







- Facility Planning & Design
- Cost Estimating & Feasibility Studies
- Site Analysis & Acquisition
- Construction Management
- Facility Management

## PRE-CONSTRUCTION MEETING

### A NEW FIRE STATION FOR BST&G FIRE DISTRICT

Sunbury, Ohio

January 24, 2025

#### PART I - AGENDA

- A. Attendance Lists and Business Cards
- B. Contracts
- C. Prime Contractors are requested to submit the following Documents:
  - 1. Worker's Compensation Insurance Certificate (State of Ohio)
  - 2. Insurance Certificate (liability, etc.)
  - 3. Schedule of Values (AIA G703) See below.
  - 4. List of key personnel, major subcontractors, major material suppliers with, as appropriate, contacts, addresses, telephone and email addresses, etc.
  - 5. W-9s
  - 6. Safety Plan
- D. Applications for Payment
  - 1. Applications and Certifications for Payment (AIA G702) and Continuation Sheet (AIA G703) are to be submitted via email to [wdc.submittals@gmail.com](mailto:wdc.submittals@gmail.com).
  - 2. Items to be included with each pay application:
    - a. AIA G702
    - b. AIA G703
    - c. Contractor's Affidavit of Payment of Amounts Withheld (00644) (beginning with application #2)
    - d. Contractor's Waiver and Release Affidavit (00645) (beginning with application #2)
    - e. Subcontractors/Suppliers Waiver and Release Affidavit (00646) (beginning with application #2)
    - f. Prevailing Wage Payroll Reports and Affidavit
    - g. Contractor's monthly report (per 9.3.1 of Section 00800)
- E. Schedule of Values
  - 1. A Schedule of Values (AIA G703) should be forwarded for review/approval within 10 days. As a minimum, each major element of work must be broken down into "Labor" and Material. See Section 01290 for additional information. Early submission of the Schedule will avoid delay in the processing of the first Application should the Schedule require revision.

23 South Center Street  
Springfield, Ohio 45502  
(937) 325-9991  
(fax) 325-9804

- a. The Contractor shall include a separate line item for Project Superintendent.
- b. The Contractor shall identify a line item "As-Built Drawings and Record Documents" which will be 1.5% of the Contract Sum for contracts \$1M or less and 1% for contracts valued at greater than \$1M.

F. Procedures for Changes

1. Statement of Claim Form (Spec Section 00642)
2. Field Orders: Relatively minor clarifications in the work not involving a change in the Contract Sum or Date will be accomplished by written "Memos for Record" issued by the Architect.
3. Change Orders: Those changes in the work involving an increase or decrease in the Contract Sum or Date will be accomplished by "formal" Change Order. Both the change itself and the amount of money involved must be approved by the Owner prior to the beginning of work. This does not require that a formal Order be written immediately; only that, after approval, a "Memo for Record" be issued. The formal Order will follow.

G. Submittals

1. Minimum of four (4) copies of shop drawings and product data should be forwarded directly to the Project Manager.
2. The number of samples should be discussed with the Project Manager.
3. Emailed submittals are to be sent to [wde.submittals@gmail.com](mailto:wde.submittals@gmail.com) and are to include the following information in the subject "BST&G", name of submittal.
4. Interpretations, corrections and changes of the Bidding Documents must have been made by written Addendum. Interpretations, corrections or changes made in any other manner will not be binding.

H. Preparation of Record Documents

1. Changes for Record Document sets are to be made as they occur by recording them on a "clean" set of Documents which are to be utilized for this purpose only. Retainage will not be released until these have been received and verified.

I. Job Progress Meetings

1. Immediately after construction has begun, Progress Meetings will take place at \_\_\_\_:00 AM each \_\_\_\_\_ morning at the project site. The first of these is now scheduled for \_\_\_\_\_, \_\_\_\_\_. Other coordination meetings, prior to beginning construction, will be scheduled with the involved Contractors as necessary. At least one of those in attendance at all such meetings must be qualified to make binding decisions on behalf of their firm.

- J. Liquidated Damages
- K. Building Permits and Inspections

## PART II - USE OF PREMISES

- A. Locations for the following:
  - 1. Job Offices/Trailers
  - 2. Location for Dumpster
  - 3. Parking for construction personnel
  - 4. Storage/Deliveries
  - 5. Securing Building

## PART III - CONSTRUCTION

- A. Construction Schedule
  - 1. Each contractor to submit their scheduling information by February 7, 2025.
  - 2. The coordinating contractor will develop a detailed construction schedule by February 21, 2025.
  - 3. There will be “zero flexibility” in adjusting the Construction Schedule once the on-site work begins. Therefore, it is incumbent upon each contractor to ensure a proper flow of materials to the job and to maintain adequate personnel, both on and off-site, to maintain the Schedule. If this does not happen, immediate corrective action will be taken.
- B. Job Security
  - 1. Each Contractor (Prime; sub; sub-sub) is responsible for his own security.
- C. Work Hours
  - 1. Normal work hours are from \_\_\_AM to \_\_\_ PM, Monday - Friday.
  - 2. The Architect must be notified by the involved Contractor of his intention to work additional hours at other times.
- D. First Aid
  - 1. Each Contractor is responsible for maintaining on-site their own First-Aid supplies. Employees must be advised of their location.
- E. Housekeeping
  - 1. Each Contractor is responsible for the removal of his debris on a daily basis. Anyone failing to do so will be back charged for the cost of having this done by others.
- F. Hard Hats
  - 1. The entire site is a “hard-hat” area. Anyone who consistently fails to wear one will be dismissed.

## PART IV - QUESTIONS/DISCUSSION

