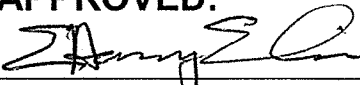


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
WATER SYSTEM IMPROVEMENT PROGRAM
CONSTRUCTION MANAGEMENT PROCEDURES**

SECTION: WSIP CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO.: 008 TITLE: PRE-CONSTRUCTION CONFERENCE	DATE: 08/20/09 REVISION NO.: 1

1.0 Policy

Upon award of the contract, but prior to the commencement of work a Pre-Construction Conference will be scheduled by the Project Construction Manager (Project CM) with the Project CM Team and Contractor. The Pre-Construction Conference between the City and Contractor documents the discussion of administrative procedures, establishes field communication protocol, project constraints (including environmental and permit conditions, and contractual and technical requirements).

This CM Procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their Work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Utilities Commission (SFPUC) policies or the contract under which the Work is executed.

2.0 Description

This CM Procedure describes the requirements for planning, conducting and documenting the Pre-Construction Conference. The Pre-Construction Conference Notice and Agenda will be distributed through the CMIS with supplementary hard copy distribution as necessary.

3.0 Definitions

3.1 Construction Management Information System (CMIS)

The WSIP CMIS is an on-line management tool for the processing of contract documents based on established construction management business processes. It serves as a tool for effective storage and retrieval of various documents generated during a construction project.

4.0 Responsibilities

4.1 Project Construction Manager (Project CM)

The Project CM is responsible for scheduling and conducting the Pre-Construction Conference, and preparing and distributing the Meeting Minutes.

4.2 Regional Project Manager (RPM)

The RPM is responsible for approving the Contractor's Applications for Payment.

4.3 Field Contracts Administrator (FCA)

The FCA is responsible for contract financial issues and contract financial submittals.

4.4 Office Engineer (OE)

The OE supports the Project CM with project administrative tasks including the review and processing of Contractor submittals.

5.0 Implementation

5.1 Conference Agenda

The Project CM prepares and distributes the Pre-Construction Conference Agenda to all parties prior to the Pre-Construction Conference.

5.2 Conference Attendees

The Project CM confirms conference notification, proposed conference agenda, schedule date, location and attendees.

5.2.1 Attendees should include the following Project CM Team personnel:

- Regional Project Manager (RPM)
- Project Construction Manager (Project CM)
- Field Contracts Administrator (FCA)
- Office Engineer (OE)
- Lead Quality Assurance (QA) Inspector
- Project Labor Agreement (PLA) Administrator
- Construction Schedule / Cost Specialist
- Project Engineer (PE)
- Regional Environmental Compliance Manager
- Client/Operations Representative
- Regional Outreach Liaison

- Shutdown Coordinator, if required
- Technical Support, as appropriate for project
- Design Consultants, if required
- HRC Compliance Officer
- Regional CM – CM Consultant
- Program QA Manager – CM Consultant
- Regional Safety Manager – CM Consultant
- Senior SFPUC, program management staff and other

Stakeholders may include:

- Representatives from utility companies
- Regulatory agencies
- State & Federal agencies
- Other City departments

5.2.2 The Contractor’s attendees should include the following personnel:

- Project Manager
- Project Engineer
- Construction Manager
- Project Superintendent
- Safety Manager
- Quality Control Manager
- Scheduler
- Technical Support, as appropriate for project
- Major Subcontractors and Suppliers

5.3 Conference Structure

The Project CM will conduct the Pre-Construction Conference with the primary assistance from the Regional Project Manager, the Field Contracts Administrator and Office Engineer.

5.4 Conference Record

An attendance list for the Pre-Construction Conference shall be recorded on a sign-in roster. Any digital and/or audio recordings of the Pre-Construction Conference is optional.

5.4.1 For San Francisco City agencies all documentation may be obtained by the public through the Sunshine Ordinance. If the Project CM, Contractor or any other party requests that meetings be video taped or recorded, these recordings may be requested by the public. If recording is requested, the Project CM shall be responsible for the recording and archiving of these digital and/or audio files.

5.5 Meeting Agenda Items

The following Meeting Agenda items (but not limited to) should be addressed and agreed upon at the Pre-Construction Conference. The discussion of each item should include identification of the parties (SFPUC and Contractor) for the administrative and contractual requirements of each item:

- Introduction of attendees; relationships, roles and responsibilities.
- Contract authority as it relates to both the SFPUC and the Contractor.
- Contract Administration process (work flow for submittals, approvals and documentation).
- Submittal requirements.
- Application for Payment requirements, including HRC submittal requirements.
- Change Request requirements and other commercial items.
- Contract technical requirements.
- Project Labor Agreement (PLA) requirements (if applicable to the project) and other contract compliance requirements.
- Public Outreach.
- Schedule requirements/milestones.
- Contractor Safety Plan requirements.
- Quality Assurance (QA)/Quality Control (QC) Plan requirements and handling of quality issues.
- Environmental Compliance requirements and permit conditions.
- Coordination requirements with other projects.
- Site Security requirements.
- System Shutdown Plans (as applicable to the project).
- Incentives (if included in the contract)/Liquidated Damages.
- Value Engineering Change Proposal.
- Partnering – Informal or Formal.

- Contractor's presentation of its plan, methods, and schedules for accomplishing the work.
- Interface with Operations.
- Dispute Review Board/Dispute Review Advisor (DRB/DRA) (If applicable).
- Facility Testing and Start-up.
- Project Completion, Demobilization and Close-out.

5.5.1 CMIS Pre-Construction Conference Meeting Agenda Format Sample is presented on Attachment 008-1.

5.6 Meeting Minutes

The Project CM is responsible for producing detailed meeting minutes. Feedback for corrections and clarifications are important to establish a clear record of the Pre-Construction Conference. The Meeting Minutes should also include action items assigned to the responsible attendees with their resolution due dates. The attendance roster and agenda must be attached.

5.6.1 Meeting Minutes shall be prepared and distributed by the Project CM or designated party within two (2) days after the Pre-Construction Conference to the participants.

6.0 Other Procedural Requirements

None

7.0 References

7.1 Technical Specifications

No. 01200 Project Meetings

7.2 CM Procedures (Partial List)



No. 004 Submittals
 No. 005 Meeting Minutes
 No. 011 Construction Quality Management
 No. 020 Project Construction Progress Reports
 No. 032 Contract Close-out
 No. 036 Administration of Force Accounts
 No. 038 Site Security
 No. 039 System Testing and Start-up

- No. 040 Project Labor Agreement
- No. 052 Environmental Inspection and Special Environmental Monitoring
- No. 061 Time Sheet

8.0 Attachments

- 008 –1 CMIS Pre-Construction Conference Meeting Agenda – Sample Format
- 008 – 2 Documents Distribution List for CMP No. 008
- 008 – 3 Revision Control Log

Attachment 008 – 1
CMIS Pre-Construction Conference Meeting Agenda – Sample

	<p>SAN FRANCISCO PUBLIC UTILITIES COMMISSION</p> <p>WATER SYSTEM IMPROVEMENT PROGRAM</p>																					
<p>PROJECT TITLE:</p> <p>PROJECT #:</p> <p>SUBJECT:</p> <p>COORDINATOR:</p>	<p>MEETING NO:</p> <p>MEETING DATE:</p> <p>Location:</p> <p>Phone:</p>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">ITEM</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Key Personnel and Organizations</td> </tr> <tr> <td>B</td> <td>Interface with Operations</td> </tr> <tr> <td>C</td> <td>Contractor's Presentation</td> </tr> <tr> <td>D</td> <td>Contract Technical Requirements</td> </tr> <tr> <td>E</td> <td>Safety Requirements and Considerations</td> </tr> <tr> <td>F</td> <td>Contract Compliance Requirements</td> </tr> <tr> <td>G</td> <td>Contract Administration Requirements and Procedures</td> </tr> <tr> <td>H</td> <td>Community Relations</td> </tr> <tr> <td>I</td> <td>Distribution of Contract Documents</td> </tr> </tbody> </table>			ITEM	DESCRIPTION	A	Key Personnel and Organizations	B	Interface with Operations	C	Contractor's Presentation	D	Contract Technical Requirements	E	Safety Requirements and Considerations	F	Contract Compliance Requirements	G	Contract Administration Requirements and Procedures	H	Community Relations	I	Distribution of Contract Documents
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<p>Prepared By:</p> <p>Dated:</p>																						

Attachment 008 – 2
Documents Distribution List for CMP No. 008

The following personnel listed (by project position or responsibility) for Documents Distribution is a general guideline for specific CM Procedure. It is the responsibility of the Administration / Document Control Specialist (ADCS) to confirm and as necessary revise this list as appropriate for the specific project needs. The Office Engineer shall approve these distribution changes.

The guidance for hardcopy document distribution is as follows:

1. Individual, without CMIS access, who attended a specific project meeting/conference.
2. Individual, without CMIS access, who was mentioned or designated for an action in a specific project meeting/conference.
3. Individual, without CMIS access, who has management oversight responsibilities to ensure that the implementation or completion of a project action.

REPORTS:

- Pre-Construction Conference Agenda
- Pre-Construction Conference Meeting Minutes

DISTRIBUTION:

Project Field Personnel – Information Only, Not Distribution

- Project CM, Field Contracts Administrator, Office Engineer, ADCS, Lead QA Inspector

Construction Management Bureau

- Regional CM

Program CM Consultant

- Program CM Consultant Advisor, Program QA Manager, Regional Safety Manager

Project Management Bureau

- Regional PM, PM

Engineering Management Bureau

- Project Engineer

Bureau of Environmental Management

- Regional Environmental Manager

Others

- Contractor
- To be determined for specific project

Attachment 008 - 3
Revision Control Log

Revision No.	Revision Date	What changed?
Rev 1	August 20, 2009	<ul style="list-style-type: none">• Added Section 3.1• Added Sections; 4.2, 4.3 and 4.4• Revised Section 7.0; added Sections 7.1 and 7.2• Added Attachment 2; Documents Distribution List• Added Attachment 3; Revision Control Log
Rev 0	February 4, 2009	Signed