|  |
| --- |
| ***C.2.0.2 Preconstruction Checklist*** |

|  |  |  |  |
| --- | --- | --- | --- |
| *Project Number:* |  | *Date:* |  |
| *Project Title:* |  | *Location:* |  |

*[Note: This agenda refers to the Project Documents. Coordinate information with Consultant-provided Division 1 Specifications. Modify this checklist to incorporate project specific information – retain all sections, but mark sections not applicable to current project with “Not Applicable”]*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Name of Client Agency* | *Address* | *City / State / Zip Code* |
|  |  |  |
| *Name of Owner* | *Address* | *City / State / Zip Code* |
| DES (mailing)  DES (physical location) | PO Box 41476  1500 Jefferson Street SE | Olympia, WA 98504  Olympia, WA 98501 |
| *Name of Consultant* | *Address* | *City / State / Zip Code* |
|  |  |  |
| *Name of Contractor* | *Address* | *City / State / Zip* |
|  | | |
| *Location of Conference* | | |

1. **Identification of Office Representatives** *[attach the project Roles and Responsibilities document – Drafts available for Colleges]*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Client Agency Representative* | *Phone Number* | *Email* |
|  |  |  |
| *Owner Representative (DES)* | *Phone Number* | *Email* |
|  |  |  |
| *Consultant Representative* | *Phone Number* | *Email* |
|  |  |  |
| *Site Representative* | *Phone Number* | *Email* |
|  |  |  |
| *Testing Agency Representative* | *Phone Number* | *Email* |
|  |  |  |
| *Inspector Representative* | *Phone Number* | *Email* |
|  |  |  |
| *Other Contact* | *Phone Number* | *Email* |

1. **Communications**
2. Specification Section 01 2050 Contract Modification Procedures: All instructions to the Contractor, whether verbal, written, or by telephone will be given by \_\_\_\_\_\_. No other instructions shall be recognized. Any verbal instructions shall be confirmed in writing to the Contractor. Minor clarifications may be confirmed in site reports, or meeting minutes.
3. Operational issues may be coordinated with the Site Representative.
4. All correspondence shall be identified by the project title and contract number as provided on the first page of this document.
5. **Responsibilities of the Owner’s Governing Body**

The Contracting Authority (Owner) is the Department of Enterprise Services, Facility Professional Services (FPS) Division which is acting for its Client Agency \_\_\_\_\_\_. All contract authorization (such as change orders) will be managed by the FPS Project Manager.

1. **Completion of Time Contract**

Refer to Bid Form.

Time for completion includes the contract time (\_\_ days for preconstruction activities, \_\_ days for construction from mobilization to substantial completion), and time to achieve final completion (\_\_ days). Date of notice to proceed is \_\_\_\_\_\_; substantial completion is expected to be achieved on \_\_\_\_\_\_.

1. **Other requirements of the Contract Documents which deserve special discussion by all parties:**
2. Security Requirements: Specification Section 01 1250 Site Specific Conditions and Section 01 5000 Temporary Facilities and Controls. (Note: Specification Section 01 3553 is unique for the Department of Corrections campuses and does NOT apply to other client agencies. Delete if not applicable.)
3. Hazardous Materials Removal (e.g. - PCB or asbestos): Specification Sections 01 1101 Summary of Hazardous Materials Work and \_\_\_\_\_\_
4. Construction Waste Management: Specification Section 01 5000 Temporary Facilities and Controls, 01 7419 Construction Waste Manage and Disposal, and/or 01 3329 Sustainable Design Reporting - LEED
5. Project Closeout: Specification Section 01 78 00.
6. **Diverse Business Inclusion Requirements**

The Contractor shall create an account in the DES Diversity Compliance program (B2Gnow) at <https://des.diversitycompliance.com>. On a monthly basis, the contractor will log into B2Gnow to verify that they were paid and record payments to subcontractors.

1. **Apprenticeship**

Refer to Bid Form and Instructions to Bidders:

Projects identified on the bid form to require 15% apprenticeship utilization shall adhere to the following requirements:

1. Contractor shall upload the Apprentice Utilization Plan on the Apprentice Utilization Plan template to the L&I portal within 10 business days of Notice to Proceed and prior to submitting the first invoice.
2. Apprentice Utilization is monitored throughout the project based on submitted certified payroll to the Department of Labor and Industries (L&I) portal. Monthly, with each invoice, contractor shall download and print current utilization status, compare to Apprentice Utilization Plan, and submit L&I status report and narrative with invoice submittal.
3. If the contractor is lagging in fulfilling the Apprentice Utilization Plan, they shall update the plan to show compliance and resubmit to the L&I website.
4. If the contractor finds that they cannot meet the apprenticeship utilization requirement, the contractor may submit a Good Faith Effort (GFE) document. Requirements and instructions for the GFE are found in the Instructions to Bidders. The GFE may be submitted at any time during construction, up to 30 days prior to substantial completion.
5. If the contractor meets the 15% apprenticeship utilization requirement, they will be rewarded with a $1000 incentive. (Contractor is required to invoice this amount directly to the Agency/College after closeout of the project. No Washington State Sales tax will be added to this amount.)
6. If the contractor fails to meet the 15% apprenticeship utilization requirement and does not upload a GFE to the L&I portal that meets the requirements outlined in the Instructions to Bidders, they will be assessed a penalty. The Bidding terms and conditions identifies how the penalty will be calculated.
7. **The “Intent to Pay Prevailing Wages”**

Section 5.04 of the General Conditions: Intents to Pay Prevailing Wages shall be posted on the jobsite, in an area accessible to all employees. This location is \_\_\_\_\_\_.

Department of Enterprise Services, Facilities Professional Services contract staff have created the contract entry in the L&I reporting system at the time of Notice to Proceed with the contract. Please ensure that intents, apprenticeship participation and certified payroll data are submitted on the correct entry (DES as Awarding Agency) at L&I at <https://secure.lni.wa.gov/home/>.

1. **Change Orders**

Part 7 of the General Conditions: Procedures and approvals which must be obtained prior to implementation of changes in the fields.

1. Change orders may originate as a request from the agency, through the Consultant or as a change necessary due to omissions or latent conditions.
2. If a change is necessary, the Consultant shall specify the extent of the change and obtain a cost proposal from the Contractor.
3. Part 7 of the General Conditions covers submittals of any increase or decrease of costs in the contract price or days in the contract time.
4. One original of the Change Order Proposal or Field Authorization (FA) with original signatures is required. Copies will be provided to the Consultant, Agency Representative, DES Project Manager and Contractor.
5. FA may be used to authorize the start of the change order work, if immediate approval of the change is necessary to maintain the project schedule, protect property or for health and safety reasons.
6. Public agencies are required to promptly issue change orders for the undisputed part of authorized changes. A change order must be issued within 30 days after the undisputed part of any satisfactory work has been completed.
7. **Payments**
8. Section 6.02 of the General Conditions, and Specification Section 01 2000 (Price and Payment Procedures): Prior to application of the first payment request, the Contractor must furnish a schedule of values for the work to the Consultant and DES Project Manager *[Refer to Div 01 2000 paragraph 1.03 for Closeout on the Schedule of Values, with a value of 2% (for large projects) to 5% (for small projects) of the total project cost. O&M Manual sections, training, as-built drawings, punch-list work completed in progress can be billed in progress payments].*
9. Section 5.04 of the General Conditions: Labor & Industries "Intent to Pay Prevailing Wages" form must be attached to the first invoice voucher. All filing fees for Labor & Industries Prevailing Wages forms are included in the Contractor's bid.
10. Section 6.03 of the General Conditions: Requests for payments shall be made on state forms in accordance with the Instructions, which are available on the [DES Forms/Reference Documents website](https://www.des.wa.gov/services/facilities-and-leasing-management/construction-contractors/formsreference-documents) or can be provided by the Project Manager. The "Invoice Voucher" (A-19 Form) must be accompanied by the "Application and Certificate for Payment on Contract".
11. If payment is requested for materials stored on the jobsite and not incorporated into the work, the "Application for Payment" must be accompanied by the "Certificate of Materials Stored on Jobsite."
12. Payment for materials stored "Offsite" shall be in accordance with Part 6.03 Paragraph "D" of the General Conditions.
13. Parts 6.04 and 6.06 of the General Conditions: 5% Retainage is withheld for protection of sub-contractors, materialmen, and workers performing on this contract. Please note, these funds are not retained for the State's use for punch list and contract completion. The schedule of values "PROJECT CLOSEOUT" item is established for this purpose. Contractor receives 100% sales tax on amount earned to date at time of billing. Five percent of the amount Earned to Date LESS Washington State Sales tax is retained as noted above.
14. Payment request forms must be checked and approved by the Contractor and the Consultant and signed in the spaces provided. Submit signed PDF of the Application for Payment and Invoice Vouchers. The invoice may be physically or electronically signed.
15. Signature on the invoice vouchers by the contractor certifies that payment has been received by subcontractors and suppliers for work and materials provided in the previous month's pay period. “**VENDOR'S CERTIFICATE”** I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the state of Washington; that all goods furnished and/or services rendered have been provided without discrimination *on* the grounds of race, creed, color, national origin, sex or age: that prevailing wages have been paid in accordance with the pre-filed statement or statements of intent on file with the Department of Labor & Industries as approved by the industrial statistician: and that all subcontractors and/or suppliers have been paid less earned retainage as their interest appeared in the last payment received.”
16. A Change Order shall not be included in a monthly payment request until the Contractor has received an Owner-signed copy. FAs and Change Order Proposals (COPs) must be converted to Change Orders (COs) PRIOR to billing.
17. **General Comments** (Establish Monthly Cut-Off Dates)

**CONSTRUCTION MANAGEMENT AGENDA**

1. **Permits, Fees, Testing**
2. Part 5.02 of the General Conditions: The actual cost of the GENERAL BUILDING PERMIT has been paid by the Owner. The public utility hook-up fees will be a direct reimbursement to the Contractor or paid by the Owner.
3. All other inspection fees and permits shall be provided by the Contractor or as otherwise called for in the Contract Documents. (e.g.: electrical, boiler, fire, etc.). Fees will be paid as a direct reimbursement to the Contractor.
4. Section 5.02 of the General Conditions: The General Contractor, when permits are procured, shall submit copies of each required and valid permit required on the project to the Owner’s representative for purposes of tracking start and expiration dates and required inspection times for each permit. Nothing in this part shall be construed as imposing a duty upon the Owner or Consultant.
5. Section 5.15 of the General Conditions and Specification Section 01 4000 (Quality Requirements): Special Testing Services (such as paint testing or thermograms for building envelopes) will be conducted by \_\_\_\_\_\_ and paid for by \_\_\_\_\_\_.
6. "Air Balancing" services shall be provided by the Contractor.
7. General Testing (concrete cylinders, slump, soil compaction, etc.) services shall be as called for in the Technical Specifications. Testing shall be conducted by the Owner’s testing agency at Owner’s expense. The General Contractor shall give the testing agency sufficient notice (at least 48 hours) for the testing laboratory to conduct tests as specified.
8. **Construction Observation and Inspection**

Introduce Site Representative (\_\_\_\_\_\_). Define Scope of Work, Lines of Authority, and Lines of Communication: Inspectors not to direct work.

1. **Rights-of-Way, Easements and Access**
2. Explain any portion of the project site or facility not available to the Contractor.
3. Define Routes of Site Access and Egress (security requirements, noise, speed or time limitations).
4. Note requirements for facilities occupancy and needs for routine operations on site. Note areas occupied, state vehicles, normal delivery truck patterns.
5. Coordination with railroads, highway departments, city/town municipalities, power, sewage, etc.
6. **Staking of Work**

Define responsibilities of the Surveyor and the Contractor. Line and grade to be furnished by \_\_\_\_\_\_ (locations of bench marks?).

1. **Submittal Data**
2. Section 5.20 of the General Conditions: The Contractor shall provide subcontractor documentation to the DES PM
3. Specification Section 01 3000 Administrative Requirements: The Contractor shall submit material cut-sheets to the Consultant for approval (list of material submittals from Consultant).
4. Section 4.03 of the General Conditions and Specification Section 01 3000 Administrative Requirements: The Contractors shall submit shop drawings to the Consultant and jurisdiction having authority for approval.
5. The Contractors shall submit a Construction Waste Management Plan per Specification Section 01 3329 Sustainable Design Reporting - LEED (when applicable) and Section 01 7419 Construction Waste Management and Disposal*.*
6. **Contractor’s Schedule**

Section 3.02 of the General Conditions and Specifications Section 01 3216 Construction Progress Schedule.

1. Analyze the construction schedule requirements in sufficient detail to enable the owner to plan his operations. Consideration must be given to the activities of the facility and the operations of other contractors on-site.
2. Major equipment, building materials (procurement), and all subcontractors shall be represented on the schedule with sufficient breakdown and detail.
3. Date required for first schedule submission is \_\_\_\_\_\_. Submit schedule with first material submittal.
4. **Materials**

Establish Contractor's plans for delivering materials to the project site (protection and storage of materials? Notification? Approvals by whom? Location of laydown area?)

LABELING & IDENTIFICATION: In order to avoid delay and confusion at facilities, require ALL suppliers to label shipments with proper identification:

|  |  |
| --- | --- |
| Project Number |  |
| Contract Title |  |
| Facility Address |  |
| Contractor’s Name |  |

1. **Utilities**
2. Section 5.14 of the General Conditions and Specification Section 01 5000 Temporary Facilities and Controls describe Contractor's use of State utilities during construction phases (power, water, sewer, etc.).
3. Notify appropriate utilities a minimum of 48 hours prior to any disruptions to existing utilities (power, gas, water, sewer, security systems, fire systems, steam, etc.). Provide three week notification of utility outages that may last longer than 4 hours.
4. The “Call before you dig” 1-800-424-5555 service works only in public rights of way. Contractor must obtain the services of a private local company when working on agency grounds.
5. Fire Protection procedures for (e.g. - sprinkler or smoke detection systems):
   1. Activation or Deactivation
   2. False Alarms
   3. Fires and Welding
6. **Construction Progress Meetings**

Specification Section 01 3000 Administrative Requirements:Set up times and intervals for construction progress meetings. First construction progress meeting will be on *day* at *time* at the *location*.

1. **Drawings**
2. Section 4.02 of the General Conditions: The Contractor shall have a set of all "approved" drawings on site at all times (e.g. - shop drawings, stamped electrical drawings, etc.)
3. The Contractor is reminded of the importance of maintaining "As-Built" drawings during construction. These drawings shall be made available onsite for periodic review during the project, and be submitted to the Consultant at the completion of the work.
4. **Safety and Sanitary Regulations**

Section 5.07 of the General Conditions: The General Contractor shall submit a site-specific safety plan in accordance with Washington State Department of Labor & Industries regulations. The Safety Plan shall be reviewed at each regularly scheduled progress meeting with emphasis on items that will occur before the next regularly scheduled progress meeting. Nothing in this part shall be construed as imposing a duty upon the Owner or Consultant to prescribe safety conditions relating to employees, public, or agents of the Contractor.

The contractor shall comply with all state sanitary regulations**.**

1. **Prior Occupancy**

Section 6.08 of the General Conditions:The Owner has the right to occupy portions of the project prior to the final acceptance. Guarantees of work for those portions of the work shall be dealt with as provided for in Section 6.08.

1. **Contractor Responsibility**

Section 5 of the General Conditions and Specification Section 01 7000 Execution Requirements**:** The Contractor is responsible for all coordination and layout of his work, and that of his subcontractors; to ensure that all rough-in and installation of mechanical, electrical, structural, and all other related systems is accomplished in such a manner to allow the completion and final operation of the project as intended in the contract documents.

1. **The Contractor is responsible for advising his subcontractors and vendors of the applicable items discussed at this conference.**
2. **Parking:** Contractor to provide names and contact information including name of the company to \_\_\_\_\_\_\_ (Agency/College Representative) for parking authorization/Pass.
3. **Results of Site Walk-Through:**