**PRE-CONSTRUCTION AGENDA**

**Addison Athletic Club HVAC Project**

**November 26, 2018 – 2:30P**

1. **Introduction of Parties**

a. Contact information

See attached spreadsheet

1. **Project Description**
   1. Base Bid Elements
      1. 200T Chiller
      2. Replacement of several package units
      3. HVLS Fans
   2. Additive Alternates
      1. Replacement of several AHU’s
      2. Gym duct work
      3. Air relief hood
2. **Requirements**
   1. Construction Schedule
   2. List of subcontractors, including contact information.
   3. Permits from other entities, if any (for file). An Addison Parks Department Tree Permit is required for all trimming or removing of trees.
   4. Contractual Items (Bonds).
   5. Material Submittals – electronic copies.
   6. Insurance (COI).
3. **Schedule**
   1. Anticipated Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Est. Completion date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Working Hours – Mon. – Fri., 7:00 a.m. – 7 p.m., Sat. & Sun., 8:00 a.m. – 7 p.m. No construction may be performed outside of working hours without approval from the Town of Addison. Activities that are construction related, that do not generate noise, may be permissible (i.e. picking up trash).
   3. Scheduling of construction operations outside of these hours must be applied for and approved 48 hours in advance of those operations.
4. **Erosion** 
   1. It is the contractor’s responsibility to minimize sediment travel onto adjacent property or streets. Erosion control must be in place as shown on the plans or as directed by the Inspector. The erosion control measures are to be maintained until seeding has re-established vegetation. The Best Management Practices (BMP) Manual for Residential and Commercial Land Uses shall govern all erosion control measures. The construction entrances are to be used at all times.
   2. Tracking mud, dirt, or debris into the public right-of-way is strictly prohibited**. Release of sediment downstream is strictly prohibited.**
5. **Permits**
   1. A permit will need to be applied for with the Building Inspection division of the Town (Service Center, First Floor - 16801 Westgrove Drive, Addison, Texas, 75001).
   2. A building inspector will be assigned to the project for compliance inspections.
6. **Inspection & Testing**
   1. Eikon will be performing construction inspection and construction management services.
   2. Third party test and balance firm will be utilized.
7. **Water Valves and meters**
   1. Town Ordinances prohibit anyone (other than qualified Town of Addison employees) from opening or closing a water valve, which is part of, or connected to the active system. The Inspector will coordinate opening and closing water valves and fire hydrants.
   2. Any scheduled shutdowns must be preceded by 48-hour notice to the existing customers. This is the responsibility of the contractor and shall be coordinated with the Inspector.
8. **Hydrant Meters**
   1. Hydrant meters, if required, can be obtained from the Town for a rental fee.
   2. Hydrant meter may be used for service to an onsite construction trailer.
   3. It is the responsibility of the contractor to protect the hydrant meter from theft, damage, or freezing.
   4. Hydrant meters shall be read by Town staff at the beginning of each month.
   5. **Only hydrant wrenches shall be used - do not use a pipe wrench on Town fire hydrants. Open the fire hydrant fully when in use.**
9. **Concrete Work**
   1. Structural Inspections will be performed by Eikon
   2. Form and rebar inspection shall be completed by the Inspector at least twenty-four (24) hours prior to ordering concrete.
   3. The following equipment shall be on-site prior to the pour
      1. Water Sprayer – **No other means of spreading water or curing compound on the concrete for finishing will be permitted.**
      2. Vibration equipment.
      3. Floats with enough extensions to reach half the distance of the pour section.
10. **Safety**
    1. Project and safety signage must be in place prior to starting construction.
    2. Fall protection must be in place.
    3. Protect users from falling debris.
    4. Coordinate any closures of areas with Athletic Club staff.
11. **Coordination/Notifications**
    1. Coordinate all work with the Athletic Club staff. All room/area closures must be discussed and approved prior to work.
    2. Utility Companies – Contact DIGTESS prior to excavation or boring operations.
    3. Contact the Parks Department prior to any tree trimming, tree removal, and/or irrigation modification (972-450-2851).
    4. Police & Fire – When operations may interfere with traffic flow (972-450-7157).
    5. Building Inspection – All Private facilities outside of utility/drainage easements shall be inspected by inspectors from the Development Services Department (972-450-2880).
12. **Construction Items**
    1. Must have plan set on site at all times.
    2. All Material & Equipment Storage is to be contained on site in the areas provided.
    3. Material disposal is the responsibility of the Contractor, in accordance with the contract documents.
    4. Any tree removal debris must be removed the same day it is cut down.
    5. All areas disturbed during construction, including areas outside the construction boundary, shall have groundcover re-established in accordance with the contract documents, prior to removing erosion control measures.
    6. No parking will be allowed on city streets.
    7. Maintain an on-site “redline” plan set noting all field changes, including dimensions.
    8. Any significant updates to approved plans must be submitted to the Town for review and approval, with hard copies submitted for stamping and distribution.
13. **Final/Closeout**
    1. We will conduct a final walk-through of the project once complete. The Contractor will schedule the final walk-through with the Town at the earliest opportunity. The final walk-through will include representatives from Infrastructure, Parks, Inspectors, Engineer of Record, all responsible Contractors, and/or the Project Manager/Construction Manager.
    2. Landscape and irrigation must be repaired and inspected by Parks department.
    3. Town requires completed (sealed, signed, dated, dimensioned) “As-Built”/Record Drawing set of plans upon close out of the project.

**XV. Questions**