Alabama Department of Finance, Real Property Management
Division of Construction Management

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PRE-CONSTRUCTION CONFERENCE CHECKLIST

The following are recommended topics to be covered during the required Pre-Construction Conference. Contact the DCM Project Inspector via DCM's Engage Portal at least fourteen (14) days prior to scheduling the conference.

**Shall be discussed while owner is present*

	CHECKLIST ITEMS
	*1. Name and relationship to job of local Owner personnel
	2. Public officials involved
	3. Names of architect/engineer personnel involved
	4. Provide e-mail addresses on Pre-Construction Sign-in sheet
	5. Construction sets of plans available to contractor
	6. Verify alternates accepted, etc.
	7. Approved list of sub-contractors
	*8. Point of contact for project. Project Manager Job Superintendent
	9. Approved cost breakdown (DCM Form C-10SOV) & Progress Schedule (DCM Form C-11)
	*10. Method of approving monthly payment requests • All State Agency, PSCA-funded University, and PSCA-funded K-12 projects: payment applications must be submitted via DocuSign PowerForm links available from DCM's Engage Portal. • Fully locally-funded University and fully locally-funded K-12 projects: submit payment applications per Owner requirements.
	*11. Time Extensions
	*12. Overall phasing of job
	• 13. Project limits
	14. Shop drawings, time to process
	*15. Sales tax savings (Alabama Department of Revenue)
	*16. Project sign and other job signs
	17. ADEM permit, if more than one acre of land is disturbed. • Coordinate offsite storm water drainage with the authority having jurisdiction when applicable.
	18. DCM Inspection Minimum Requirements.
	19. Advance notice for required DCM inspections The contractor will notify the architect by email of the date the project will be ready for an inspection by the Division of Construction Management. Inspections must be requested via DCM's Engage Portal 14 days in advance. When the DCM Inspector confirms the inspection date and time, the architect will send an email confirming the inspection date and time to all parties as well as a copy to inspections@rpm.alabama.gov. An Outlook calendar invite is also suggested for all inspections. Cancellations of any scheduled inspection must be received in writing no later than 48 hours prior to the scheduled inspection. If the inspection is canceled, it will be rescheduled subject to the DCM Inspector's availability. Cancellations received less than 48 hours in advance shall incur a $1,500.00 re-inspection fee. If the project is not ready for the scheduled inspection, the General Contractor shall incur a $1,500.00 re-inspection fee.

20. **Pre-Construction Conference**: Required Attendees: DCM Inspector, Contractor, Owner, Architect, Major Subs
    - Fully-executed construction contract and Notice to Proceed
    - Verification of permit fee payment (Exception: fully locally-funded K-12 & public four-year University capital improvement, HVAC, or roof projects with an estimated cost of $750,000.00 or Less, are exempt from DCM Fees.)
    - Fire alarm contractor and fire sprinkler contractor certification (from State Fire Marshal)
    - ADEM permit, if more than one acre of land is disturbed.
    - The General Contractor to perform and furnish all work, labor, services, supervision, materials, equipment, tools, scaffolds, appliances, insurance, taxes, and other things necessary to complete the work in strict accordance with all plans, specifications, and GENERAL CONDITIONS. The Contractor shall be liable for any omissions in contractors bid proposal or any other interpretations made by contractor. All items of Work related to each are to be provided so that no gaps, omissions, or conflicts arise that prevents a complete and functioning result.
    - Contractor's duty to coordinate work of separate contractors.

21. **Pre-Construction Conference for Storm Shelter**: Required Attendees: DCM Inspector, Contractor, Owner, Architect, Structural Engineer, Major Subs, Special Inspections Representative
    - The completed & signed DCM Form B-15: Owner's Statement of Responsibility for Tornado Storm Shelter (Hurricane Shelter Where Applicable) must be submitted to the DCM Inspector at Pre-Construction Conference. Must be kept with Owner's storm shelter records.
    - The completed & signed DCM Form C-17: Contractor's Statement of Responsibility for Construction of Tornado Storm Shelter (Hurricane Shelter Where Applicable) along with required Quality Assurance Plan (QAP) must be submitted to DCM Inspector at Pre-Construction Conference.
    - The completed and signed DCM Form B-14: Certification of Structural Observations from the Structural Engineer of Record must be attached to the Certificate of Substantial Completion form via DocuSign link available from DCM's Engage Portal.
    - Storm Shelter Impact-protective systems Listing and labeling: Impact-protective systems shall be listed and labeled.
      Marking: The following function and performance characteristics shall be provided on the label for each impact protective system tested:
      1. Manufacturer's identification reference or listing number for the assembly.
      2. Type of impact-protective system, such as window assembly, door assembly shutter assembly or louver.
      3. Hazard: hurricane, tornado, or both.
      4. Missile weight and speed.
      5. Design wind pressure.
      6. Edition of ICC 500.

22. **Pre-Roofing Conference**: Required Attendees: DCM Inspector, Contractor, Owner, Architect, Roofing Sub, Roofing Manufacturer's Representative
    - This conference shall be conducted by the design professional as described in Chapter 5, Section C.4 of the DCM Manual of Procedures.
    - Roofing submittals must be approved by the architect prior to pre-roofing conference.
    - Roofing manufacturer must provide documentation that roof design and roofing materials meet code requirements for wind uplift and impact resistance.
    - Copy of sample roof warranty – Note: Standard manufacturer's roofing guarantees which contain language regarding the governing of the guarantee by any state other than the State of Alabama, must be amended to exclude such language, and substituting the requirement that the Laws of the State of Alabama shall govern all such guarantees.
    - Contractor shall video existing building interior and exterior prior to roofing operations and provide copy to owner.
    - General Contractor's Roofing Guarantee and Manufacturer's Roofing Warrantees must be presented to DCM Inspector at Final Inspection and submitted with Certificate of Substantial Completion for all projects via DocuSign PowerForm links available from DCM's Engage Portal.

	23. **Above Ceiling Inspections**: Required Attendees: DCM Inspector, Contractor, Owner, Architect, MEP Engineers, Major Subs • All work must be completed except for installation of ceiling tiles, and/or hard ceilings. • Space must be conditioned. • Permanent power must be connected unless otherwise arranged with the DCM Inspector. • Grease duct must be inspected and approved by the DCM Inspector prior to fire wrapping and above-ceiling inspection.
	24. **Life Safety Inspections and Final Inspection**: Required Attendees: DCM Inspector, Contractor, Owner, Architect, Engineers, Major Subs, Local Fire Marshal • Fire alarm certification • Kitchen hood fire suppression system certification • General contractor's 5-year roofing guarantee (DCM Form C-9) • Roofing manufacturer's warranty • Above ground and below ground sprinkler certifications • Completed certificate of structural engineer's observations (for storm shelter) • Emergency and exit lighting tests. • Fire alarm must be monitored. • Elevator inspection completed and certificate of operation provided by the State of Alabama Department of Labor • Boiler/vessels inspection completed, and certificate of operation provided by the State of Alabama Department of Labor • Pressure test/Flush test for underground sprinkler lines (witnessed by local fire marshal, fire chief and/or DCM Inspector) • Flush/pressure test for new and/or existing fire hydrants • Must have clear egress/access and emergency (for first responders) access to building • Must have ADA access completed. • Comply with ADA requirements: plumbing fixture heights, toilet partition widths, turnaround, signage, parking lot striping and signage, etc. • Emergency Responder Radio Coverage
	25. **Year-End Inspection**: Required Attendees: DCM Inspector, Contractor, Owner, Architect, Engineers and/or Major Subs may be required. • Owner's list of documented warranty items • Reconciliation of user fees with DCM shall be completed prior to inspection
	26. Other inspections required before work is covered
	27. Third-party inspections/special inspections. Structural components, Roofing, Geotechnical, Commissioning, lab tests, etc.
	28. Procedure if bad soil or rock is encountered: Geotech and special inspections
	29. Inspection report distribution – weekly per Owner-Architect Agreement. All site inspections and observations are to be recorded and transmitted to the DCM Inspector via DCM's Engage Portal. The design professional must also concisely report any deficiencies encountered, problems or questions raised by the contractor, instructions or answers given to the contractor, and administrative or construction delays observed. The design professional must endeavor to write his or her reports utilizing descriptions of components and areas that are consistent with descriptions contained in the plans and specifications so that the "third-party reader" can understand what is being discussed and where it is located in the project. Photographs may be included for clarity. Keep photos to a minimum. Each report shall also be distributed by the design professional to the Owner and contractor promptly after conducting an inspection so that all parties are kept current regarding events on the project.
	30. Ready mix plant, file delivery tickets, slump tests, cylinders. Quality of concrete work; concrete testing
	31. Light gauge metal roof framing and/or wood truss framing to be inspected by the structural engineer.

	32. Record Drawings and As-Built Drawings: Contractor will maintain a set of drawings designated solely for As-Built Drawings to satisfy its closeout requirements. Contractor/Subcontractor shall, on a weekly basis, record all changes, revisions, modifications, additions, etc. to accurately reflect its completed work.
	33. Protection Of the Work: The General Contractor shall carefully secure and protect the work and all materials, equipment, or work of Sub-Contractors and others in the vicinity of the work and shall be liable for any loss or damage that results from Contractor`s failure to do so.
	*34. Use of site and existing building, access drive, signs
	*35. Conduct of contractor's personnel: No interaction with staff and/or students. No foul language, no smoking or use of tobacco products, no drugs, and no firearms on school property.
	*36. Use of existing toilets
	*37. Coordinate any utilities supplied by Owner
	*38. Coordinate outages and work in existing building with Owner
	*39. Keeping existing exit paths open
	*40. Routine job clean-up to be perform daily. Clean-up areas where work is performed including paths of access/egress utilized by Contractor's personnel and equipment. All generated waste and debris will be placed in dumpsters or other containment boxes.
	41. O.S.H.A. - Report all accidents - safety General Contractor's responsibility
	42. Contractor is reminded of obligation to comply with the Alabama Child Labor Law and E-Verify
	43. Building location relative to critical property line, easement, setback, etc.
	44. Surveyor to check foundation wall if location critical
	45. Verify sanitary outfall before committing floor level
	46. Stockpiling topsoil
	47. Protecting trees
	48. Soil Treatment, mix on site in presence of Job Superintendent
	49. What is expected of masonry work, mortar additive
	50. Problems with hollow metal - install proper fire labels
	51. Potential conflict of mechanical and electrical equipment; shop drawings
	52. Return air plenums (no combustibles)
	53. Fire damper installation issues
	54. Kraft-faced insulation is not to be installed exposed.
	55. Coordinate with local fire authority to assure access to the building for firefighting equipment during construction and before final acceptance. Provide fire extinguishers as required.
	56. Comply with fire hydrant requirement; coordinate with local Fire Authority or State Fire Marshal.
	*57. Certificate of Substantial Completion/Final Inspection All projects: Certificate must be activated via DocuSign link after final inspection and receipt of DCM Inspector's report. The correct DocuSign link is available from DCM's Engage Portal.
	58. Release of retainage – 30 days to complete punch list and closeout
	*59. Project Closeout - precedes Final Payment a. Warranties b. Operating and Maintenance Manuals c. As-built Drawings d. Other requirements

	60. Advertisement of Completion - start ad after substantial completion a. for projects less than $100,000.00, Advertisement of Completion is not required. b. for projects $100,000.00 or more, Contractor advertises for 3 weeks. The contractor can publish a notice using one or more of the following methods: • In a newspaper of general circulation in the county or counties in which the work, or some portion thereof, has been done. • On a website that is maintained by a newspaper of general circulation in the county or counties in which the work, or some portion thereof, has been done. • On a website utilized by the awarding authority for publishing notices. • If no newspaper is published in the county in which the work was done, and if the awarding authority does not utilize a website for the purpose of publishing notices, the notice may be given by posting at the courthouse for 30 days, and proof of the posting of the notice shall be given by the awarding authority and the contractor.