the following Uxbridge Public Schools' policies: <ul style="list-style-type: none"> <li>i Smoking on school premises - Policy ADC</li> <li>ii Drug Free Workplace Policy - Policy GBEC</li> <li>iii Student Welfare - Policy JL (Reporting child abuse and neglect)</li> <li>iv Harassment Policy - Policy JICFA</li> </ul>
3/17/11	All personnel on site after the date of Substantial Completion (for any portion of the building) will be required to submit a CORI criminal record check form for the the Town of Uxbridge to obtain conviction and pending criminal case information on those individuals. The Town of Uxbridge reserves the right to request certain individuals be removed from the project as is deemed necessary based on the information obtained from the CORI records. Approved individuals will be required to carry ID's that they have been approved by the the Town of Uxbridge when on the Construction Site. SDC shall develop a badge system to issue badges once CORI checks have been completed.
<b>00.14</b>	<b>Testing and Inspection</b>
3/17/11	JLA will help the Town to procure the services of "Owner's Testing Agencies". SDC is responsible for coordination and scheduling of all testing required by the Specifications, Massachusetts Building Codes and Massachusetts Law. Copies of the testing agency reports will be sent to SDC, JLA and RDA.
<b>00.15</b>	<b>Field Offices</b>
3/17/11	Schedule and Location
<b>00.16</b>	<b>Proposed Change Orders (PCOs)</b>
3/17/11	Proposed Change Orders (PCOs) and back-up shall be submitted via e-mail to RDA and JLA. SDC will maintain a schedule of PCOs which will be reviewed at each weekly construction job meeting. The schedules will be updated and forwarded to RDA and JLA by Friday of each week. On a monthly basis, PCOs that have been finalized will be collected into a Change Order. Change Orders must be signed by SDC and RDA and will be sent to School Building Committee for approval. No payment will be made on any PCO until it is a Change Order. Once a Change Order is approved it should be added to the Schedule of Values.

Item #	Discussion
<b>00.17</b>	<b>List of Subcontractors</b>
3/17/11	SDC will submit a complete List of Subcontractors, including emergency contact numbers with company name, address, telephone, fax and pager within 10 working days of the GMP execution date.
3/17/11	SDC will submit the list of Contractor Staff within 10 working days of GMP execution date.
<b>00.18</b>	<b>As-Builts</b>
3/17/11	Contractor Responsibility - SDC to update on a regular basis
<b>00.19</b>	<b>Coordination Drawings</b>
3/17/11	Coordination Drawings Schedule
3/17/11	Review and Process
<b>00.20</b>	<b>Commissioning</b>
3/17/11	MSBA Commissioning Agent: Turner (TCCO)
<b>00.21</b>	<b>Communication with Abutters</b>
3/17/11	
<b>00.22</b>	<b>Other Business</b>
<b>00.25</b>	<b>Future Meetings</b>
3/17/11	Wednesdays 3 PM to 5 PM beginning March 30th. The meetings will be held at the existing High School Spartan Meeting Room through April and thereafter will be held at the JLA jobsite trailer.