



AIA North Carolina

A Chapter of The American Institute of Architects



CarolinasAGC
Building Your Business

JCR-14

Pre-Construction Conference

October 1974

October 1975, October 1999

Recommendations:

Promptly after award of a contract, a pre-construction conference should be held. A letter of notification of the pre-construction conference, to be attended by appropriate representatives of the owner, architect, engineers, contractor, major subcontractors, utility representatives, etc., should be written to all parties by the architect in charge of the project. The letter should include a discussion checklist. All parties involved in the project should, prior to the conference, add any additional items which they wish discussed.

Comments:

A. The following information should be furnished by the architect:

1. Names of architect representatives and specific assignments.
2. Reports and completed forms required from the contractor.

B. Information to be furnished by contractors:

1. Project Manager: Name, Address, Phone Number.
2. Superintendent: Name, Address, Phone Number.

C. Information furnished by the owner:

1. Owner's representative: Name, Address, Phone Number.
2. Provisions and procedures for payment.
3. Owner's insurance coverage (Builder's Risk, etc.)
4. Site security provided.

D. Discussion Checklist: (Suggested Guide)

1. Contractor's plan of operation, including a GPM Schedule.
2. Approval of qualified subcontractors.
3. Names of principal suppliers.

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4. Provision for inspection of materials.
5. Responsibility for locating existing utilities.
6. Responsibility for damage to utilities.
7. Time schedule for relocation of utilities.
8. Shop drawing submittal and approval procedures.
9. Acceptance and approval of work procedures.
10. Labor compliance, payrolls, certifications.
11. Safety regulations for contractors' and owners' employees.
12. Proof of adequate property damage and liability insurance.
13. Suspension of work and time extensions.
14. Change order procedures.
15. Procedures for submission of applications for payment.
16. Any interpretation of plans and specifications requested by contractor.
17. Any conflicts or omissions in plans and specifications.
18. Traffic control.
19. Processing and administration of third party complaints.
20. Substitutions of materials or methods.
21. Cash flow schedule.
22. Schedule and format for job meetings.
23. Job site cleanup responsibility.
24. As-built prints maintained.

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- E. Representatives of all involved utilities should have the authority and knowledge to discuss location of utility, time schedule for relocation, emergency action in event of damage to utility, etc.

End of JCR-14

This recommendation is the result of considerable discussion and deliberation by the Architect and General Contractor members of the Joint Cooperative Committee of AIA North Carolina and the Carolinas AGC. While its provisions are not binding on individual Architects or General Contractors, the committee believes that adherence to the recommendations will benefit the Owner and the Construction Industry in general.