

NEOSHO COUNTY COURTHOUSE HVAC AND LIGHTING UPGRADE

PRE-CONSTRUCTION MEETING AGENDA

October 28, 2020

**Special Meeting will convene in the Neosho County Courthouse Basement at 9:30 am

Potential Contract Signing

1. Introductions – duties and responsibilities
2. Sign-in Sheet
3. Notice to Proceed Status
4. AIA Contract Status
5. Insurance Certificates Status
6. Performance Bond Status
7. Review of Preliminary DOAS Schedule
8. Review of Preliminary Remaining System Schedule
9. AIA Pay Applications – number anticipated? ; routing requirements?; time constraints?
10. Shop Drawings process and log
11. RFI process and log
12. Change Order process and log
 - Submit all Cost Proposal Requests which shall contain full explanation of circumstances necessitating the change before the change is made to Lankford Fendler for initial review and comment before submittal to Owner Representative.
13. Construction Parking – will be allowed along 1st street (north of courthouse); will be limited to certain spots; trailers will need to be parked in the gravel lot by the maintenance shop or city parking lot to the south
14. Lay down area
15. Building access shall use the back center door for construction. Building has security cameras and door sensors and metal detector – NO doors shall be propped open.
16. Masks shall be worn at all times
17. Utilities provided by Owner.
18. Temporary Office – table to lay plans out? Phone and internet access?
19. Contractor shall use public restrooms in south hallway. Toilets shall be kept clean, neat and sanitary.
20. Trash Removal:

- Placement?
- Provided by the Contractor.
- Contain trash within construction limits and dispose of in a proper and expedient manner.

21. NO POWER shall be shut down unless scheduled and confirmed with Owners Representative

22. Elevator usage shall be limited and scheduled thru Owner Representatives. All protective blankets/flooring shall be Contractors responsibility

23. All field problems shall be directed to Owner Representative

24. Construction meetings – weekly? Bi-weekly? Zoom call? Location in building?

25. Coordination of Work:

- Contractor's responsibility to coordinate the work of all Subcontractors and Material Suppliers, and to avoid conflicts, including delivery and installation.
- Contractor to keep Lankford Fendler / Owner Representative informed of all actions.
- Contractor to respond and adhere to requirements of applicable governing authorities.
- Contractor to deliver a finished project in strict accord with the Contract Time.

26. IMPORTANT DATES

- Courtroom schedules will be provided by Owners Representative
- Treasurer's Office fist and last of the month
- Treasurer's Office month of December taxes
- Holidays 11/11/2020, 11/26-27/2020, 12/24-25/2020, 1/1/2021, 2/15/2021, 4/2/2021

Submit Updated Construction Schedule with system downtime clearly identified to Lankford Fendler for review and acceptance before next meeting

27. All correspondence pertinent to the Project shall go through Lankford Fendler

28. Quality of Work:

- Expect care, diligence and good workmanship

29. Record Drawings – due with final pay application

30. Maintenance Manuals - due with final pay application

- Collect and compile a complete brochure of all equipment furnished and installed. Include Balance Reports, Warranties, Operations and Maintenance Instructions, etc.
- Are required before Final Payment authorized.
- Submit in two (2) tabbed binders.
- Submit electronic flash drive with tabbed binders.

31. Feel free to ask questions. Lankford Fendler is the interpreter of the Construction Documents