

AGENDA

Job: 16158 **Sweet Home City Hall**
Date: 11-16-18
Time: 9:00 AM
Location: Project Site: 3225 Main Street, Sweet Home, Oregon
Prepared By: Andrew Kraus S|EA

Agenda: **Owner / Architect Items**

1. Project Overview / Summary of Work
2. Prevailing Wage Rates
3. State of Oregon – Public Contracting Clauses
4. “Fully Remodeled” per Project Summary, sheet G0.1
5. Bidder-design Items
 - a. HVAC
 - b. Plumbing
 - c. Electrical
 - d. Fire Alarm
 - e. Natural Gas
 - f. – telephone and data ‘raceways’ and ‘pull strings’
6. Owner Provided Items
7. Schedule
8. Product Substitution
 - a. “meet or exceed”
9. Modification Procedures
 - a. RFI’s
 - i. (14) calendar days for review...
 - b. Construction Change Proposal
 - i. preferred to Construction Change Directive (CCD) and/or Construction Change Order (CO)
10. Application for Payment
 - a. Accompaniment of subcontractor and supplier lien releases
11. Schedule of Values
 - a. Submitted within (15) working days of Contract award
12. Coordination
 - a. Project Manual and Drawings
 - b. Submittals
 - c. Trades
 - d. Owner items
13. Contract Closeout
 - a. Operation and Maintenance Data
 - b. Warranties
 - c. Project Record Documents
14. Change Order Proposal 1 – expanded Toilet Rooms

General Contractor, per Project Manual Section 01 31 19...

1. Distribution and discussion of:
 - a. List of major subcontractors and suppliers
 - b. Projected construction schedules
 - c. Cash flow projection
 - d. Proposed schedule of values
2. Critical work sequencing.
3. Major equipment deliveries and priorities.
4. Project coordination.
5. Designation of responsible personnel.
6. Procedures and processing of:
 - a. Field decisions
 - b. Proposal requests
 - c. Submittals
 - d. Change Orders
 - e. Applications for Payment
7. Adequacy of Contract Documents distribution.
8. Procedures for maintaining record documents
9. Use of premises:
 - a. Office, work, and storage areas
 - b. Owner's requirements
10. Construction facilities, controls, and construction aids.
11. Temporary utilities
12. Safety and first-aid procedures.
13. Hazardous materials
14. Security procedures
15. Housekeeping procedures

Other Items

--- End of Agenda ---