

Pre-Construction Meeting Agenda

1701 Airport Blvd, Suite B-1130
San Jose, CA 95110

Template Rev. 02/12/21

(Project Number) – (Tenant) – (Project Name)
Project Manager: (Name) – (Dept./Company) (Email) (Phone)
Contractor: (Company), (Contact Name) (Email) (Phone)
Date/Time:

1) Introductions

a) Status of Contract

i) Start of Construction:

2) Equal Employment Opportunity

a) Contractor will not discriminate against any employee because of race, color, religion, sex, or national origin (non-compliance may result in a cancellation of the contract)

3) Plans and Specifications

a) Review scope of work

i) (insert scope of work here)

b) Sequencing / Staging

i) Access

ii) Staging area

4) Construction

a) Establish relationship of Owner, and Contractor

b) Inspection & material testing responsibilities

i) Contact City of San Jose Public Works Inspectors for code inspections

c) No work covered until approved by inspector

d) Contractor to acquire all applicable permits and licenses

e) Contractor to provide protection and restoration of property

f) Contractor to keep all paved areas clear of FOD during all construction activities

g) As-built (red-lined) drawings provided by Contractor at end of project

h) Contractors responsibility for damages suffered as a result of weather

i) Contractor shall conduct weekly progress meetings with meeting minutes, including a three week look ahead schedule

j) Contractor shall e-mail RFI's, Submittals, etc. to the Architect of Record (AOR) for review, and copy the Owner's representative Kirk Ruffo (kruffo@sjc.org) & May Lu (mlu@sjc.org) for only items that require Airport input.

5) **Planning and Development**

- a) Mall Walls (details listed in the Tenant Improvement Design Criteria on SJC website)
- b) Utility Shutdown Request Form (on SJC Website)
 - i) Electrical Shut-downs (2 WEEK NOTICE; MOP must be approved by SJC)
 - ii) Fire Shut-downs (2 WEEK NOTICE; MOP must be approved by SJC)
- c) Regular Notices of Work (Minimum 3 business days notice)
- d) Hot Work Procedure (See website: <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>)
 - i) Hot Work also 2 weeks notice
- e) Laydown and Dumpster Areas
- f) After-Hours Work
- g) Communication requirements
 - i) PIO press releases
 - ii) Signage
- h) Tenant Improvement Design Guidelines:
<https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

6) **Safety**

- a) **Traffic Control Systems**
- b) **Possible hazards**
 - i) Spillage from construction vehicles
 - ii) FOD on airside

7) **Airport Security**

- a) Submit a security plan for approval at least 1 month prior to start of construction
- b) Restrictions on AOA work
- c) Any issues that occur during construction call Airport Operations Center, (408) 277-5100
- d) Escorting – sight and sound required when escorting personnel or vehicles
- e) Badges – Airport property, must turn in within 30 days of project closeout or lost badge fee assessed
- f) Sterile Area – Restrictions on items
- g) **Points of contact**
 - i) **Who are the points of contact for construction?**
 - ii) **Who can Operations call 24/7 for issues and what is the priority?**

8) **Parking**

- a) Coordinate with Operations for approved parking locations
- b) Deliveries – restrictions on Airside/Landside deliveries

9) **Inspections**

- a) Complete the Code Inspection Request Form (one per trade)
- b) In an email message, type the trade into the subject line (i.e. Structural, Electrical, Plumbing etc.)
- c) Attach the PDF or IRF and email to PWCodeinspections@sanjoseca.gov 48 hours prior to the required inspection
- d) The appropriate trade inspection will confirm inspection request within 24 hours of receipt.

10) **Project closeout**

- a) Final Walkthrough Inspection
- b) Punch list Items
- c) Provide Airport with a copy of final signed-off permit card
- d) Provide Airport with a digital copy of updated as-built CAD drawings as well as a PDF copy of AOR reviewed record drawings.

11) **Other issues/Comments**