

# **PRECONSTRUCTION CONFERENCE**

**Clarify responsibilities early to ensure a coordinated project.**

A preconstruction conference improves a project's success by identifying the roles and responsibilities of the Project Team, making sure everyone understands the Owner's needs and procedures, and enabling interface with existing operations and each other.

- Preconstruction conferences for most projects should be required by the specifications and held as soon as possible after the contract is awarded and prior to commencement of the work.
- Preferably the meeting should be held at the project site, thus enabling coordination with existing conditions and operations that may be present.
- The conference should be attended by the Owner's representatives, Contractor, Design Professionals, and major subcontractors and suppliers directly involved with the project.
- The conference should focus on specific issues related to the project which will affect overall success of the project, including but not limited to:
  - Administration procedures (i.e., shop drawings, pay requests, RFIs, etc.)
  - Communications
  - Coordination with existing operations
  - Development and distribution of emergency contractor list
  - Identifying key players
  - Project Access and Site Constraints
  - Safety
  - Scheduling
  - Unusual or Extraordinary Conditions
  - Utilities
- Preconstruction conferences should not be used to introduce new contract criteria.
- Preinstallation meetings are different than preconstruction conferences and should take place prior to beginning major scopes of work.

## **REFERENCES:**

AIA A201 General Conditions

ConsensusDOCS 200 Owner/Contractor Agreement and General Conditions (Lump Sum)

CSI Project Resource Manual

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