



Facilities Planning

Policy & Procedure #35

TITLE: **PRE-CONSTRUCTION MEETINGS**

OBJECTIVE AND PURPOSE: To set up a standard agenda for pre-construction meetings to assure Construction Managers and Architects/Engineers comply with all related Division policies before and during the construction period.

RESPONSIBILITY: **ACTION**

- FACILITIES PLANNING PROJECT MANAGER**
- ◆ Within seven (7) days of receipt by FAU of the Construction Manager’s (CM) Guaranteed Maximum Price Proposal (GMP) and at least three (3) days prior to securing the construction site for mobilization, the Project Manager schedules a Pre-construction meeting with the CM, AE, and representatives of the following FAU departments: EH&S, EU, including BCA, IRM, Police and Parking, PP, USER and any affected user groups.
 - ◆ The Project Manager follows the Pre-Construction Conference (***Attachment “A”***) agenda with representatives of the appropriate FAU departments to cover all the material therein.

ATTACHMENTS ***Pre-Construction Conference – Attachment “A”***

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|--------------------|---------------------|----------------|------------------------|
| Issued By: Richman | Date Issued: 5/2008 | Date Revised: | Effective Date: 5/2008 |
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| APPROVED: | Vice President | Assistant V.P. | Director |

PRE-CONSTRUCTION CONFERENCE

DATE: _____

PROJECT: _____

BT: _____

1. Construction Meetings

- a. Once per week, at CM trailer. Day _____, Time _____.
- b. Attendees – CM, Architect, Facilities Planning, consultants and subcontractors as needed.
- a. User and other FAU departments are invited to all construction meetings; suggested attendance is bi-weekly or monthly.
2. **Site Work** – access to the site, trailers, parking, security fence, break truck, storm water permit best management practice.
3. **Project Sign.** BOT sign only. No subcontractor signs.
4. **Payment for Stored Material.** Approved, secured on-site, or in bonded warehouse in order to receive payment.
5. **Utilities** – Water, electricity. Payment directly to FAU Engineering & Utilities Dept. based on meter readings.
6. **Sanitation Facilities** must be on-site.
7. **Phones** for contractor use must be on-site. Use of pay phones on campus and in campus buildings is discouraged.
8. **Contractor's Employee Conduct.** No contact with students. No shirtless workers. No catcalls.
9. **Notice to Proceed** date: _____.
10. **Substantial Completion:** _____ calendar days. Date: _____.
 - a. State Fire Marshal approval is only 1 condition of achieving substantial completion.
 - b. Architect determines actual substantial completion date.
 - c. Certificate of Occupancy is issued by FAU.
11. **Final Completion:** 30 calendar days following substantial completion date.
12. **Liquidated Damages:** \$ _____ per calendar day. Applies to Substantial Completion only.
13. **Taxes** – FAU is exempt from paying sales taxes only on items it direct-purchases. This exemption does not extend to the CM, subcontractors and vendors working for FAU, unless the CM has a State-approved “Sales Tax Exempt Purchasing Procedure” for materials and equipment that has been pre-approved for use on this project.
14. **Permits** – CM must obtain FAU Building & Excavation Permit(s) before starting. SFM must approve construction drawings. Water/sewer permit needed – A/E shall prepare and submit. SFWMD must approve and issue storm drainage permit. NOI must be filed. Storm Water Pollution Prevention Plan per P & P #16. SWPPP log to be checked for SWPPP inspections, weekly and after heavy rainfall.
15. **Samples and Shop Drawings** called for in contract documents – what to do with these?
 - a. 4 copies + copies needed for contractor's own use. Submit all to architect.
 - b. A/C and electric items – submit 1 copy to FAU at same time as submission to architect.
16. **Contractor/subcontractor Relationship:**
 - a. Subcontractor shall not act as job supervisor.
 - b. Keep the List of Subcontractors current.
 - c. Track minority subcontractors' pay amounts each month in the pay application to FAU.
17. **Testing/inspection Requirements.**
 - a. Materials testing by independent testing company working for FAU.
 - b. Code inspections (Building/Threshold/MEP) by FAU and/or independent inspection company working for FAU. Fire Marshal will inspect underground water, 50% & 100% construction.
 - c. HVAC test & balance by independent company working for FAU.
18. **Contractor's Pay Application** procedures.
19. **Change Order** procedures.
20. **Time Extensions** must be requested within 21 days of delay occurrence.
21. **FAU Building Code Administrator-Approved plans and Fire Marshal-Approved plans** must be on-site.
22. **Record Drawings** (as-builts) must be on-site and kept current.
23. **Keys.** One set of gate keys to FAU Police, 1 set to Facilities Planning.
24. **FAU Police** telephone number: 297-3500.
25. **FAU Environmental Health & Safety:** 297-3095
26. **LEED Responsibilities.** Schedule separate LEED Kick-off meeting.
27. Other

ATTACHMENT “A”