


SAN FRANCISCO PUBLIC UTILITIES COMMISSION INFRASTRUCTURE CONSTRUCTION MANAGEMENT PROCEDURES	
SECTION: SFPUC INFRASTRUCTURE CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO: 016	DATE: 6/7/2019
TITLE: PRE-CONSTRUCTION CONFERENCE	REVISION: 1

1.0 Policy

Upon award of the Contract, but prior to the commencement of the Work a Pre-construction Conference will be scheduled by the Resident Engineer (RE) with the CM team and Contractor. The Pre-construction Conference between the City and Contractor establishes field communication protocols and documents the discussion of administrative procedures, project constraints (including environmental and permit conditions), and contractual and technical requirements.

This SFPUC Infrastructure Construction Management (CM) Procedure applies to all personnel working on SFPUC Infrastructure Projects during construction to the extent that their work is affected by this CM Procedure and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.

2.0 Description

This SFPUC Infrastructure CM Procedure describes the requirements for planning, conducting and documenting the Pre-construction Conference. The Pre-construction Conference Notice and Agenda will be distributed with supplementary hard copy distribution as necessary.

3.0 Definitions

3.1 Construction Management Information System (CMIS)

The CMIS is an on-line management tool for the processing of contract documents based on established SFPUC Infrastructure CM Business Processes. It serves as a tool for effective storage and retrieval of various documents generated during a construction project.

4.0 Responsibilities

4.1 Resident Engineer (RE)

The RE is responsible for scheduling and conducting the Pre-construction Conference and preparing and distributing the Meeting Minutes.

4.2 Project Manager (PM)

The PM is responsible for approving the Contractor's Applications for Payment and Change Orders.

4.3 Field Contracts Administrator (FCA)

The FCA is responsible for contract administration, contract financial issues and contract financial submittals.

4.4 Office Engineer (OE)

The OE supports the RE with project administrative tasks including review compilation of pre-construction action items and assists with the identification of early Contractor submittals.

5.0 Implementation

5.1 Conference Agenda

The RE prepares and distributes the Pre-construction Conference Agenda to all parties prior to the Pre-construction Conference.

5.2 Conference Attendees

The RE confirms conference notification, proposed conference agenda, scheduled date, location and attendees.

5.2.1 Attendees should include the following CM team personnel:

- Project Manager (PM)
- Resident Engineer (RE)
- Field Contracts Administrator (FCA)
- Office Engineer (OE)
- Lead Construction Inspector
- Project Labor Agreement (PLA) Administrator
- Construction Scheduler
- Project Engineer (PE)
- Environmental Compliance Manager (ECM)
- Client/Operations Representative
- Outreach Liaison

- Shutdown Coordinator, if required
- Technical Support, as appropriate for project
- Design Consultants, if required
- Contract Monitoring Division (CMD) Compliance Officer
- Program Manager – CM Consultant (optional)
- Safety Manager – CM Consultant
- CMB Manager (optional)

Stakeholders may include:

- Representatives from utility companies
- Regulatory agencies
- State & Federal agencies
- Other City departments

5.2.2 The Contractor's attendees should include the following personnel:

- Project Manager
- Project Engineer
- Project Superintendent
- Safety Manager
- Scheduler
- Technical Support, as appropriate for the project
- Major Subcontractors and Suppliers

5.3 Conference Structure

The RE will conduct the Pre-construction Conference with primary assistance from the PM, the FCA and the OE.

5.4 Conference Record

An attendance list for the Pre-construction Conference shall be recorded on a sign-in roster. Any digital and/or audio recordings of the Pre-construction Conference is optional.

5.4.1 For San Francisco City agencies all documentation may be obtained by the public through the Sunshine Ordinance. If the RE, Contractor or any other party requests that meetings be videotaped or recorded, these recordings may be requested by the public. If a recording is requested, the RE shall be responsible for the recording and archiving of these digital and/or audio files.

5.5 **Meeting Agenda Items**

The following Meeting Agenda items (but not limited to) should be addressed and agreed upon at the Pre-construction Conference. The discussion of each item should include identification of the parties (SFPUC and Contractor) involved with the administrative and contractual requirements of each item:

- Introduction of attendees; relationships, roles and responsibilities.
- Contract authority as it relates to both the SFPUC and the Contractor.
- Contract Administration process (workflow for submittals, approvals and documentation).
- Submittal requirements.
- Application for Payment requirements, including Human Rights Commission (HRC) submittal requirements of HRC forms.
- Change Request requirements and other commercial items.
- Contract technical requirements.
- LBE Participation, Local Hire and Apprenticeship Requirements.
- Project Labor Agreement (PLA) requirements (if applicable to the project) and other contract compliance requirements.
- Public Outreach.
- Schedule requirements/milestones.
- Contractor Safety Plan requirements.
- Handling of quality issues.
- Environmental Compliance requirements and permit conditions.
- Coordination requirements with other projects.
- Site Security requirements.
- System Shutdown Plans (as applicable to the project).
- Incentives (if included in the contract)/Liquidated Damages.
- Value Engineering Change Proposal.
- Partnering.
- Contractor's presentation of its plan, methods, and schedules for accomplishing the work.
- Interface with Operations.
- Dispute Review Board/Dispute Review Advisor (DRB/DRA) (If applicable).
- Facility Testing and Start-up.

- Project Completion, Demobilization and Closeout deliverables.

5.5.1 Pre-construction Conference Meeting Agenda Format Sample is presented in Attachment 016-1.

5.6 Meeting Minutes

The RE is responsible for producing detailed meeting minutes. Feedback for corrections and clarifications are important to establish a clear record of the Pre-construction Conference. The Meeting Minutes should also include action items assigned to the responsible attendees with their resolution due dates. The attendance roster and agenda must be attached.

5.6.1 Meeting Minutes shall be prepared and distributed by the RE or designated party within five (5) business days after the Pre-construction Conference to the participants.

5.6.2 The attachments for the meeting minutes include, but are not limited to, the sign-in sheet and emergency contact information for key City and Contractor project staff.

6.0 Other Procedural Requirements

None

7.0 References

7.1 Technical Specifications

Section 01 31 19 Project Meetings

7.2 SFPUC Infrastructure CM Procedures

No. 005	Submittals
No. 006	Meeting Minutes
No. 013	Administration of Force Accounts
No. 018	System Testing and Startup
No. 021	Contract Close-out
No. 028	Construction Quality Management
No. 031	Weekly Project Construction Report
No. 035	Site Security
No. 037	Environmental Inspection and Specialty Environmental Monitoring
No. 044	Project Labor Agreement

7.3 Others

None

8.0 **Attachments**

- 016 – 1 Pre-Construction Conference Meeting Agenda – *Sample Format*
- 016 – 2 Documents Distribution List for CM Procedure No. 016
- 016 – 3 Revision Control Log

Attachment 016 – 1
Pre-construction Conference Meeting Agenda
Sample Format

PROJECT TITLE:	MEETING NO.:
PROJECT #:	MEETING DATE:
SUBJECT:	LOCATION:
COORDINATOR:	PHONE:
ITEM	DESCRIPTION
A	Key Personnel and Organizations
B	Interface with Operations
C	Contractor's Presentation
D	Contract Technical Requirements
E	Safety Requirements and Considerations
F	Contract Compliance Requirements
G	Contract Administration Requirements and Procedures
H	Community Relations
I	Distribution of Contract Documents
Prepared By:	
Dated:	

Attachment 016 – 2
Documents Distribution List for CMP No. 016

The following personnel listed (by project position or responsibility) for documents distribution is general for specific CM Procedures. It is the responsibility of the ADCS to confirm and as necessary revise this list as appropriate for specific project needs. The OE shall approve these distribution changes.

The guideline for hard copy document distribution is as follows:

1. Individual, without CMIS access, who attended a specific meeting/conference;
2. Individual, without CMIS access, who was mentioned or designated for action in a specific project meeting/conference;
3. Individual, without CMIS access, who has management oversight responsibilities to ensure the implementation or completion of project action.

REPORTS:

- Pre-construction Conference Agenda
- Pre-construction Conference Meeting Minutes

DISTRIBUTION:

Project Field Personnel – Information Only, Not Distribution

- RE, FCA, OE, Lead Inspector, ADCS

Construction Management Bureau

- CM

Program CM Consultant

- Program CM, Safety Manager

Project Management Bureau

- PM

Engineering Management Bureau

- Project Engineer

Bureau of Environmental Management

- Environmental Compliance Manager

Others

- Contractor
- To be determined for specific project

**Attachment 016 - 3
Revision Control Log**

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	<ul style="list-style-type: none">• Minor format changes;• Attachments revised;• Revision Control Log updated.
Rev 0	11/14/16	Signed