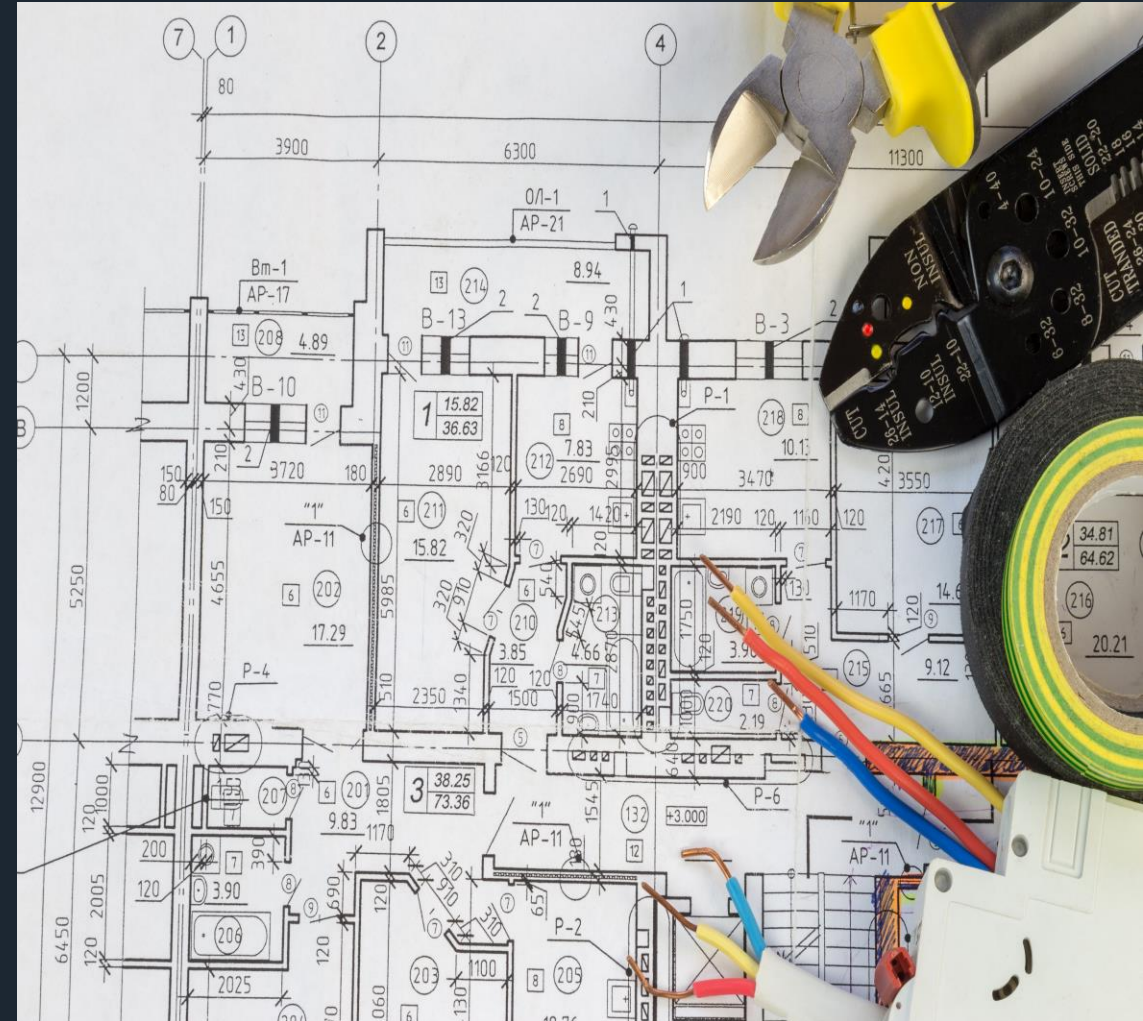


PRE-CONSTRUCTION MEETINGS ARE HELD BETWEEN CONTRACTORS, SUBCONTRACTORS AND OTHER ESSENTIAL OPERATORS PRIOR TO A CONSTRUCTION PROJECT'S START DATE IN ORDER TO GO OVER THE INFORMATION AND PROJECTS TIMELINE









# PRECONSTRUCTION MEETINGS ARE IMPORTANT FOR 5 REASONS

THE MEETING IS VITAL FOR ENSURING THAT YOUR CONTRACTOR AND SUBS KNOW THEIR ROLE AND WHAT IS EXPECTED OF THEM. YOU SHOULD USE THIS MEETING TO GO OVER PROJECT RESPONSIBILITIES FOR EACH, THE TIMELINE, EXIT STRATEGY AND THE PAYMENT ARRANGEMENTS.

- Ensure all parties have a chance to voice concerns and request changes
- Establish a chain of command and communication
- Clarify Responsibilities
- Ensure everyone involved with the project is aware of the policies and expectations for the project to be successful
- Help avoid potential issues and miscommunication once started.



# HOW TO PREPARE FOR A PRECONSTRUCTION MEETING

ALL PARTIES INVOLVED IN A PRE-CONSTRUCTION MEETING SHOULD BE READY TO DISCUSS THE AGENDA ITEMS AND COME PREPARED TO TALK OVER THEIR RESPONSIBILITIES. THE MORE PREPARED EVERYONE IS, THE MORE EFFICIENT AND EFFECTIVE THE MEETING WILL BE. ALSO, EVERYONE SHOULD BE AS TRANSPARENT AS POSSIBLE DURING THE MEETING TO ENSURE EVERYONE'S NEEDS ARE MET.

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## PREPARE QUESTIONS BEFORE THE MEETING

### HERE A FEW SAMPLE QUESTIONS

- Do you have any questions about the materials?
- Are you familiar with the rain day process?
- Do you know who to contact to approve field adjustments?
- Are you aware of the large Gas pipeline on the property?
- What are your initial concerns about the project?
- Do you anticipate any potential roadblocks?
- Are you confident in the scheduled completion date?



# COMPILE ALL IMPORTANT DOCUMENTS, CONSTRUCTION DRAWINGS AND PERMITS

- Construction Drawings should be watermarked and updated ready for field construction
- Permits should be onsite and readily available if requested.
- Locate Tickets and utility owners contact information
- All Safety documentation and JHAs if applicable
- General Contractor Licenses and COIs

# THE AGENDA FOR THE MEETING SHOULD HIGHLIGHT THE FOLLOWING CRITERIA

- Introductions (List the names of the attending Representatives and the departments they lead)
- Discussion of the Construction Contract (Do you have a fully executed Contract in hand)
- Project Schedule and Completion Expectations
- Describe the process, payment expectations and chain of command for potential field adjustments
- Review the Construction Plans, Unit Summary and Change Order Processes
- Working Area Limits and restrictions as identified by the HOA, City officials, or Permitting Agencies
- Determine Material Storage and staging Areas.
- Review the Process of Material Pickup, Delivery, Issuances, and Returns.
- Construction Safety- C Spire's worksite Safety policy and expectations for the Contractor. Include Work Stop authority and Shutdown process for safety violations.
- Establish Quality Control assurances
- Confirm all permits are always received and on site

\*You will need to think over the results of the meeting and carefully decide on what changes should be implemented and which should not. While verbal changes may speed up the process, any new changes should be made in writing and may require getting new signatures.



# PRE-CONSTRUCTION MEETING CHECKLIST

WHEN YOU RUN A PRE-CONSTRUCTION MEETING, YOU SHOULD FOLLOW A FEW CLEAR STEPS TO ENSURE THAT YOU ACCOMPLISH ALL THE GOALS OF THE MEETING.

- ☐ Go Over all important documents and contracts with the contractor
- ☐ Review payments, safety plans, inspection plans and permits
- ☐ Ensure all parties are aware of the timeline and blue date
- ☐ Discuss any potential issues and resolutions Ensure all contractors and subcontractors understand their role and responsibilities for the project
- ☐ Establish the expectations of Quality Assurance and Standards during and after construction starts
- ☐ Review and finalize the Construction drawings
- ☐ Open the floor for questions