



**PROJECT**

|                    |                  |
|--------------------|------------------|
| CAP project number | Project name     |
| Date               | Location address |

**AGENDA**

**CAP Project Manager**

- Introduction of Personnel and Designated Contacts (Div 1, 11.1.01).
  - Communication Matrix (template located in CAP SharePoint).
  - Div 1 references, including:
    - UA contact.
    - Building manager.
    - Contractor project manager.
    - Consultant project manager.
    - Contractor superintendent.
- Notice to Proceed (Div 1, 11.1.07).
  - Planned project duration.
  - Substantial completion date.
- Communication flow (Div 1, 30.3.01).
  - CAP project manager must be copied on all correspondence.
  - CAP project number must be included on all correspondence.
- Prerequisite submittals.
  - Superintendent qualifications (Div 1, 30.3.01.C).
  - Construction schedule (Div 1, 30.3.06 and 30.3.08).
  - Schedule of Values (Div 1, 20.1.02).
  - List of subcontractors and suppliers (Div 1, 30.3.01C).
- Progress meetings (Div 1, 30.3.03).
  - Minimum of one per month; make sure Consultant is present for projects under contract between UA and Vendor.
  - Agenda required.
  - Minutes with action items shall be taken by Contractor and submitted to all parties who attended and any impacted party and listed on the Communication Matrix within two (2) business days of meeting.
- Payment application (Div 1, 20.1.03 and 20.1.05) and Change Order (Div 1, 20.1.04) procedures.
  - Electronic signature preferred.
  - Pay app must be sent to Consultant for verification, then to CAP project manager for approval.
  - A Change Order is not to be considered official until a fully executed document is in hand.
- Substantial Completion procedures (Div 1, 30.3.04).
  - CAP reserves the right to withhold payment until Final Acceptance if Work is not complete by Substantial Completion date.
- Final Completion procedures (DIV 1, 70.3.13).
  - Attic stock reverts to owner.

**Using Agency**

- Establish site use areas (Div 1, 60.3.03).
  - Staging.
  - Material storage (CAP Form G150).
- Safety and security rules and considerations (Div 1, 11.1.05 and 50.1.06).
- Normal business hours (Div 1, 11.1.06).
- Coordination of utility downtime (Div 1, 11.1.05.F).
- Any other UA concerns.

**Consultant – Scope of Work**

- Job site record keeping and retention (Div 1, 30.3.11).
- Submittal procedures (Div 1, 21.1.04 and 30.3.09-12).
- Testing and inspections (Div 1, 21.1.08).
- Commissioning (Div 1, 30.3.04 and 30.3.11).

- Overview, including:
  - Areas of concern and project phasing.
  - Review of accepted Alternates and provisions for non-accepted Alternates (Div 1, 23).
  - Addenda review.
  - Errors, inconsistencies or omissions.
  - Identify owner-provided items and receipt, inspection, storage and installation protocol.
- Mandatory tour of Worksite.