

**APPENDIX KK - PRECONSTRUCTION MEETING AGENDA  
(for projects in Duluth)**

Project Name \_\_\_\_\_ Project Number \_\_\_\_\_  
Date \_\_\_\_\_

This outline has been prepared so that everyone involved in the project has a full understanding of the procedures necessary as part of the construction. It is essential that every party involved review the requirements so they understand the extent of their responsibilities and authority with respect to the project.

**1. Participants**

A/E

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

University of Minnesota Board of Regents/Owner's Representative

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Primary Contractor

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Subcontractors

Mechanical \_\_\_\_\_  
Electrical \_\_\_\_\_  
Excavator \_\_\_\_\_  
Precast Supplier \_\_\_\_\_

**2. Notice to Proceed**

2.1. The University of Minnesota Purchasing Department issued a Notice to Proceed dated \_\_\_\_\_. This notice gives the contractor the authority to proceed with the work. The Notice to Proceed establishes the start of construction, unless otherwise specified.

2.2. Work shall be substantially complete on or before \_\_\_\_\_.

### 3. Code Compliance

3.1. The university is its own municipality regarding the building code, and the University Building Code Division has jurisdiction for code compliance. Contact the following individuals for code-related items:

Ron Holden, University Building Official  
Phone: (612) 625-6845 Cell: (612) 799-1313 Pager: (612) 640-5577  
E-Mail: [ronh@orbis.net](mailto:ronh@orbis.net)

Peggy Kristyniak, Executive Administrative Specialist  
Phone: (612) 625-3318 Cell: (612) 581-8502 E-Mail: [peggyk@orbis.net](mailto:peggyk@orbis.net)

Chris Faste, Building Inspector  
Phone: (612) 625-3318 Cell: (612) 799-1311 E-Mail: [chrisf@orbis.net](mailto:chrisf@orbis.net)

Bruce Gingerich, Plans Examiner  
Phone: (612) 625-6339 Cell: (612) 875-0155 E-Mail: [bruceg@orbis.net](mailto:bruceg@orbis.net)

Scott Holm, Building Inspector  
Phone: (612) 625-0826 Cell: (612) 799-8832 E-Mail: [scotth@orbis.net](mailto:scotth@orbis.net)

Ann Houske Jacklitch, Plans Examiner  
Phone: (612) 624-1196 Cell: (612) 201-0718 Home Office: (320) 276-8266  
E-Mail: [annahj@orbis.net](mailto:annahj@orbis.net)

Don Knipe, Plumbing Inspector  
Phone: (612) 624-2347 Cell: (612) 799-1314 E-Mail: [donk@orbis.net](mailto:donk@orbis.net)

Tim Manz, Mechanical Inspector  
Phone: (612) 625-3318 Cell: (612) 875-7812 E-Mail: [timm@orbis.net](mailto:timm@orbis.net)

Scott Novotny, Electrical Inspector  
Phone: (612) 624-6502 Cell: (612) 201-0843 E-Mail: [scottn@orbis.net](mailto:scottn@orbis.net)

Dave Stringfield, Fire Inspector  
Phone: (612) 626-9458 Cell: (612) 799-1316 E-Mail: [daves@orbis.net](mailto:daves@orbis.net)

University of Minnesota  
Building Code Division  
270 Donhowe Building  
319 15th Avenue SE  
Minneapolis, MN 55455  
Phone: (612) 625-3318  
Fax: (612) 625-6667  
[www.buildingcodedivision.umn.edu](http://www.buildingcodedivision.umn.edu)

#### **4. Building Code Regulatory Requirements**

4.1. The University of Minnesota building official has assigned Permit Number \_\_\_\_\_ (applied for) to this project.

4.2. The contractor shall obtain permits from the applicable city for work on city property for utility connections and street work, and from the State of Minnesota for work on high-pressure steam.

4.3. The University Building Official's Inspection Card shall be posted onsite in the contractor's field office.

4.4. The contractor shall properly fill out and sign the University of Minnesota Request for Electrical and Mechanical Inspections, and submit it to the electrical and mechanical inspectors at the Building Code Office. Forms are attached.

4.5. All required code inspections must be arranged with the building official at least 48 hours prior to inspection. Inspections for the Experiment Station and the University of Minnesota in Crookston must be arranged at least 72 hours in advance.

4.6. The university building official requires 30 days notice prior to intended occupancy or use of the new space or building. Any incomplete items that are critical to the safe use of the building shall be corrected to the satisfaction of the building official. The building official shall issue a Certificate of Occupancy, which must be in place before the building is used.

**5. University Project Number:** Project number \_\_\_\_\_ has been assigned to this project. The project number must be included on all correspondence, change orders, transmittals and pay requests.

**6. Wage Rates:** The contractor is required to post current wage rate schedules. Post in a conspicuous location that is accessible to all employees.

#### **7. Submittal Requirements**

7.1. Insurance: In accordance with Article 11 of the General and Supplementary Conditions of the Contract, the university owner's representative must approve the Certificate of Insurance and signed Addendum to Accord prior to the start of any work on site.

7.2. Contracts and Performance Bond: Execute the Agreement and Performance and Payment Bonds on the standard forms that the University of Minnesota

Purchasing Department furnishes. Return the executed forms within 10 days after receipt to:

Purchasing Department  
400 Donhowe Building  
319 15th Avenue SE  
Minneapolis, MN 55455  
Attention: Denis Larson  
Phone: (612) 625-5554  
Fax: (612) 624-5796

7.3. Equal Employment Opportunity: In accordance with Article 15 of the General and Supplementary Conditions of the Contract, the contractor shall submit for approval a written copy of its Affirmative Action Program, which pertains to Equal Employment Opportunity. Or the contractor may submit a Certificate of Compliance from the State of Minnesota. Whichever the contractor chooses, submittal must be within 14 days after receipt of the Notice to Proceed from the university.

University of Minnesota Office for Business  
and Community Economic Development  
110 Morrill Hall  
100 Church Street SE  
Minneapolis, MN 55455  
Attention: Craig Taylor  
Phone: (612) 624-0530  
Fax: (612) 625-9056

7.4. List of Subcontractors: Submit three copies of a complete list of subcontractors to the A/E within 14 days after the Notice to Proceed.

7.5. List of Materials: Submit three copies of a complete list of materials to the A/E within 14 days after the Notice to Proceed.

7.6. Cost Breakdown/Schedule of Values: Submit three copies of the Cost Breakdown/Schedule of Values to the A/E at least two weeks prior to the first application for payment.

7.7. Contractors Construction Schedule: Submit three copies of the contractors construction schedule to the A/E within 10 days after the Notice to Proceed.

7.8. Concrete Design Mix (if applicable): Two weeks prior to pouring any concrete, the contractor shall submit two copies of the type of concrete design mix to be used to the A/E.

7.9. Engineering Data (if applicable)

7.10. Federal Requirements (if applicable)

## **8. Hazardous Materials**

8.1. Refer to Division 13 - Special Construction for project-specific requirements. Comply with current OSHA and EPA requirements. The university shall make arrangements for any required removal if concentration is equal to or greater than 1 percent as part of the contract. The university does not need to make arrangements for roofing and any materials that the contractor is required to remove.

8.2. Hazardous Material Training Certificates: The A/E shall forward the Hazardous Material Training certificates to the Facilities Management Hazardous Materials coordinator prior to the commencement of any work on site.

## **9. Shop Drawings**

9.1. The prime contractor shall submit a sufficient number of prints or brochures as record copies to the university and the A/E, as well as make required copies for itself and its suppliers or subcontractors. The A/E shall keep the shop drawing log, which shall be reviewed at progress meetings.

9.2. A mylar transparency may be submitted in lieu of blue line prints. The transparency shall be returned to the contractor for his or her use and distribution. Copies for the university and the A/E shall be prints.

9.3. Supply shop drawings in a digital format, preferably one CAD copy, as well as hard copies.

9.4. As part of the project close out procedure, the A/E shall send shop drawings for university records to:

Facilities Management  
241 Darland Administrative Building  
Duluth, MN 55812  
Attention: Project Manager

9.4.1. A copy of the transmittal shall be sent to the university project manager.

9.5. Pay attention to shop drawings pertaining to fire protection. The university reviews and approves these drawings and shall participate in the review of the submittals for the fire protection system, including sprinkler, standpipe, kitchen exhaust hood extinguishing systems and fire alarm. The university also shall

review underground and aboveground storage tanks that store flammable, combustible or hazardous material. Follow the following procedures:

9.5.1. The fire protection subcontractor/material supplier shall submit six copies of the shop drawings and related submittals to the university fire inspector at the address noted in item 3 in this appendix. The submittals for the fire protection systems shall include information as required by NFPA 13, Chapter 6 for fire protection; NFPA 20 and NFPA 27 for fire alarm systems.

9.5.2. The university fire inspector shall coordinate the reviews with outside agencies or jurisdictions as necessary. The fire inspector shall copy and distribute correspondence between himself/herself and the outside agencies or jurisdictions.

9.5.3. The university fire inspector shall distribute the approved shop drawings as follows:

- A. Three copies to the general contractor
- B. Two copies to the A/E
- C. One copy to the university building official

## 10. Change Orders

10.1. If a change is needed, a **Proposal Request** shall be issued on AIA Document G709. The Proposal Request is not a change order or an authorization to proceed, but only a request to determine how a proposed change would affect the contract cost or time.

10.2. If the owner accepts the quoted price for the proposed change, a change order shall be issued that authorizes the contractor to proceed with the change after the owner has signed it.

10.3. The A/E shall write the change order in accordance with AIA Document G701 and procedures. The owner must approve the change order. The architect shall review the change order with the University Building Code Division in regards to the actual or possible effects it would have on code compliance.

10.4. If a change is absolutely necessary and time restrictions do not allow for the Proposal Request process, a price quote and a change order, a **Construction Change Directive** AIA Document G714 shall be issued. This document describes the change, and when the owner signs it, allows the contractor to proceed with the change before a price is determined. This document only should be used when time is of the utmost importance.

10.5. **Architect Supplemental Instruction** AIA Document G710 shall be issued when the contractor requires clarifications or supplemental instructions, and there is a desire to formalize the information and transmit it to all subcontractors. Architect Supplemental Instruction shall be issued primarily when no cost changes are anticipated due to the additional information.

10.6. The contractor and the A/E are cautioned not to make changes that effect the scope of the project without the owner's approval. The contractor and/or the A/E may not receive payment for work if they proceed without university approval on the assumption that it will be approved.

10.7. The contractor must provide a complete breakdown on the cost of the change. An example of expected breakdown detail and suggested format is shown on attached Exhibit A. Note the method of calculating overhead, profit and commission. In a separate letter or transmittal, the architect should make specific comments to the university regarding recommendations to accept or not accept the change order. When submitting a change order to the owner for approval, the A/E shall provide a brief written description of the circumstances leading up to the change and describe why it is required to the owner.

10.8. The university eight-digit purchase order number shall be shown with the project number on the change order.

**11. Pay Application:** Submit \_\_\_\_\_ copies of the Application and Certification for Payment AIA Document G702/G703 to the architect monthly. The architect shall check the document for correctness, certify it, and forward one original copy to the Accounts Payable Department at the university for payment. **IMPORTANT:** Include the purchase order number on the pay application.

## **12. Definition of Responsibilities**

12.1. The basis of the contract between the owner, namely the Board of Regents of the University of Minnesota, and the contractor shall include the plans and specifications that the A/E prepares and the officially processed addenda and change orders.

12.1.1. The A/E has the primary responsibility for construction administration and normal day-to-day decisions on the progress of the work. The owner shall review any decision that affects the quality of work or change in price.

12.1.2. The A/E shall make all decisions regarding structural considerations, design features and interpretation of documents. Design features include size, appearance, capacity, function, durability and performance of general, mechanical or electrical items. The A/E shall

approve any phase of work regarding design or structure prior to performing or modifying any work.

12.1.3. The university shall make decisions regarding materials, costs and quality.

12.1.4. Note: Agreements that the A/E and other parties make without the full knowledge and consent of the owner might not be recognized as valid at the time of final settlement of these contracts. The owner must approve all decisions regarding substitutions, quality of work or a change in cost. Such questions should be submitted to the A/E.

12.1.5. If the contractor or the A/E proceeds without university approval on the assumption that it will be approved, they face the possibility of not being paid for the work.

12.1.6. It is presumed that all university departments associated with the project have reviewed the plans and specifications of the contract. As the job progresses, the occupants may visit the site on a very limited basis with prior approval. The departments and the contractor are reminded that any changes made on the job shall not be recognized as valid. All departmental requests for changes shall be directed to the project manager. Under no circumstances shall university personnel negotiate with the contractors or suppliers. Contractors or suppliers, seeking approval of materials or desiring information not available on the job, shall get in touch with the A/E, who in turn shall review such requests with the owner.

12.1.7. The owner's representative shall serve as liaison between the A/E and various building occupants in situations with multiple units occupying building. The owner's representative also shall keep occupants informed of upcoming disruptive work and special scheduling concerns, as well as implement any utility outage through the A/E that the contractor requests.

**13. Progress Meetings:** Schedule progress meetings as construction requires. The contractors are expected to have a representative attend these meetings. The A/E shall prepare the meeting minutes and distribute them within three days of the meeting.

**14. Project Safety:** The contractor is wholly responsible for project safety and should be aware of the applicable regulations and university concerns for the safety and protection of the public, as well as its staff and employees. The contractor is expected to give special attention to this concern. The university insurance carrier may visit the site during construction.

## **15. Outages**

15.1. The following guidelines apply to service outages:



15.1.1. Mechanical and Electrical (Secondary): A reasonable lead-time should be provided to the university when service outages are required. Direct the requests to the project manager. Copy the A/E for review.

15.1.2. Electrical (Primary)

15.1.2.1. The contractor is urged to pay close attention to the guidelines in the specifications. In particular, note the requirement for a two-week notice prior to an outage.

15.1.2.2. The University Primary Electric Distribution Services is a complex and far-reaching system that affects many buildings and facilities on campus in addition to this project, and therefore must be treated as a utility system.

15.1.2.3. Preparing an outage schedule requires careful coordination for University Facilities Management. It must schedule interruptions of power to various university buildings and facilities, and prepare detailed switching procedures to ensure safe operations. Submit a fully executed outage request directly to the project manager using the attached form. Copy the A/E for review.

## **16. Temporary Telephone Service**

16.1. Provide and maintain telephone service to the field office. The university operates telephone lines on campus. Basic monthly service includes local and toll service.

16.2. The contractor shall complete the form titled Request for Temporary Telephone Service that is included in the project manual and return it to:

UMD Information Services  
176 MWAH  
D182  
1049 University Drive  
Duluth, MN 55812  
Attention: Chuck Bosell

16.3. Provide a description of the exact location where you want the service installed. If this location is in a university building, please provide the room number and building name. If this location is in a construction trailer, provide detailed information such as an address and specific trailer placement. (For example, a trailer will be placed approximately 100 feet from the north side of the Food Building at 000 Address St.). Attach a map if possible.

16.4. Provide a description of the type of service that you are ordering. Examples include a line for a telephone instrument and an additional line for a fax machine.

16.5. The contractor shall be billed for the labor time and materials required for the installation.

## **17. General Discussion**

- A. Notice to Proceed issued \_\_\_\_\_
- B. Substantial Completion scheduled on or before \_\_\_\_\_
- C. Review of constraints such as noise, special schedule requirements and elevator use
- D. Status of long lead delivery items
- E. Parking permits and storage of materials, use of premises and office location
- F. Keys required/security
- G. Cleanup of debris
- H. Behavioral concerns such as no smoking and harassment
- I. Project signs
- J. Project photos
- K. Survey requirements
- L. Working hours
- M. Emergency contact list
- N. Toilets
- O. University furnished utilities
- P. M.S.D. sheets

## **18. Additional Forms**

A. Forms to be used for inspection requests:

- 1. Electrical
- 2. Mechanical
- 3. General

B. Form to be used for metering of building

C. Equipment form

**End of Appendix KK - Preconstruction Meeting Agenda (for projects in Duluth)**  
**University of Minnesota Facilities Management**  
**November 2002** (Revised July 2005) (Revised: December 2006)