

Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Meeting Agenda topics. The Metra Meeting Minutes Form, **PF-F-13f_Preconstruction Kick-off Meeting Minutes**, must be used to document the discussions of a meeting, as well as the action items which result from that meeting. The form is on the Metra Capital Delivery and Engineering web page. Here is a link to access the forms: (https://metra.com/engineering#Forms_and_Instructions)

All meetings between the Metra PM/CM, Third Party Contractors, Designers, Contractors and/or Stakeholders shall be documented using the Meeting Minutes form. Meeting Minutes shall be prepared by the Designer of Record or the Construction Manager. If the Design of Record or Construction Manager is not participating in the meeting, then the meeting organizer shall prepare the minutes.

All Meeting Minute packages shall be turned over to Metra as a part of project closeout. All documents shall be submitted to Metra electronically and as described in the TPC's Contract.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

1. To insert the Third Party logo, double click on the Metra logo in the Header, delete the Metra logo, click the Insert tab on the top of the tool bar, click Pictures, find your logo, click insert, then size as appropriate.
2. The footer shall be revised to incorporate the Project Name, Metra project number / PPN (Project Package Number applies to Capital Delivery Projects), Contract number, Task number (if applicable), and Kick-off Meeting number.
3. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor without prior approval by Metra.



Pre-Construction Kick-off Meeting Agenda

Project Name: _____
 Project # / PPN: _____ Contract #: _____ Task #: _____

Pre-Construction Meeting #: _____

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
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Purpose:	Location:	Next Location:

Anticipated Attendees
See attached Meeting Attendance Sheet. <i>(Include meeting sign-in sheet with minutes)</i>

Agenda Discussion Topics

Item No.	Category/Action	Resp. Party
A	Introductions / Project Construction Overview	
	<ul style="list-style-type: none"> Metra and [Insert Contractor Name] individual introductions noting their area of focus for the Project. Metra project overview <i>(Project CM must be selected prior to and present for the preconstruction meeting.)</i> 	For Information
B	Safety	
	<ul style="list-style-type: none"> 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 	For Information

Project Name:	
Project # / PPN:	Contract # Task # Check-in Meeting #:

Item No.	Category/Action	Resp. Party
	<ul style="list-style-type: none"> Facemasks per current FRA requirements. <i>(This list is not all inclusive. Add any site/ project specific safety requirements.)</i> 	
C	Quality	
	<ul style="list-style-type: none"> Project Organization Chart <i>(Refer to PF-I-18)</i> Training Log – Contractor and Subcontractors to Metra TPCQMP <i>(Refer to PF-F-31)</i> Inspection & Testing Plan <i>(Refer to PF-F-11)</i> Equipment Calibration List / Log <i>(Refer to PF-F-10)</i> 	For Information
D	Schedule	
	<ul style="list-style-type: none"> [Insert # Days] Calendar days <i>(Refer to PF-I-27)</i> 	For Information
E	Preconstruction Deliverables and Initial Requirements	
	<ul style="list-style-type: none"> Schedule of Submittals Schedule of Values Project Schedule with Narrative Report Major Products (Long Lead) Delivery Schedule 	For Information <i>(Contractor)</i>
F	Procurement	
	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> Certified Payrolls submitted weekly – web-based LCP Tracker Illinois Apprenticeship Work Program (As may be Required) DBE Goal Percentage and tracking 	For Information <i>(Contractor and PM)</i>
H	Coordination with Metra Shop Operations/Project Sites	
	<ul style="list-style-type: none"> Staging Area Staging Plan Site Access & Temporary Security Coordination of Existing Equipment Demolition (As Required) Equipment Shutdown and Commissioning (As Required) 	For Information <i>(Contractor)</i>
I	Construction Procedures	
	<ul style="list-style-type: none"> 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 <i>(Contractor)</i>

Item No.	Category/Action	Resp. Party
J	Pay Request Procedures	
	<ul style="list-style-type: none"> Metra ftp site for forms, instructions, and samples of Pay Applications 	For Information <i>(PM)</i>
K	Discussion Items / Questions	
	<ul style="list-style-type: none"> Open discussion Questions 	For Information
L	Progress Meetings	
	<ul style="list-style-type: none"> Weekly Progress Meeting: Propose [Day & Time] 	For Information

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.

INSTRUCTIONS

Project Name:							
Project # /PPN:		Contract #		Task #		Check-in Meeting #:	