|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name:** |  | | | | |
| **Project # / PPN:** |  | **Contract #:** |  | **Task #:** |  |

**Check-**

|  |  |
| --- | --- |
| **Pre-Construction Meeting #:** |  |

**n Meeting #** [ADD MEETING NUMBER]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Next Meeting Date** | **Next Meeting Time** | **Prepared By** | **Company** |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Project Information** | | |
| Award Date: |  |  |
| NTP Date: |  |
| End Date: |  |
| Calendar Days: |  |
|  | % Complete |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Status:** |  | **On Schedule** |  | **Behind** |  | **Ahead** |

|  |  |  |
| --- | --- | --- |
| **Purpose:** | **Location:** | **Next Location:** |
|  |  |  |

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| --- |
| **Anticipated Attendees** |
| See attached Meeting Attendance Sheet.  *(Include meeting sign-in sheet with minutes)* |

|  |
| --- |
| **Agenda Discussion Topics** |

| **Item No.** | **Category/Action** | **Resp. Party** |
| --- | --- | --- |
| **A** | **Introductions / Project Construction Overview** |  |
|  | * Metra and [Insert Contractor Name] individual introductions noting their area of focus for the Project. * Metra project overview   *(Project CM must be selected prior to and present for the preconstruction meeting.)* | **For Information** |
| **B** | **Safety** |  |
|  | * All workers on Metra property must wear proper safety equipment. Reflective vests (Class II) - Orange with silver reflective stripes * Hard hat * Steel toe boots * Safety glasses with side shields * Facemasks per current FRA requirements.   *(This list is not all inclusive. Add any site/ project specific safety requirements.)* | **For Information** |
| **C** | **Quality** |  |
|  | * Project Organization Chart *(Refer to PF-I-18)* * Training Log – Contractor and Subcontractors to Metra TPCQMP *(Refer to PF-F-31)* * Inspection & Testing Plan (*Refer to PF-F-11)* * Equipment Calibration List / Log *(Refer to PF-F-10)* | **For Information** |
| **D** | **Schedule** |  |
|  | * [Insert # Days] Calendar days *(Refer to PF-I-27)* | **For Information** |
| **E** | **Preconstruction Deliverables and Initial Requirements** |  |
|  | * Schedule of Submittals * Schedule of Values * Project Schedule with Narrative Report * Major Products (Long Lead) Delivery Schedule | **For Information**  *(Contractor)* |
| **F** | **Procurement** |  |
|  | * Post NTP Contract Requirements * Reminder to the Contractor that no additional or changed work be performed without a Metra executed Change Order (CO) or Construction Modification (CM). * Both the Contractor and Metra prepare Independent Cost Estimates (ICE) for changes in the work. Metra emphasized the coordination and importance for the Metra ICE estimate being completed prior to the Contractor communicating their estimate to Metra. | **For Information** |
| **G** | **Labor Compliance and DBE** |  |
|  | * Certified Payrolls submitted weekly – web-based LCP Tracker * Illinois Apprenticeship Work Program (As may be Required) * DBE Goal Percentage and tracking | **For Information**  *(Contractor and PM)* |
| **H** | **Coordination with Metra Shop Operations/Project Sites** |  |
|  | * Staging Area * Staging Plan * Site Access & Temporary Security * Coordination of Existing Equipment Demolition (As Required) * Equipment Shutdown and Commissioning (As Required) | **For Information**  *(Contractor)* |
| **I** | **Construction Procedures** |  |
|  | * Contract Requirements * Flagging Requests/Procedures * Coordination with Metra Operations (As Required) * Project related Specifics (As may be Required) * Project Related Permit(s) Status | **For Information**  *(Contractor)* |
| **J** | **Pay Request Procedures** |  |
|  | * Metra ftp site for forms, instructions, and samples of Pay Applications | **For Information**  *(PM)* |
| **K** | **Discussion Items / Questions** |  |
|  | * Open discussion * Questions | **For Information** |
| **L** | **Progress Meetings** |  |
|  | * Weekly Progress Meeting: Propose [Day & Time] | **For Information** |

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| *Meeting Minutes shall be documented using Metra form PF-F-13f Preconstruction Kick-off Meeting Minutes and shall be completed and distributed by the Construction Manager.* |