

30 Freeman Street

Agenda for Preconstruction Meeting

Dec. 5th, 2024



1. **Introductions**
2. **Project Overview**
3. **Owner Statements**
4. **Architect/OPM Statements: Communication Protocol and Collaborative Approach**
5. **Page Construction: List of Major subcontractors and suppliers**
6. **Permitting Status**
 - a. Building
 - b. Storm Water
 - c. Health (Health)
 - d. Trench (DPW)
 - e. SWPPP
7. **Administrative**
 - a. Distribution of Contract Documents
 - b. Procedures and Processing of:
 - Applications for Payment
 - RFIs
 - Naming Convention/Title
 - Proposal Requests
 - Submittals
 - Submittal Schedule per 01 30 00-3.06
 - Naming Convention/Title
 - Submit appropriate groups of finish samples so team can review as a 'palette' to expedite return of approved materials.
 - Change Order Proposals
 - Change Orders
 - Construction Change Directives
 - c. Maintaining Record Documents
 - d. Owner's requirements
 - e. Work Hours
 - f. Construction Vehicle Routes and Parking
 - g. Safety and first aid procedures
8. **Schedule**
 - a. Construction Schedule
 - b. Submittal Schedule
 - c. Review/identify long-lead items
 - d. Critical Work Sequencing, major equipment deliveries and Prioritizing
9. **Mobilizing, Lay-Down, Phasing**
 - a. Review proposed mobilization plan

- b. Utilities Coordination
- c. Lay down, stockpiling, site material processing areas
- d. Protection / erosion control
- e. Survey and Layout
- f. Temp Facilities, office, work
- g. Security Procedures

10. Coordination

- a. Overview of expectations
- b. Designation of responsible personnel
- c. Focus on site-related coordination drawings at this meeting (utilities, geothermal)
- d. Scheduling for Geotechnical Engineer, Commissioning Agent, Automation Consultant and other Owner consultants
- e. Naming Convention/Title
- f. Scheduling Mock-Ups
- g. Scheduling of trade specific pre-construction meetings
- h. Scheduling for Progress meetings

Refer also to Section 01 30 00 Administrative Requirements, Section 01 31 14 Coordination, Section 01 32 16 Construction Progress Schedule, Section 01 50 00 Temporary Facilities and Controls, the Contract between Owner and GC, and other Div. 1 Sections.