Appendix B: Pre-job Agenda: Building Work Project

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B-1 Purpose and References

The purpose of this appendix is to assist with developing a suggested preconstruction conference agenda for a building work project. Depending on the complexity of the project, more than one conference may be needed to limit the scope and the number of individuals attending. The references listed below can be used to assist with generating an appropriate agenda for a preconstruction conference:

1. *Standard Specifications* Section 8-1.03, *Prosecution and Progress – Preconstruction Conference*
2. Section 99[1], Division 01, *General Requirements*, of the project *Special Provisions*
3. *Building Construction Manual*, Chapter 3-10, *Contract Administration – Preconstruction Conference with Contractor*
4. *Construction Manual*, Chapter 5-003, *Contract Administration – Preconstruction Conference with the Contractor.*

B-2 Introduction

1. Caltrans organization:
    a. Resident Engineer (RE)
    b. Structure Representative (SR) or District Rep if the SR is the RE
    c. Construction Engineer: District Senior
    d. Bridge Construction Engineer
    e. Labor Compliance
    f. Construction Safety Officer
2. Contractor organization:
    a. Superintendent or project manager. Edit with names and titles as appropriate
    b. Assigned representative authorized to sign Change Orders and the corresponding dollar amount limits
    c. Subcontractors: Designate a foreman or superintendent for the crew when working on the project.

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B-3 Subcontracting

1. Need a subcontracting request form filled out listing subcontractors and portions of work subcontracted.
2. Minimum amount of work to be done by prime contractor's own forces, if any; see project *Special Provisions*.
3. Must use subcontractors listed with bid or request substitution.
4. Bidding required the listing of all first-tier subcontractors performing greater than 0.5% of the contract amount or $10,000, whichever is greater; (verify with special provisions or standard specifications).

B-4 Cooperation with Facility Operator

If applicable, invite the facility operator to a pre-job meeting and review the following:

1. Facility operator organization
2. Facility hours of operation
3. Any security policies of the facility
4. Discuss with facility occupants if project is a remodel or rehabilitation of an existing facility requiring work around or within existing facilities. See Chapter 3, *Contract Administration*.
5. Discuss demolition or removal plans that require working around or within existing facilities. Existing facilities to be protected will be shown on the project plans. See Chapter 4-2, *Sitework*, for more information.
6. Remind the Contractor and the facility operator that any contract orders or instructions need to be routed through the RE or SR.
7. If old equipment is to be installed in new facility, note which pieces of equipment will require hardwiring, as opposed to plug-in, so electrical subcontractor can coordinate.

B-5 Safety

This section is ideally led by the Construction Safety Officer to go through standard pre-job safety package, and includes the following.

1. Contractor's Code of Safe Practices
2. Who is the Contractor's Safety Officer?
3. Reporting all accidents to the RE and/or SR.

B-6 Labor Compliance and EEO

Caltrans Labor Compliance representative to lead this section with a standard pre-job labor compliance package, and include:

1. Who are the Equal Employment Officer (EEO) and Payroll Officer for Contractor?

B-7 Contract Time

1. Working days specified for the contract:
   a. Bid opening date
   b. Contract award date
   c. Contract approval date
   d. First working day
2. Liquidated damages
3. Any internal completion time frames within the contract for milestones.

B-8 Materials

1. Discuss the submittal process for a building project.
2. Invite the Materials Engineering and Testing Services Representative (METS Rep) to discuss any materials requiring source inspection, and items such as shop welding or painting.
3. Any other materials issues specific to the project.
4. Discuss Environmental Product Declarations and Buy Clean California requirements as they pertain to the project.
5. Discuss any Leadership in Energy and Environmental Design (LEED) certification requirements for the project.
6. If a backup generator is included in the new building, refer to California Air Resources Board (CARB) requirements and coordinate at the appropriate time.

B-9 Progress Schedule

Discuss any schedule requirements- Critical Path Method (CPM) or other.

B-10 Progress Payments

Discuss the monthly payment process (the building contractor may or may not be familiar with Caltrans monthly payment process).

1. Discuss the schedule of values requirement for the building work item.
2. Materials on hand: Discuss how these are handled on the specific project.
3. Extra work bills: Discuss extra work billing system and submittal time frames to be included on the monthly progress payments as applicable to the project.
4. Establish communication protocols: Discuss communication protocols between Contractor, subcontractors, designer, and third parties (see Bridge Construction Memo 99-1, *Building Construction – General Requirements,* Procedure step 3e).

B-11 Change Orders

Discuss Change Order process, including:

1. The Change Order Form: If your Contractor is unfamiliar with Caltrans work, give them a blank copy of Form CEM-4900, *Change Order*, so they won't be seeing it for the first time when they receive the first Change Order. The Caltrans approval process for Change Orders may also need to be discussed.
2. The Building Change Form (see Appendix D-2, *Building Change Standard Specifics Template).* Give the Contractor a copy of this form and discuss its use to reach agreement on smaller changes prior to incorporating them into the Change Order. Discuss that several building changes can be combined into one Change Order.
3. Disagreement on changes and protest requirements: Discuss process when agreement cannot be reached on an ordered change.

B-12 Claims

Discuss the claims process, including:

1. Refer to *Standard Specifications* Sections 5-1.42, Control of Work – *Requests for Information*, and 5-1.43, *Potential Claims and Dispute Resolution,* for information on claims.
2. Notification forms and timelines: The Electronic Potential Claim Record (ePCR) system must be used on Caltrans projects. It allows contractors and Caltrans to easily communicate electronically and track the status of a potential claim record.
3. Claims not resolved during the contract are submitted as exceptions to the proposed final estimate.

4. Alternative dispute resolution process: Review whether a dispute resolution advisor (DRA) or dispute resolution board (DRB) would apply to the project. Discuss the resolution process and how to establish a project DRA or DRB. Refer to the aforementioned *Standard Specifications* Section 5-1.43 for additional information.

B-13 Water Pollution Control

Discuss water pollution control required for the project, whether it is a Stormwater Pollution Prevention Plan (SWPPP) or a Water Pollution Control Program (WPCP).

B-14 Construction Staking or Surveying

Discuss requirements for the project, including what is to be provided by Caltrans and what is to be provided by the Contractor. Discuss Form DOTSUR 102, *Request for Construction Staking*, and submittal time frames as applicable.

B-15 As-Built Drawings

Discuss as-built drawings (project plans) to be maintained by the Contractor per Section 99, Division 01, *General Requirements,* of the special provisions. See also Chapter 3-16, *Contract Administration – As-Built Project Plans*, and Chapter 3-17, *Job Closeout*, for more information.

Check with the State Fire Marshall regarding format for their records.

B-16 Inspection Requirements

Edit the following as necessary for type and scope of project:

1. Inspections should be scheduled and requested prior to the point at which the work will be covered up or rendered inaccessible.
2. Inspections to be performed by the Division of Engineering Services (DES), such as electrical, mechanical, water, and wastewater. Discuss the process and the expectations of the design team for items such as startup and testing, process closeout, review and approval of operation and maintenance manuals, test and balancing, and warranties and guarantees. Discuss with the design team at what points they wish to make site inspections and final inspections.
3. Required equipment and systems training.
4. State Fire Marshal inspections: (See Chapter 3-8, *Contract Administration – Relationships with the State Fire Marshal*.)

5. PG&E inspections: PG&E requires lengthy lead times. Be sure to include this in the schedule and be aware that the Chief Engineer for Project Delivery holds meetings with PG&E intermittently throughout the year. This is an opportunity to bring high-level issues to their attention for resolution early.
6. Any requirements for special inspectors per special provisions. For example, a masonry special inspector is one commonly required.

B-17 State Fire Marshal Inspection Requirements

Invite the Deputy State Fire Marshal (DSFM) to the preconstruction conference. See Chapter 3-8, *Relationships with the State Fire Marshal*, for additional information.

B-18 Project-specific Code Requirements

See if any specific code requirements are listed in Section 99[1], Division 01, *General Requirements,* of the project *Special Provisions* under “Preconstruction Conference”.

B-19 Project Completion and Closeout

1. Approval of owner and operating manuals.
2. Any other requirements for the completion of the project.

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