

**PRECONSTRUCTION CONFERENCE MEETING
ATTENDANCE & CONTACT INFORMATION**

Project ID#				Conference Date			
Agency Name and Project Title				County			
Role	Company Name	Representative Name	Email Address	Cell Number	Emergency Number	Safety Officer Name	Cell Number
SCO Monitor							
SCO Electrical Inspector							
Designer							
Owner							
Special Inspector							
Comissioning Agent - HVAC							
Comissioning Agent - Electrical							
Comissioning Agent - Envelope							
General Contractor							
Plumbing Contractor							
Mechanical Contractor							
Electrical Contractor							
Other Contractor							
Other Contractor							
Other Contractor							
Other Contractor							
Other Contractor							
Other Contractor							
Other Contractor							
Other Contractor							

Form Date: June 1, 2026 - Collect and fill-in the data required above for files records. Turn the data in after attendance of the pre-construction conference.

STATE CONSTRUCTION

PRECONSTRUCTION MEETING AGENDA

<p>Designer covered</p> <p>Yes ____ No ____</p>	<p>The designer attests that: 1) Pre and post bid value engineering efforts affecting code or State guidelines have been submitted to State Construction for design review and permitting; 2) That any bid addenda affecting code or State guidelines have been submitted to State Construction for design review and permitting; and 3) a copy of the final bid documents has been uploaded to the State Construction Interscope database for record.</p>
<p>Designer covered</p> <p>Yes ____ No ____</p>	<p>Schedule: The contract(s) require a coordinated schedule prior to the first monthly meeting. This schedule is to be reviewed and updated with signed approval of all prime contractors on a monthly basis. The owner and designer have given a starting date for the project construction as _____ allowing ____ days for completion with a completion date without adjustment as _____. Adjustment(s) to the completion of a project will only be allowed by a justifiable change order approved by the designer, the owning agency and the State Construction Office.</p>
<p>Designer covered</p> <p>Yes ____ No ____</p>	<p>A project Construction Schedule shall be developed by the project contract expediter from data and information from all the prime contractors. The schedule shall be acceptable, by signed approval of, to all prime contractors in accordance with the contract(s). Three approved copies are to be submitted to the design architect within thirty days from the date of the notice to proceed. One copy of the approved schedule is to be posted at the project site and marked daily showing actual progress of the work. The schedule shall be revised jointly by all primes on a monthly basis in accordance with contracts and per progress of the construction.</p>
<p>Designer covered</p> <p>Yes ____ No ____</p>	<p>The submission of an approved schedule and schedule of values to the designer shall occur prior to submitting the first request for payment. The schedule of Values shall include dollar value of each subcontractor and shall identify MBE subcontract work.</p>
<p>Designer covered</p> <p>Yes ____ No ____</p>	<p>State that a list of subcontractors and material suppliers are to be provided to the designer with a copy for the State Construction Office within 14 days of the notice to proceed in accordance with article 16 of the general conditions.</p>

<p>Designer covered</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>The general conditions state the contractual method by which the contractors were to use to establish the expected number of weather days to include in the contract(s). For weather impact greater than what is in the contract, the contract is due to be adjusted. The contractors' project administrators should develop a daily log on construction events covering construction progress and daily weather conditions that affect the construction progress. Copies of the logs should be directed to the designer's representative on a weekly basis for his initial. Copies of the logs should be turned in to the designer on a monthly basis with a request for weather time extensions if justifiable. The requests will be evaluated and approved by the designer, owning agency and State Construction Office</p>
<p>Designer covered</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>The contract contains a clause allowing an assessment of a sum of _____ dollars per day as liquidated damages for each calendar day the project construction is delayed beyond the adjustment scheduled completion date.</p>
<p>Designer covered</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>It is important that all prime contractors become familiar with the general and the supplementary general conditions of the contract(s).</p>
<p>Designer covered</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Progress meetings (monthly meetings), with all contractors and designer's representatives in attendance, shall be scheduled with the owning agency and the State Construction Office on _____ day, _____ week at _____ m. Additional meetings may be scheduled as needed by request throughout the construction period. Prime contractors shall be represented by office and project representatives having the authority to make bindings contractual decisions on the contract. The meetings are open to subcontractors, material suppliers and others that may contribute to the progress toward project completion. The meetings are to enhance coordination, to enhance cooperation, to assist the support of the project schedule, to facilitate in the resolution of problems, and to review pending changed conditions.</p>
<p>Designer covered</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Changed conditions (change orders): A change in the construction from the contract will not be permitted unless a change order has been prepared and approved by the State Construction Office except in case of an emergency as covered in the general conditions, article 19.</p>

<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Change orders are to be prepared substantially in the format of the form contained within the construction manual, submit five copies with original signatures from designer to the owner for signature and transmittal to the State Construction Office. Change orders must have a complete breakdown including a detailed calculation of cost with a written explanation and justification for the change. Change orders submitted without this important data will result in the return of the document to the designer for data completion by the contractor with resubmittal to the State Construction Office for approval.</p>
<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Requests for payment: Contractors' requests for payment, with applicable MBE data, are to be submitted to the designer for approval. The deadline for submittal of requests will be the day of the month. The designer shall certify the request for payment as required by the general conditions, article 32, before directing the request to the owning agency for payment.</p>
<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Prior to the submittal of final pay requests, the designer shall have, a copy of consent of surety to the contractor, certificates of inspections, release and waiver of claims, warranties and guarantees, operating manuals and affidavits certifying that all bills for labor and materials, including subcontractors, have been paid in full. A contractor's false submittal of the data is a fraudulent act and may result in a contractor being disapproved for bidding on further State contracts</p>
<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Decorum on the construction site: It is illegal for any person to have firearms at the project site, any type of alcoholic beverages, or drugs other than prescribed by a physician.</p>
<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Everyone at the project site is expected to exhibit proper behavior. Indecent language acts or dress will not be accepted. Anyone in violation of proper behavior will be ejected from the construction site by the proper authorities.</p>
<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Restroom facilities are to be:</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Parking for vehicles by contractor's personnel are to be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Project working schedule: Normal working hours are to be from _____ am until _____ pm on _____ through _____. Other hours may be permitted by proper notification to the project expediter's representative who shall coordinate with the owning agency's security personnel as needed. Owning agency approval will be required in writing.</p>
<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Special requirements of the owner: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Final inspection of projects: Contractors are to notify the designer when the project is complete. Upon receipt of notification, the designers are to perform inspections of the construction to verify completion. From the inspection, a list of discrepancies (punch list) shall be given to the contractor. Upon correction by the contractor and verification by the designer that the work has been completed, a formal final inspection shall be coordinated and performed by the designer in cooperation with the contractor in the present of the owning agency and the State Construction Office. The designer shall coordinate and notify all parties of the time and date of the formal final inspection.</p>
<p>Designer covered</p> <p>Yes ____</p> <p>No ____</p>	<p>Record Drawings: A complete set of working drawings are to be provided at the construction site by the designer. The drawings are to be entrusted to the care of the project expediter contractor. Any changes or deviations from the drawings made in the No construction by any contractor, that contractor is to show the deviation on the drawings by the use of red colored pencils or pens.</p>

<p>Designer covered</p> <p>Yes _____</p> <p>No _____</p>	<p>Safety Regulations: Contractors shall familiarize themselves with article 11 of the general conditions. The requirements are a mandatory part of the contract.</p>
<p>Designer covered</p> <p>Yes _____</p> <p>No _____</p>	<p>Minority Business Contractors: In order to monitor the MBE guidelines in the contract, prior to receiving first payment and at the completion of the contract, each contractor shall provide a list of MBE subcontractors who participated in the construction to the designer for submittal to the State Construction Office. This list shall indicate the dollar amount of each MBE subcontractor's work. MBE Documentation for Contract Payment (Appendix E) shall be attached to all pay applications.</p>
<p>Designer covered</p> <p>Yes _____</p> <p>No _____</p>	<p>State Construction Office Requirements: Show project ID on all correspondence. Provide a copy of all designers' weekly inspection reports to the project monitor.</p>
<p>Designer covered</p> <p>Yes _____</p> <p>No _____</p>	<p>Verify that permit requirements, inspection responsibilities and utility tap fees are explained.</p>
<p>Designer covered</p> <p>Yes _____</p> <p>No _____</p>	<p>State that completed tax forms are to accompany pay requests for all material purchased in the State of North Carolina and show the county in which the material was purchased with the amount of county sales and use tax paid on the material. Provide the tax forms to the contractors</p>