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Preconstruction Conference

ROBERT EHMET HAYES (1961-2009)

R. EHMET HAYES

JOSEPH AHRENS HAYES

MICHAEL BRENT BISHOP

RYAN THOMAS FICKE

NOAH C. ONKST

Project: Southgate Public School - Renovations

Project No. REH #350-1217 / BG #19-033

Date/Time: March 4, 2019 / 7:30 a.m.

1. DISCUSSION ITEMS

- a. Contracts have been sent to Graybach – await return of executed agreements with bonds and insurance
- b. Construction Schedule – await final from Graybach
- c. Schedule of Values – await from Graybach
- d. Hazardous materials are present and will be abated by the District under separate contract (being coordinated by Air Source Technology to take place over Spring Break)
- e. Project has not been submitted for permit review – Contractor is responsible for contacting prevailing authorities for all appropriate permits
- f. Substantial Completion no later August 7, 2019

2. APPLICATIONS FOR PAYMENT PROCEDURES

- a. Due before first application: Final Construction Schedule.
- b. To Architect seven days before due to Owner  
Architect to submit to Owner one week before the second Thursday of the month.  
Owner board usually meets the second Thursday of every month (Contractor to verify any changes in Board meetings)  
Owner pays within 20 days of approval of application for payment
- c. No payments will be made for materials stored off the site.
- d. Change Order amounts to be included in Applications for Payment only after execution of Change Order by all parties.  
  
(Mark up: Work by Contractor - 15%; Work by Subcontractor - Total combined mark-up by Subcontractor and Contractor cannot exceed 15%)

3. JOB PROGRESS MEETINGS AND MINUTES

- a. Regular time and place: \_\_\_\_\_.
- b. Contractor to record minutes and distribute within five days of meeting (including this Preconstruction Conference). Minutes to indicate all in attendance and also show separately the distribution list which is to include (whether in attendance or not) the Owner (Southgate Independent Board of Education), the Architect (Robert Ehmet Hayes & Associates), the Mechanical/Electrical Consultant (KLH Engineers) and the Contractor (Graybach).

4. TEMPORARY FACILITIES / SEQUENCE OF OPERATIONS

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- a. Offices / sanitary facilities
- b. Storage sheds / material storage / staging / dumpsters
- c. Temporary roads / fencing / parking
- d. Damage to paving and other existing conditions / video
- e. Access to site / deliveries - **Contractor may not take away handicapped access currently used by Owner.**
- f. Water usage, gas and electric current by Owner
- g. Temporary signage
- h. Progress cleaning / dust / noise / security
- i. Coordination of special testing / daily reports / monthly status reports

5. EXISTING PAVING/CONDITIONS

- a. Contractor to document by video

6. SUBMITTALS THROUGHOUT PROJECT AND AT CLOSEOUT

- a. Shop drawings: 1) To Architect from Contractor only; 2) Contractor to review and approve before submitting to Architect's office; 3) Where shop drawings are required to be submitted to Building Department in Frankfort before review by the Architect/Engineer, Contractor is to forward Architect copy of transmittal that this has been done.
- b. Daily construction reports to be submitted on a weekly basis and to show all pertinent data.
- c. Record drawing prints in good condition due at end of Project, signed and dated by Contractor and respective Subcontractors.
- d. Contractor to verify correctness of submissions from Subcontractors before forwarding to Architect.
- e. Demonstration of equipment to include narrated video and signatures of participants.
- f. Delivery of extra materials/stock to be verified by receipt signed by District-authorized personnel.

7. EMERGENCY CONTACTS

A list of the following persons with corresponding emergency contact numbers to be attached to Preconstruction Conference minutes:

	<u>Name</u>	<u>Phone Number</u>
Owner's Representative		
Architect	Ehmet Hayes	859-512-1123
Mechanical/Electric Consultant		
Contractor's Project Manager		
Contractor's Job Superintendent		
Plumbing Subcontractor		
Fire Prot/Sprinkler Subcontractor		
HVAC Subcontractor		
Electrical Subcontractor		

The above list is no way alters the terms of the Contract. It is not intended to set any agenda, or to be

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comprehensive, but represents only certain areas which warrant mention. Contractor is responsible for conducting Preconstruction Conference, subsequent job progress meetings, and for control and coordination of the Project.

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