



**TOWN OF ATHERTON
TOWN CENTER PROJECT
PRE-CONSTRUCTION MEETING**

Date: April 30, 2019

Time: 10:00 AM to Noon

Location: Town Hall, 94 Ashfield Road, Atherton, CA

AGENDA

- 1) Roles & Responsibilities
 - a) Sign in Sheet
 - b) Introductions
 - c) Key personnel & their duties

- 2) Communication
 - a) Lines of Communication
 - b) Community Outreach Meeting prior to any fencing going up
 - c) Job site safety & first aid
 - d) Emergency Contact List
 - e) Web based project software
 - f) Photo documentation

- 3) Contractor's Schedule
 - a) Submittal requirements: 520 working days, Town Holidays
 - b) Phasing
 - c) Critical sequencing & long lead items
 - d) Owner milestones & deadlines

- 4) Procedures
 - a) Hours of work: 8:00 - 5:00, Monday - Friday
 - b) Construction Operations Plan: temporary facilities, staging, delivery routes, parking, fencing, cleaning & dust control, waste management (Green Halo), security
 - c) Utilities: trenching for or near; SFPUC, CalWater, West Bay, PG&E, AT&T, Comcast
 - d) Owner occupancy requirements & existing structures
 - e) Schedule of Values
 - f) Pay Applications: retainage, progress schedule, certified payroll, waivers and claims, as-builts, Notice of Completion



- g) Permits: EIR, Grading, Building, Fire,
 - h) Deferred Submittals: Fire Sprinklers, Sustainability, SWPPP, BAAQMD
 - i) Testing & Inspection
 - j) Submittals
 - k) Mock ups
 - l) Request for Information (RFI)
 - m) Field Orders & Change Orders
 - n) Tree Protection, removal & pruning
- 5) Document Control
- a) Construction Documents
 - b) Digital Files
 - c) Surveys and staking
 - d) Architect's Supplemental Instructions (ASI)
 - e) Shop Drawings
 - f) Record Documents
- 6) Contract Administration
- a) Insurance requirements and bonds
 - b) Notice to Proceed
 - c) Contract time and liquidated damages
 - d) Weekly Progress Meetings (OAC)
 - e) Pre-installation Conferences