

Operations & Facilities Management Department

Capital Projects

# Pre-Bid Meeting Agenda

|  |  |
| --- | --- |
| **Project#:** | **Date:** |
| **Project Name:** | **Project Manager:** |

Attendees:

Discussion:

1. **Introductions - Sign “Contact Sheet”**

* Architect
* Engineer
* WUSM Maintenance Supervisor, Facilities Tech, & IT PM
* Others

1. **Project Scope of Work review**

* Review construction documents
* Review alternates
* Unit prices
* Addenda/RFIs: Addendum #1 will have the Pre-bid walkthrough information. RFI’s are due by **\_\_\_\_\_\_\_\_\_\_\_\_**
* Contractor is required to respond to corrective comments in Architect & Engineer field observation reports.

1. **Site Access (Phone # of dock if required)**

* All workers must have a WUSM security badge, and it must be visible at all times.
* Building hours are 24/7. (Noisy work hours limited per below.)
* Dock location and hours open and type of security.
* Elevator locations, usage and path of travel

1. **Construction Safety/EH&S:**

* All workers at WUSM must be screened for COVID-19 before starting work each day.
* Asbestos-containing material test survey will be provided by WUSM. (PM Add comments if needed)
* Contractors Site Specific Safety Plan must be received before work can begin- sub-contractors to provide to GC.
  + All Safety Data sheets to be on site at all times for the duration of the project.
* GPR (ground penetrating radar) for drilling into the floor Hazardous material disposal. Bulb & ballast removal-contact EH&S for disposal containers.
* Lab(s) to be decommissioned before work can begin (EH&S & Radiation Safety sign-off posted on the lab entry door).
  + Sustainability requirements – Low VOC paints, adhesives, and caulk. Avoid landfills and recycle as much as possible. WUSM now requires tracking of all construction waste on all construction projects. Copy of form is attached. (PM confirm this is in the specs also.)
* Spill kits on site at all times, each trade should have a spill kit. All trades should have one, or one to be provided by the CG.
* ICRA, (PM to prepare a form or discuss issues during Pre-bid. If significant construction barriers needed, should be called out.)

1. **Minority Participation:**

* WUSM depends on our contractor partners to foster an inclusive environment. All contractors are asked to makegood faith efforts to maximize the amount of MBE & WBE enterprise spend and the labor participation of minority, women, city resident and apprentice employees on site (boots on the ground). Proposals without a detailed inclusion plan may be deemed non-responsive. Provide list of bidders solicited to verify efforts.

1. **Patient/Researcher/Contractor Items:**
   * Work above and below – coordinate all work with WUSM Project Manager and Facilities. (Names & numbers will be provided at Pre-Construction Meeting)
   * Work in corridors: ~~C~~orridors must remain open during regular business hours. Contractor to plan work accordingly or provide proposed interim life safety plan.
   * Vibration and noisy type work is limited to after hours. Check with building occupants for start, and stop times. Check with department for their working hours. PM will work with the contractor and Building Tech to assist to notify neighbors of disruptive work.
   * Noisy work to be completed by 8:00am each day. This might change to a different time due to building occupant requests.
   * Mark/identify all data, cable, DAS, etc…lines to remain.
   * Do not disconnect, or unplug any equipment without facilities, and department approval.
   * Odors, Dirt/Dust – erection of barriers to prevent dirt/dust. Protect the return air ductwork and plenum, use of filters in ductwork (replaced weekly, more often as necessary) and use Hepa filter in work area.
   * All public areas are required to be clean during construction at all times. If housekeeping is required it is to be coordinate with the WUSM project Manager.
   * The GC should cover all equipment with plastic when working in occupied spaces.
   * Valve shutoff locations-meet with facilities to locate valve locations.
   * Work done during off hours to be approved and scheduled in advance.
2. **Shut Down Notifications/Hot Work Permits:**

* Minimum 2 weeks for Facilities to post the notification.
* The contractor or subcontractor’s qualified person shall conduct job briefings before, during and after completion of any tasks that involve a shut down or anytime that his work may affect any area in or outside the work area that could possibly compromise safety or disrupt classes, researchers etc…
* Coordinate with WU-IT regarding Wireless Access Points (WAP) or other network related work.
* Coordinate the covering of smoke detectors or fire alarms with facilities. (Bill Ditchburn, Jim Pagano)

1. **Salvaged Materials:**

* Review items to be handed over to the Department (PM to have a walkthrough of the area of renovation and identify all items to be moved and saved).

1. **Construction Schedule:**

* Identify required construction completion date and Owner occupancy. Contractor to provide proposal based upon construction completion on or before the identified date or contractor to provide calendar days for project completion from Owners Notice to Proceed/issuance of the contract. (PM to clarify requirements, if any.)

1. **Demolition/Construction scope:**
   * Dumpster location and access/route. May have to share a dumpster with BJC or other GC’s.
   * Removal of demolition debris and delivery of new material – cover materials in public areas, protection of existing flooring and/or walls.

1. **Shop Drawing Submittals:** 
   * All Submittals/communications must have the WUSM project number and project description.
   * GC to supply submittal log for review and approval by the architect and identify long lead items
   * Hardware, key & core information must have the WUSM project number and project description. Cores will be shipped direct from Best/Doormaka to WUSM Protective Services.
   * Electronic copies – Architect and Engineers to receive submittals with file name & submittal specification number.

**12**. **Proposal Requests (PR) & Potential Change Orders (PCO):**

Proposal Requests and Potential Change Orders to be received within five (5) days after the receiving the PR or PCO information via e-mail. (PM to confirm with WUSM contract)

**Pay Application/Close Outs:**

* Pay Applications are due by the end of the month as required by the Contract Documents. Please review the requirements.
* Close out documents to be submitted within 30 days after substantial completion, or 30 days after the completion of your work (whichever comes first). Your portion of this project is NOT complete and final payment will be held until all necessary close out documents have been received, and approved.

1. **Bids due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Miscellaneous items/questions:**

Attachments:

* Sign in Sheet
* Construction waste tracking form and instructions?

WUSM Web Site <http://facilities.med.wustl.edu/planning-construction/project-delivery/project-delivery-tools-and->references/