

Pre-Construction Meeting Agenda

Meeting Information:

Project Name: **WWTP Upgrades**
Project Owner: **TCSD**

Meeting Time / Date: **9:00am / August 26, 2021**
Meeting Location: **TCSD Office**

Requested Attendance:

Attendees	Representing
<input type="checkbox"/> Dave Andres	TCSD
<input type="checkbox"/> Brenda Bonillo	TCSD
<input type="checkbox"/> Ben Kikugawa	TCSD
<input type="checkbox"/> Bryce Bondi	Blackwater
<input type="checkbox"/> Jeremy Pollet	ControlPoint

Attendees	Representing
<input type="checkbox"/> Richard Tomlinson	Cushman
<input type="checkbox"/> Donald Thatcher	Condor
<input type="checkbox"/> Rich Bolton	Forsgren
<input type="checkbox"/> Jane Dela Cruz	Forsgren
<input type="checkbox"/> Alan Driscoll	Forsgren

Agenda:

A. Call to Order

B. Introductions

C. Roles & Responsibilities

D. Project Objective

E. Project Summary

F. Contract Issues

- a. Construction Schedule
- b. Schedule of Values
- c. Purchasing Requirements
- d. Public Outreach

G. Compliance Issues

- a. Health & Safety
- b. Environmental Compliance
- c. Erosion Control Plan / Dust Control

H. Construction Issues

- a. Site Access & Staging
- b. Potable Water
- c. Power (Generators)
- d. Bathrooms
- e. Survey
- f. Deliveries & Inspection
- g. Special Inspections & Testing
- h. Electrical Work
- i. Disposal of Spoils
- j. Daily Clean-up

I. Administrative Procedures

- a. Submittals
- b. RFIs
- c. Change Orders
- d. Work Directives
- e. Field Directives
- f. Certified Payroll
- g. Pay Requests

J. Other Issues

K. Discussion

L. Meeting Close