



WALLER COUNTY
DANNY ROTHE
CONSTRUCTION MANAGER

PRE-BID AGENDA

To: All Attendees
Item: Pre Bid – Waller County Library - Hempstead
Date: October 10, 2019

Waller County Library - Hempstead

Pre-Construction Conference Agenda and Notes

Meeting Date: October 10, 2019 9:00 AM

Meeting Purpose: Pre-Bid

Meeting Location: Library – Construction Site
2331 11th St.
Hempstead, TX 77445

Project #:

Attendees

Danny Rothe

Representing

Waller County

Distribution

All Attendees
Judge Duhon
Commissioner Amsler
Lynda Fairchild

Waller County
Waller County
Librarian

Pre-Construction Conference Agenda

A. Sign In

1. Introductions
 - Waller County
2. Sign-in Sheet

B. Overview of Scope of Work

1. Scope of Work Described
2. Drawings and Specifications to be Used
 - Permit and Bid Set
 - Addendums Thru: _____ 1 _____
 - Bulletins Thru: _____ None _____
3. Review of Contract Documents

C. General Contract Issues

1. Contract Status
2. Performance / Payment Bonds
3. Insurance: _____
4. Wage Rate Compliance: Texas A&M Survey _____
5. Certified Payrolls: _____ N/A _____
6. Notice to Proceed Start Date & Letter: Late Nov/Early Dec
7. Contract Time: _____
8. Completion Date: _____

D. General Building Permit Issues

1. Permit – City of Hempstead
2. Fire Marshal Life Safety Inspections – City Fire Marshal
3. Certificate of Occupancy

E. Approach to Contract (or Construction) Administration

1. Electronic Filing (As much as possible)
2. Paper by Hand
 - Owner
 - D.Rothe@wallercounty.us
 - Please do not e-mail Library or Commissioner

F. Contract Administration Procedure

1. Periodic OC Construction Meetings
 - Pre-construction Conference
 - On Site OC Progress Meetings (How Often / When / Where)
2. Revisions to Contract Documents
 - An RFI or E-mail is not a contract revision document
 - Change Orders
 - Drawing Re-Issue (None Anticipated)
3. Application for Payment / Schedule of Values
 - Schedule of Values

4. Time Extensions
 -
5. Submittals (Product Date, Shop Drawings, Samples)
 - Electronic vs Hard Copy
6. Logs
 - N/A
7. CAD Background Drawings
 - None
8. Project Close Out
 - Red Line Record Drawings (Reviewed as part of Pay Application)
 - Contact List and Warranty Binder
 - Certificate of Substantial Completion
9. Owner Inspections
 -
10. Testing Lab:
 -
11. Contractor or Owner Furnished Items Discussion
 - CFCI
 - OFCI

G. Contractor's Presentation and Procedures

1. Job Site
 - 24 Hour Emergency Contact Phone List
2. Worker Decorum
 - Attire
 - Food & Drink
 - Smoking
 - Language and Music
 - Alcohol and Drugs
3. Sanitary Facilities and use of Restrooms
4. Safety Issues
 - Safety Meetings are Contractors Responsibility
5. Project Schedules
 -
6. Storm Water Pollution Prevention Plan (SWPPP)

H. Use of Site

1. Site Access, Traffic Issues, Mobilizing, Equipment Staging
2. Keep Project Clean
3. Construction Parking
4. Project Signage (OC)
5. Temporary Utilities and Interruptions
6. UG Utilities Location Service
7. Material Staging and Storage

I. Construction Plan

1. Order of Sequence of Construction
- 2.

J. Project Photographs

- 1.

K. Meeting Adjournment

This represents our best understanding of the discussions held and decisions reached at the meeting. Please advise the writer of any errors or omissions of substance.

Next Scheduled Meeting: TBD

Prepared by: Danny Rothe

Please contact me at 979-826-7737, or my mobile at 281-798-6232. My e-mail is: d.rothe@wallercounty.us

Sincerely,

Danny R. Rothe
Construction Manager
Waller County