

Pre-Construction Conference, Agenda (typical)

Introductions, Circulation of Attendance List

Roles and Responsibilities:

1. Tenant/Concessionaire/Applicant/Permittee representative:
2. Tenant's/Concessionaire's/Applicant's/Permittee's CM:
3. Tenant's/Concessionaire's/Applicant's/Permittee's architect/engineer:
4. Tenant's/Concessionaire's/Applicant's/Permittee's Contractor and subcontractors:
Emergency contacts list 24/7 on 8 ½ x 11
5. Project stakeholders and their interests:
6. LAWA DG Project Manager:
7. LAWA Construction Inspection Division contact:
8. Other LAWA contacts:
9. Los Angeles Department of Building and Safety contact:

Brief Explanation of Scope of Project Provided by Tenant's/Concessionaire's/Applicant's/Permittee's Architect

Construction Documents

1. Resolve all outstanding design issues:
 - a. All design review comments resolved to LAWA's satisfaction
2. Requested design calculations submitted
3. Issued-for-Construction Drawings and Specifications stamped and signed by the City of Los Angeles Department of Building and Safety
4. ADA and "LAWA Design and Construction Handbook" compliance statement signed
5. Other submittals resolved

Construction Schedule Overview Look-Ahead/Baseline/Update

1. To be provided by Tenant's/Concessionaire's/Applicant's/Permittee's construction manager
2. To include permissible work hours/days

Utility Shutdown Requests / Area Shutdown Requests

1. Process Contractor's requests for all Utility Shutdowns and identify impacts to LAWA.
2. Coordinate with Airport Operations and Contractors for all Area Shutdown Requests.
3. Notify all Stakeholders, Tenants, and Contractors of scheduled USR/ASR's for impacts.

Communications Procedures:

1. Review communications procedures for tenant, contractor, LAWA and other project stakeholders.

Inspection

1. Notification procedure.
2. City of Los Angeles-approved Deputy Inspectors for concrete, field welding, and any specialized inspection.

Security

1. Access badging
2. Door access
3. Key request
4. Post access (with location map)

Job Conference—Weekly or Otherwise

Insurance and Bonds

1. Contractor to submit copy of Contractor's insurance certification to LAWA project manager
2. Contractor to submit bond to LAWA
3. Contractor to file bond for record with the Los Angeles County Recorder.

Permits

1. City of Los Angeles Department of Building and Safety
 - a. Demolition
 - b. Construction
 - c. Signage
2. FAA Form 7460
3. Los Angeles County Department of Public Health
4. Airfield
5. Department of Public Works
6. Other

Barricade Plan, Traffic, Noise, Dust Control

Phasing Plan

1. The phasing plan shall be submitted in both narrative and drawing formats, which includes other Airport tenants/concessionaires/applicants adjacent to the construction area and piping routes.

Site Logistics Plan—Coordinate Timing and Locations with Terminal Operations and Airport Police Division.

1. Haul route/ingress-egress to the construction area
2. Access by elevator, stair, and ACAMS door
3. Construction waste removal
4. Construction staging

Safety

1. "Contractor is solely responsible for accident prevention and job site safety."
2. Contractor to prepare and submit "Detailed Injury and Protection Plan" (IPP)
 - a. Contractor to identify Contractor's safety officer
 - b. Contractor to identify Tenant's/Concessionaire's/Permittee's/Applicant's safety officer
3. Review job site safety/barricade plan
4. Use of construction warning tags
 - a. Lock out and tag out procedures
5. Signed asbestos notification forms

Submittals

1. Changes in scope
2. Changes in design or deviation from requirements/standards
3. Deferred submittals
4. Absent changes, LAWA does not require further technical spec-related submittals