



PRECONSTRUCTION CONFERENCE OUTLINE FOR CONSTRUCTION PROJECTS

Revised 1/13/04

Project Name : _____

Project Number : _____

Date : _____

I. General Requirements (to be discussed in detail by Project Architect)

A. Purpose of Conference

B. Listing/Introduction of Participants (**Project Emergency Notification Listing (+EMERLST2.pdf)** to be completed by Architect prior to Pre-construction Conference)

- | 1. Architect/Engineers | Contact Name & Number |
|---|-----------------------|
| a. Architect's Field Representative : | _____ |
| b. Mechanical (HVAC) Field Representative : | _____ |
| : | _____ |
| c. Plumbing Field Representative : | _____ |
| d. Electrical Field Representative : | _____ |

- | 2. General Contractor | Contact Name & Number |
|----------------------------|-----------------------|
| a. Project Manager : | _____ |
| b. Field Superintendent : | _____ |
| c. Safety Representative : | _____ |

3. **Listing of Subcontractors**
- _____
- _____
- _____
- _____
- _____
- _____
- _____

4. **Owner : Board of Trustees of the University of Alabama for UAB** **Contact Name & Number**

- a. Project Coordinator : _____
- b. Project Manager : _____
- c. Building Supervisor (Maintenance) : _____
- d. Building Administrator : _____
- e. Safety Coordinator : _____
- f. Asbestos Abatement Coordinator : _____

C. Contract Provisions

- 1. Date of Letter of Intent : _____
- 2. Contract Requirements
 - a. Date of contract drawings and specifications : _____

REQUIRED : Five (5) copies stamped "ISSUED FOR CONSTRUCTION", dated, and signed by Architect, Contractor, and Owner. Copies will be distributed to the Architect (1), UAB Project Management Services (2), UAB Maintenance (1), and the Contractor (1). These documents are to be available for signing at the Preconstruction Meeting.

- b. Addenda - Numbers and dates :

- c. Alternates (Accepted or Rejected) : _____

- d. Negotiations : _____

- 3. Number of Days for Contract Completion : _____
- 4. Liquidated Damages Provisions : _____ per day
- 5. Tax Exemption Provisions Discussion
- 6. Guarantees of the Work
- 7. Separate Contracts

D. Labor Standards and Wage Rates (If Applicable)

- 1. Wage Rates Applicable to Project
- 2. Submission of Payrolls

3. Certificates of Labor Standards Compliance
 - a. Original Signatures Required
 - b. Notarized Copies Required
- E. Mandatory Requirements for Initiation of General Construction Activities
1. Executed Construction Agreement
 2. Building Permits (as applicable)
 3. **UAB FIREWALL PENETRATION PERMIT: Issued by Project Management Services Department to the Contractor at the Preconstruction Conference. Contractor must keep posted at job site until project is complete then turn in to UAB Project Coordinator.**
 4. Approved General Contractor Field Superintendent
 5. Designated GC Safety Representative
 6. Barricades, Fences, Dust Partitions, and Other Protection
 7. Disconnects, Valves, Etc. Installed/Properly Identified for Emergency Shutdown of Utilities
 8. On-Site Fire Protection
 9. Official "Notice to Proceed"
- F. Site Conditions and Utilization
1. Date to Commence Construction Activities
 2. Project Contract Limit Lines
 3. Precautions for Work in Existing Buildings
 4. Offices, Storage Sheds, Job Telephones, Etc.
 5. General Contractor/Subcontractors Company and Employee Parking (not provided by UAB)
 6. Use of Existing Elevators, Loading Docks, Stairs, Etc.
 7. General Contractor/Subcontractors Access to Existing Building(s)
 8. Truck Routes and Site Access
 9. Separate Contracts by Owner
 10. Utilities
 - a. Construction (Temporary) Utilities
 - b. Permanent Utilities
 11. Isolation of Existing Building Systems (HVAC, Plumbing, Electrical, Etc.)

12. Sanitary Provisions
13. Housekeeping Requirements (Routine and Special)

II. **Safety** (discussions by Project Architect and UAB Safety Department)

- A. OSHA Provisions (by project architect)
- B. Special UAB Safety Requirements (by UAB Occupational Health and Safety Office)
 1. Site and Building Protection
 2. Required First Aid Programs and Accident Reporting
 3. Welding and Burning Permits
 4. Fire Protection/Alarm Procedures
 5. Emergency Notifications Procedures
 6. Asbestos Survey Report/Asbestos Abatement Requirements (including notification to regulatory agencies)
- C. Life Safety Code and Protection Requirements During Construction
 1. All Hospital facilities are subject to compliance with the UAB Hospital Safety Inspection Checklist prepared specifically for the Joint Commission on Accreditation of Health Care Organizations (JCAHO) Surveys.
 2. Life Safety Code Requirements for All Construction Areas
 3. All interim Life Safety measures provided by UAB Health and Safety must be adhered to.
 4. Protection for Patients, Staff, Students, and Visitors
 5. Building and Site Security
 6. Protection for Research Activities (Procedures and Animals)
 7. Protection Required for Food Preparation Areas/Other Sanitary Conditions
 8. Other Project Requirements

III. **Construction**

- Maintenance
- A. Connections/Interruptions to Existing Utility Systems (to be discussed by UAB Representative)
 1. Utilities Shut Down Requests

- 2. Accidental or Emergency Disruption of Existing Utilities (Notifications and Reporting Procedure)
- 3. Other Maintenance/Contractor Interfaces
- B. Construction Schedule and Planned Sequence of Operations (to be discussed by General Contractor)
- C. Phasing of the Work
- D. Planned Special Construction Procedures or Requirements
- E. Schedule for Owner Furnished Equipment (to be available for installation by Contractor) provided by Project Manager
- F. Submittals
 - 1. Contractor to provide list of the project submittals forthcoming
 - 2. Shop Drawings (One [1] approved copy to UAB Project Coordinator)
 - a. Submittals to Architect by General Contractor
 - b. Review and Approvals
 - c. Distribution of Approved Shop Drawings
 - 3. Samples (timely submission for approvals)
 - 4. Color and Finish Schedules
 - 5. **BCIA 45 DAY REPORT** (To be submitted by Contractor in accordance with Contract Documents).

IV. **Contract Administration** (joint discussions by Project Architect and UAB Project Coordinator)

- A. Verbal and Written Communications
 - 1. Owner/Building Administrator to UAB Project Coordinator to Architect
 - 2. Architect to General Contractor
 - 3. General Contractor to Subcontractors and Suppliers
 - 4. Persons Authorized to "Stop Work" on Project
- B. Inspections (Scheduled and Unscheduled)
 - 1. General Type and Occurrences (list) : _____

2. Notices of Inspections
 - a. By Architect and Engineers
 - b. Request for Inspections by General Contractor and Subcontractors
 3. Special Inspections
 - a. Rough-in Inspections
 - b. Construction/Installations in concealed areas (above ceilings, in chases, etc.)
 4. Special Inspectors/Observations
 - a. City, State Building Commission, and State Public Health Department Inspections
 - b. UAB Project Observations
- C. Testing (Destructive and Non-Destructive)
1. Contractor Responsibilities
 2. UAB Responsibilities
 3. Coordination of Testing Activities and Proper Notices Required
- D. Periodic Payments to General Contractor
1. Preparation of Periodic Partial Payment Estimates
 2. Progress Schedules (submit with each payment request)
 3. Tax Exempt Agreement Procedures
- E. Changes in the Work
1. Change Order Request Procedures
 2. Processing of Formal Change Orders
 3. Written Field Orders by Project Architect
 4. Request for Time Extension and Processing Procedure
- V. **Project Close-out Procedures** (discussions by Project Architect and UAB Project Coordinator)
- A. Final payment is not issued to project architect or contractor until UAB receipt of as-builts (as indicated in contract documents).
 - B. Project Close-out Strategy Meeting (to be held 30 to 45 days prior to scheduled occupancy)
 - C. Project Clean-Up
 - D. Preliminary Inspections and Punch Lists
 - E. Removal of Temporary Facilities

- F. Final Inspection
 - 1. Contractor/Subcontractor's Representatives
 - 2. Owner's Representatives
 - 3. Architect/Engineers
 - 4. City, County, and State Agencies
- G. Certificate(s) of Substantial Completion
 - 1. Issued by Architect and executed by Contractor, Architect, Owner, and State Building Commission (PSCA); if applicable
 - 2. Must be executed by all parties prior to effective date
 - 3. Definition of Substantial Completion (see Article 32 of Modifications to General Conditions)
 - 4. One set Operating Manuals and one copy of current "As Built" drawings to be furnished to Owner with Certificate of Substantial Completion.
- H. Required Operating Manuals, Parts List, and Maintenance Information (provide for all equipment and in accordance with each section of the specifications - complete and bound (set furnished with Certificate of Substantial Completion will be returned to Contractor to be updated, if required.) Quantity shall be in accordance with the Project Closeout Checklist.
- I. Instructions and Orientations Required for Owner's Personnel (provide for all equipment)
 - 1. UAB will designate appropriate personnel for training.
 - 2. Contractor will schedule training sessions.
- J. Records, Drawings, and Specifications (Contractor/Architect will furnish all to the Owner as required by the Contract Specifications)
- K. Contractor's Advertisement for Completion
 - 1. Advertisement in Local Newspaper for Four (4) Consecutive Weeks
 - 2. Proof of Advertising Must Be Furnished to the UAB Department of Project Management Services
- L. Guarantees in Accordance with Contract Specifications
- M. Final Request for Payment
 - 1. Completion of All Punch List Items and Final Certification of Completion by Architects and Engineers
 - 2. Consent of Surety - three (3) copies with original signatures

3. Certifications of Payrolls (Contractor certifies that all payrolls have been provided and all wage compliance's have been met - 2 original copies, if applicable to this project)
4. Certified Proof of Advertisement of Completion (provide Owner with 3 originals, each notarized with original signatures)
5. Release of All Liens
6. BCIA Close-out report must be submitted to UAB in accordance with Contract Documents prior to Final Payment.