

## A38 CONSTRUCTION DOCUMENT PHASE MEETING AGENDA

Provided below are the agenda items typically required by the Owner in Construction Document Phase meetings. Create an agenda for the meeting by using this form or copying and/or modifying appropriate items into another format. Guidance provided in agenda items does not revise the requirements of the Agreement.

### AGENDA

1. **Construction Document Phase requirements** stated in the Agreement, Designers' Manual, and previous meetings and communications.
2. **Checklist review** of Construction Document Phase Documents.
3. **Media, sizes and distribution** for submitted Contract Documents and approvals for reimbursement of printing costs.
4. **Verification that required submittals have been made to authorities**, such as the SFMO and TDEC, and that approvals are in-hand or are due prior to release for bids.
5. **External Coordination** has been completed such as those for utility easements.
6. **Review construction staging, phasing, coordination** of work by the Owner, accommodations required of the Owner, and functional impacts upon the Owner or others.
7. **Impacts of construction** on existing facility warranties. For example, a project requiring penetrations to an existing roof may affect the roofing system warranty.
8. **Construction timetable**, Contract Time, and Liquidated Damages.
9. **Space Efficiency and Cost Analysis**.
10. **Commissioning Specifications** and implementation issues are complete, if required.
11. **SWPPP** documents and related requirements are complete, if required.
12. **The timetable for completion of the Construction Document Phase** and commencing to the Bid Phase. The Designer shall make revisions identified by the Owner prior to formal distribution of Bidding Documents.
13. **Reviews of final draft Bidding Documents** and preparations for construction procurement as provided in Chapter 5.
14. **The Owner's written approval** of the Construction Document Phase and requirements for further services.

END