



PRE-BID

OUTLINE

PROJECT MEETING NUMBER:

Meeting Date: August 5, 2020

AEI PROJECT NUMBER: 18019

Project Name: Chief Medical Officers Office Reroof Siding Project

Project Location: 30 Hospital Drive, Augusta

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The Pre-Bid meeting for the above referenced project was conducted at the project site. See the attached sign in sheet for the individuals/firms in attendance.

These minutes will be recorded and published by **allied engineering, inc.**

1. Preconstruction Meeting Outline

- A. Introductions
- B. Project contact personnel **Jill Instasi, Senior Project Manager, BGS**
- C. **allied engineering, inc.** is the authorized agent
- D. Shop drawings must have a letter of transmittal
- E. Project Clerk - **None**
- F. Owners representative – **Jill Instasi**
- G. BGS or Tenant representative – **Tom Gallagher**
- H. Contractor
 - 1. Contract and insurance certificates
 - 2. Builders risk by **Contractor**
 - 3. Schedule of values – **Will be requested with the contract documents so that a Divisional paydown schedule can be developed.**
 - 4. Progress schedule – **Gantt Schedule required with the bid**
 - 5. GC Responsibility / subcontractors
 - 6. GC superintendent
 - 7. Payment of material stored off site – **right of entry and invoice**

8. Record drawings – provided by contractor upon completion of work.
9. RFI Forms
- I. Progress meetings weekly or bi-weekly, depending on scope in progress
- J. Method of payment
- K. Changes in contract
- L. Request for inspection
- M. Acceptance