

### Suggested Agenda for the Preconstruction Conference

1. Request that each attendee sign its name, company, business telephone number and emergency (24-hour) telephone number on the attendance list form, attached. Make copies of this list and give one to each attendee.
2. Request that each attendee make a self-introduction: name, company, and position on this project team.
3. An introductory statement by Massport's Project Manager stressing cooperation between all parties (Massport, Facility Representative, Consultant, and General Contractor) is an appropriate first step for developing the team effort necessary for a successful project. If all project participants work together in a team effort, a quality product can be produced within the contract time and dollar constraints and it can clearly be a "win-win" project.
4. The Project Manager should reinforce the fact that he/she is the owner's representative for the project and that (a) all correspondence and submittals to Massport will be directed to the PM, (b) the General Contractor will respond to directions/changes to the plans and specs only from the PM or its representative, designated in writing.
5. Contract Starting Date/No. of Contract Days/Contract Completion Date
6. Date of Notice to Proceed
7. Construction Schedule
  - (a) Emphasize that accurate scheduling and constant monitoring of the schedule by all parties are key ingredients to "getting the project in" on time.
  - (b) Detail the contract schedule requirements per the specifications.
  - (c) Emphasize that the General Contractor is responsible for the scheduling of the subcontractors and this will require close coordination by the General Contractor.
  - (d) The success of any schedule depends in part upon prompt preparation and expeditious processing of all required submittals; schedule should identify the submittal process and reflect the time parameters for key items.
  - (e) Critical construction operations, the critical path, should be identified in the scheduling.

Ask when you will receive the contractor's schedule and give an idea of how long it will take you to approve or disapprove it. (Goal for review is less than one week).
8. Like safety, quality and schedule, COST CONTROL is essential. The goal is to complete the project at or less than the bid amount.
9. Liquidated Damages
10. Explain that if the GC sees a way in which Massport can save money, e.g. do the same job at less cost by making a slight modification to the design, the GC should suggest it to you. As Massport's representative, you can analyze the proposal, estimate the savings, negotiate with the General Contractor and attempt to reach an agreement in which both

parties will benefit. Then a change order could be prepared for a credit, which would be less than the total savings. In other words, the General Contractor can monetarily benefit by sharing in the savings and, therefore, has incentive to make constructive cost saving suggestions.

11. Present to the General Contractor the number of copies of plans and specifications as required in the "Special Provisions".
12. Submittals (Shop Drawings and Certificates)
  - (a) Identify the number of copies to be submitted by the General Contractor. This number will depend on how many copies the General Contractor and the Engineer may want returned to them.
  - (b) If subcontractors are involved in the project, their submittals should be sent to the General Contractor, who will, in turn, submit them to the engineer.
  - (c) Discuss turnaround time for submittal review. (How long will review take?)
13. The General Contractor and all of its subcontractors will pay the Minimum Wage Rates and shall submit to their respective employees their wage rates, which will include base pay, fringe benefits, insurance, etc.
14. Certified Payroll Report (Exhibit 36B) may be presented by the Compliance Manager.
15. Non-Discrimination and Affirmative Action (may be presented by the Compliance Manager).
  - (a) Compliance Requirements
    - (1) Minority Work Force Ratio: \_\_\_\_\_%
    - (2) Weekly Workforce Utilization Reports (Exhibit 36C)
  - (b) MBE Requirements
  - (c) WBE Requirements
16. Give the General Contractor the Partial Payment Requisition (Pay Estimate) Forms, and the Final Requisition Forms. Tell the contractor the location code to use for this project at the top of the Pay Requisition Form. The Contractor must submit three (3) originally signed copies of the Payment Requisitions.
17. The General Contractor must submit a schedule of payment and breakdown for Lump Sum items at start of project.
18. Sales Tax Exemption Number: E046-006-4-29
19. Establish Job (Progress) Meetings
  - (a) Location of Meeting
  - (b) Frequency (weekly, biweekly, etc.) and time

20. Site Office and Storage Trailers (Camp Site)
  - (a) Coordinate location with facility managers
  - (b) Post wage rates and Non-Discrimination information at this location.
21. Restriction to the Use of Grounds
  - (a) Emphasize that the work is limited to the work site as shown.
  - (b) Emphasize that the location of the project is at an operating facility and close
  - (c) Coordination with the facility managers will be necessary to insure that facility operations and tenants are not unduly impacted.
22. Cooperation with Other Contractors
  - (a) Emphasize the need for working in harmony with other, nearby contractors.
23. Safety - emphasize the need for a safe environment for all people, workers and the public, in the area; undue risks should not be taken. Explain the hardhat requirement. Ask the Massport Fire Department representative to:
  - (a) Say a few words concerning public safety considerations that the General Contractor should especially be alert to, e.g. burning permits,
  - (b) Explain the notification actions that should be taken by the General Contractor in case of any type of accident, which results in personal injury or property damage.
24. Sanitation and Environmental Requirements - the General Contractor should be reminded that a neat and clean job site and campsite is important to Massport as well as the General Contractor. Hazardous Waste or Hazardous Materials are not to be stored on Authority property. If necessary for construction to proceed smoothly, the contractor may seek permission to store hazardous materials on Authority property. Such a request shall be made through the Engineer to the Project Manager. If approved by the Chief of Environmental Management, the Logan Fire-Rescue Department and the Facility, the Contractor must follow all the requirements in the approval. (Ask the Environmental Manager to make comments, as appropriate).
25. Select a location for the project sign.
26. Security:
  - (a) The General Contractor is responsible for the security of his materials and equipment.
  - (b) Some potential work locations are within restricted or secured areas, e.g. the Logan Airfield Operations Area (AOA). Contractors must apply for and receive security badges before they can enter secured areas. It generally takes several weeks to get a security pass issued.
27. Underground Utilities: Warn the General Contractor to be careful during all excavation operations.

28. Project Guarantees - a one-year guarantee goes into effect after acceptance (substantial completion) of the project.
29. Ask the General Contractor if it sees any obvious problems with the contract, which might create delays.
30. Discuss technical issues, e.g., parts of the Specifications that merit emphasis.
31. Discuss the need for a pre-construction survey and who should/will do it.
32. As-Built Drawings - The General Contractor and the subcontractors must keep As-Built Drawings updated and current. For subsurface utilities, the depth must also be shown. Monthly pay requisition will be held up until As-Builts have been completely updated.

Notes:

- The items mentioned above are not meant to be all-inclusive. They are suggestions - a starting point.
- The Consultant, in coordination with Massport's project manager, should develop a specific meeting format.
- Copies of the pre-construction agenda outline, tailored to your project and style, may be passed out to the attendees at the beginning of the pre-construction meeting.
- The importance of the Preconstruction Meeting with the General Contractor cannot be overemphasized. It sets the tone for the whole job.

