Insert Project Name

 1:17 PM

Insert Meeting Location

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| Attending | Company | Attending | Company |
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| **Meeting Facilitator:**  | **Recorded By:**  |

***Thank You*** for your participation in what looks to be a very interesting and exciting project. We at The University of Houston are very pleased by the team that has been developed for this project. All of us anticipate great things!

## *Goals of the Pre-Construction Conference:*

The University of Houston is conducting a pre-construction conference to acquaint and discuss with the project team the many aspects of the implementation of the construction process and administration thereof. This document has been developed to be a reference manual for all members of the project team and will be the primary agenda item during the conference.

The University of Houston wants to encourage all members of the project team to participate and commit to working together. We feel strongly that future problems, discrepancies and misunderstandings can be reduced to an absolute minimum if all parties involved in the project communicate effectively. Through full participation, lines of communication between all members of the project team will be developed and kept open.

Everyone involved should feel free to contribute to the Pre-Construction Conference discussions. At a minimum, everyone should leave having:

A familiarization of all of the participants in the project

An understanding of each participant’s role in the project

Learned the key points of contact from each participant

Learned the proper line of communications to follow for all events

Seen the administrative processes for the implementation of the project

Seen the evaluation procedures for success of the project

## *Administrative Items:*

## *Introduction of the Team:*

Owner:

* + PM Insert Name Here
	+ Inspector Insert Name Here

Architect: Insert Name Here

Contractor: Insert Name Here

## *Review Communications and Reporting Structure for Project:*

University of Houston Expectations:

* + Construction Start up Guidelines and procedures
	+ Job Progress Meeting Guidelines
	+ Inspection Processes & Procedures

University of Houston Standard Forms

* Pay Application
* Change Proposal Form
* Owner Contingency Expenditure Authorization
* Contractor Contingency Expenditure Authorization
* Allowance Expenditure Authorization
* Change Modification Log
* Dig Notice
* HUB Progress Assessment Report Form

Contractor:

* + Job Progress Meeting Guidelines
	+ Inspection Processes & Procedures

## *Review Modification to Documents and Project Scope Procedures:*

* Request for Information – Contractors Form
* Minor Change Form
* Change Proposal Request Form & Log
* Allowance Expenditure Authorization Form & Log
* Clarification
* Construction Change Directive
* Warranty Work Request
* Change Order Form & Log
* Stored Materials Worksheet
* Electronic Record Drawings Status Form

## *Review University of Houston Specific Policies & Guidelines:*

* Conversation of inappropriate nature between construction personnel and faculty/staff/students is strictly prohibited
* Submittal schedule and procedure – through AE; transmittal; 2 extra copies needed for all MEP, fire alarm, sprinkler and door hardware submittals
* RFI procedure – through AE, copy FP&C
* Procedures for change proposals, allowance and contingency authorizations
* Procedures for testing and inspections, including timely notification; test reporting
* Procedures for maintaining project as-built drawings and specifications
* Application for payment procedures & requirements
* UGC 2.2.1.1 copy of worker wage-rate notification
* HUB Subcontracting Plan Prime Contractor Progress Assessment Report
* Certified Payroll for each subcontractor
* Contractor’s Partial Waiver and Release of Lien
* General Conditions backup-invoices and timesheets
* Contractor’s Badge Request Form
* Road Closure Request Form
* Project Signage
* Hot Work Permit
* Schedule of Values and Application for Payment
* Waiver and Release of Lien upon Progress Payment Progress Payment
* Unconditional Final Waiver and Release of Lien
* Construction Guideline Requirements
* Obligation to report to Owner anything in the drawings which is unsuitable, improper or inaccurate
* Written notification of subcontractor list
* Maintain designated personnel through the course of the project
* Posting of Prevailing Wage Rates
* Meeting Minutes-complete, accurate and timely issuance
* Request interpretation of design intent **prior** to proceeding with work
* Architect’s Field Reports and response
* Review of preliminary pay applications
* Trenching Plan-prepared and sealed by State of Texas licensed engineer

## *Project Specific Items:*

## *Review Projects Major Issues:*

* Client/End User Concerns:
* Facilities Management Concerns:
* Facilities Planning and Construction Concerns:
* Contractors Concerns:

## *Review Projects Start Up:*

* Certificate of Insurance (prior to starting work): Payment and Performance Bonds (within 10 days of GMP execution & include Power of Attorney); Builder’s Risk Insurance; maintenance of insurance thru course of project
* Communication procedures
* Discuss Site Operations Setup
* Discuss Mobilization
* Discuss Schedule and Critical work sequencing; long lead items
* Finalize Access / Pedestrian / Material Handling Plan
* Use of premises; office and storage areas
* Temporary utilities and services
* Construction access, deliveries and parking
* Housekeeping
* Security – Badge Program
* Restrict access of non-authorized personnel
* Contractor’s daily logs

## *Review Status of Utilities:*

* Electrical
* Gas
* Telephone
* City of Houston Water, Sanitary and Storm

## *Review Project Activation, Transition and Closeout:*

* Commissioning Agent and requirements of Contractor
* UH Fire Marshall Sign off for Certificate of Occupancy
* Coordination Guidelines with other departments of The University of Houston

*The above meeting notes convey our understanding of items discussed and agreements reached during the above-referenced Meeting.* ***We assume our understanding to be correct unless notice to the contrary is brought to our attention by the end of the week.***

### *Project Language/Abbreviations/Terms Used:*

Many terms are used in this document and will be defined later, primary of which are Owner, A/E and Contractor. The University of Houston (UH) is the Owner for this project. The Project Manager, Insert PM Name, is the primary point of contact. Anytime the term “Owner” is used it will be synonymous with The University of Houston. The term “A/E” refers to the design professional of record for this project, in this case, Insert AIA Name. The term “Contractor” refers to the entity charged with the construction of this project and in this case would be Insert Contractor Name and/or any of its sub-contractors.

## Acronyms

|  |  |
| --- | --- |
| **A/E** | Architect and Engineer or Team Combination |
| **AABC** | Associated Air Balance Council |
| **AIA** | American Institute of Architects |
| **ASHRAE** | American Society of Heating, Refrigerating and Air-Conditioning Engineers |
| **BP** | Best Practices |
| **CAD** | Computer Aided Drafting |
| **CBRF** | Contractor Badge Request Form |
| **CC** | Contract Coordinator |
| **CD** | Construction Documents |
| **CFPC** | Campus Facilities Planning Committee |
| **C of O** | Certificate of Occupancy |
| **CM** | Construction Manager |
| **CMR** | Construction Manager at Risk |
| **Cx** | Commissioning |
| **DBA**  | Director of Business Accounting |
| **DD** | Design Documents |
| **DP** | Director of Planning |
| **DWG** | AutoCAD file format |
| **NNC** | Notice of Noncompliance  |
| **EAC** | Estimate At Completion |
| **ECN** | Entrance Closure Notice |
| **ED** | Executive Director |
| **EHS** | Environmental Health and Safety |
| **EIF** | Equipment Insurance |
| **FF&E** | Furniture, Fixtures & Equipment |
| **FPC** | Facilities Planning and Construction |
| **GC** | General Contractor |
| **GMP** | Guaranteed Maximum Price |
| **HCFCD** | Harris County Flood Control District |
| **HUB** | Historically Underutilized Businesses |
| **ICRA** | Infection Control Risk Assessment |
| **ILSM** | Interim Life Safety Measures |
| **IPA** | Initial Project Assessment Form |
| **IT** | Information Technology |
| **LEED** | Leadership in Energy and Environmental Design |
| **LEED AP** | LEED Accredited Professional |
| **LSC** | Life Safety Code (NFPA 101) |
| **LSPM** | Lead Senior Project Manager |
| **LTIF** | Lost Time Injury Frequency |
| **MAPP** | Manual of Administrative Policies and Procedures |
| **MCPRF**  | Master Capital Project Request Form |
| **MEP** | Mechanical, Electrical, Plumbing |
| **MPP** | Minor and Planned Projects |
| **NCR** | Non-conformance Report |
| **NEBB** | National Environmental Balancing Bureau |
| **NETA** | International Electrical Testing Association |
| **NFPA** | Nation Fire Protection Association |
| **NOI** | Notice of Intent |
| **NOT** | Notice of Termination |
| **NTP** | Notice to Proceed |
| **OGC** | Office of General Council |
| **O & M**  | Operations and Maintenance |
| **OPOI** | Owner Provided/Owner Installed |
| **OWR** | On line work request |
| **PCB** | Project Control Budget |
| **PCS** | Project Control Schedule |
| **PDM** | Project Delivery Manual |
| **PFA** | Project Funding Agreement |
| **PIF** | Property Insurance |
| **PM** | Program Manager |
| **PPM**  | Principal Project Manager |
| **PPT** | Proposed Project Transactions |
| **PORF** | Planned Outage Request Form |
| **PQP** | Project Quality Plan |
| **PRF** | Project Request form |
| **QA/QC** | Quality Assurance/Quality Control |
| **RFI** | Request For Information |
| **RFP** | Request For Proposals |
| **RFQ** | Request For Qualifications |
| **RIT** | Returned Invoice Transmittal Form and Policy |
| **SAM** | System Administrative Memoranda |
| **SC** | Selection Committee |
| **SD** | Schematic Design |
| **SOV** | Schedule of Values |
| **SOW** | Scope of Work |
| **SPM** | Senior Project Manager |
| **SWPPP** | Storm Water Pollution Prevention Plan  |
| **TABB** | Testing, Adjusting, and Balancing Bureau |
| **TCEQ** | Texas Commission Environmental Quality |
| **TDLR** | Texas Department of Licensing and Regulation |
| **TPC** | Total Project Cost |
| **TPDES** | Texas Pollutant Discharge Elimination System  |
| **UH** | University of Houston |
| **UHDPS** | University of Houston Department of Public Safety |
| **UHFAP** | University of Houston Fire Alarm PermitR |
| **UIT** | University Information Technology |
| **USGBC** | United States Green Building Council |
| XREF | **External Reference. A drawing file linked (or attached) to another drawing.** |