## QMP 3.2.2 - Pre-Award Meeting - downwards perspective, Contractor 🡪 Subcontractor

View is Down to Tier Below – (Developer or Contractor to Sub)

Version Update: 2022-02-15 Update by J Turnham

**Summary:**

This document provides content to be discussed and results recorded at the Contractor Pre-Award Meeting.

Owner’s Rep - CONTRACTOR PRE-AWARD REVIEW DATE

PROJECT:

ATTENDEES:

Contract type:

**1. If awarded, the Contract Agreement is the accepted form of contract. Confirm submitted quotation amount**

**2. Confirm quotation is all-inclusive as per drawings, specifications and addendums. Review scope of work**

**3. Clean up responsibilities**

* A clean site is a safe & productive site
* Trade responsible for bulk debris & broom cleaning
* Bin dumpster (LEED program – recycled garbage) available, by Contractor Superintendent

Bottom line: Contractor assisted by subtrades under his control commits to keeping site area under his control clean, every day.

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Saving opportunities - Alternate work sequence …. acceptable alternates…..**

 5. **Project Schedule**

* Review target schedule
* Feedback
* Commitment on supervision- Require full time competent foreman
* Crew size
* Long delivery materials, equipment
* Milestone dates -
* Buy-in on Schedule

**6. Project phone & contact list**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **name** | **email address** | **phone number** |
| Owner’s Rep |  |  |  |
| Owner’s Rep – quality management |  |  |  |
| Owner’s Safety Rep |  |  |  |
| Design Rep  |  |  |  |
| Contractor Senior Project Manager |  |  |  |
| Contractor Project Manager  |  |  |  |
| Contractor  |  |  |  |
| Project Coordinator  |  |  |  |
| Accountant |  |  |  |
| Trade 1 Project Manager  |  |  |  |
| Trade 1site foreman  |  |  |  |
| Sub-Trades - other |  |  |  |

**7. Project Team Expectations**

* Safety of all team members and public is of primary concern. Safety comes first.
* Committed to quality workmanship, timely completion and cost-effective construction
* Our people are the source of our strength and our success. Our teams take pride in fulfilling these expectations for our customers & expect the same dedication from our trade teams

**8. Safety**

* Contractor Project Safety Specialist
* Contractor Safety and Loss Prevention program (To be reviewed on site)
* Safety-Quality Tool-Box Meetings
* All trades are required to hold & minute weekly safety-quality meetings at the start of every week. Minutes are to be forwarded to Contractor’ superintendent on small projects; subs can attend our weekly safety-quality meetings.
* Safety risk items to be covered first. Quality risk items covered second.
* Any new tasks coming up that are not included in the quality checklist (or Work Methods (WMs) for trades that require WMs - new work items reviewed
* Temporary Lighting
	+ Contractor provides temporary lighting for safety requirements. Additional “task” lighting if required by all trades, (for instance very good lighting at dry-wall stage and painting stage is absolutely required so that workmen can see that walls are flat, and true), is subtrade responsibility.

**9. Quality Management**

Quality management requirements: inspection checklist, WM, Quality Plan, commitment to submit quality requirements, commitment to self-inspect your work.

1. **Quality Requirements:** State in RFQ all quality requirements. The RFQ states: assuming you are the selected subcontractor or vendor, each of the quality management requirements (Inspection Checklist, Work Method, and QMP 2.5) need to be edited so that they conform with plans and specs, submitted to GC, and possibly revise and resubmit if not capturing the key items, in order to “build or order it right the first time”.
2. **Quality Checklist:** State that the Quality checklist is required (Reference QMP 2.5)
3. **Work Method:** State that the Work Method for the activity is required (Reference QMP 2.5)
4. **Self-Inspect:** State the requirement to self-inspect and notify Superintendent when complete (Reference QMP 3.1.2)
5. **QMP 2.5 Subcontractor Quality Plan:** State that quality plan is required,
6. **QMP 4.**1 **Subcontractor Pre-Mobilization (Kickoff) Meeting** (one Sub at a time) is a requirement
7. **QMP 4.2 Work Method Review Meetings - Subcontractor or self-performed** is a requirement
8. **QMP 4.3 Initial Inspection** is a requirement
9. **QMP 8.3, and 8.3.1Deficiency and Nonconformance** are requirements
10. **QMP 10.1.1 Subcontractor Completion and Self-Evaluation** is a requirement

Note that the GC can require other element as quality requirements, but these above are the core requirements.

**10. Communications**

* All communications from Contractor will be addressed to Owner’s Rep at email address in item 6 above unless otherwise requested.
* All communications from trades will be addressed to Contractor at email address in item 6 above unless otherwise requested.
* QMP 5.4.1 for Subs should be first edited for any project related information, and then made available to Subs upon Project Award.
* Every effort will be made to coordinate activities with Contractor tradesmen as well as other subcontractors.
* Project Meetings – Site trade meetings chaired by Contractor Project Manager or Superintendent on smaller projects (Often informal on small projects)
* Project Meetings – Bi-weekly owner meetings chaired by Contractor or Owner Project Manager
* Request For Information (RFI) procedures
	+ If on site RFI is raised, address RFI to Contractor Superintendent
	+ If off site RFI is raised, address RFI to Contractor Project Manager

**11. Submittals**

* All shop drawings are submitted to Contractor Project Manager, Contractor PM shall submit shop dwgs to Design Rep.
* List of shop drawings to be submitted
* Quality requirements updated consistent with plans and specs shall be submitted to the authority having jurisdiction (which may be the GC for GC quality management requirements
* Commitment to submit no later than? Request 1 week turn-around? With maximum 2 week turn-around?
* Require copy of other trades shop drawings?

**12. Special construction methodology requiring other trade work to be completed prior to mobilizing on site?**

* Are other contractors working on the same site?

**13. Site Logistics**

* Construction limits / parking Discussion - To be finalized on site
* Office & storage area – Discussion - To be finalized on site
* Material & Equipment deliveries – To be reviewed on site
* Laydown areas – To be reviewed on site
* Site utilities
	+ Water
	+ Power
	+ Temporary Power? – Available through Contractor. Extension cords by trades
	+ Telephone / fax – Available through Contractor – No long distance
	+ Washroom – Portable available through Contractor
	+ Covid-19 equipped – discussion.
* Security
	+ Ensure all tools are put away & locked
* Working hours
	+ 7:30 AM to 4:30 PM or longer as required
	+ Saturdays as required to maintain schedule
	+ Overtime hours if required as site conditions dictate
* Protection from dust / smoke / construction debris
	+ Contractor and all trades are responsible to protect the public and surrounding areas from damage due to ongoing construction activities

**14. Change Order Administration**

* All owner-initiated changes will be through Owner PM to Contractor PM
* All trade quotations will be reviewed by the Contractor, costs checked against industry standards. Quotes should be broken down
	+ into labour, material, equipment and applicable overhead and fees.
* If approved, changes will be added to contract as a Change Order

**15. Environmental Issues**

* Report any and all incidents immediately
	+ Oil. Fuel, hazardous material spills
	+ Ensure spills are stopped from entering sanitary systems
	+ Emergency Spill Kit

**16. Project Billings**

* Progress claim (similar form to Contractor’s Application for Payment form ) must be received no later than the ??25th day of the month for work up to month end
* Holdback as per applicable lien legislation
* Payment from Owner due ?
* 2% discount for early payment is available

**17. Insurance / Bonding**

* Insurance requirements
	+ Workers Compensation – Require Clearance Certificate required from all subs along with signed subcontract. A subsequent WCB Clearance letter is to be submitted with each progress invoice.
	+ Commercial General Liability – Minimum requirements is 2M$ or as per contract documents. Require a copy of insurance endorsement with project name addressed to Contractor Construction ltd.
	+ Automobile Liability
	+ All Risk Builders is by Contractor – Premium by trade if required
* Bonding – None required

**18. Back charge**

* Our goal is NO back-charges
* In the event it can’t be avoided, preferably negotiated as tradeoff on equal terms with superintendent
* Back-charge forms should be signed by Contractor Superintendent and trades site foreman

**19. Project Close-out**

The Contractor invites the Owner’s Rep to utilize quality as a measuring tool to qualify contractor and subcontractor performance, and lessons learned.

**Example from QMP 10.1 Contractor and Subcontractor Work Completion and Evaluation**

Quality checklists for divisions based on Contract Spec is utilized (self-performed). (Example Checklist provided by Contractor.) Contractor rating: \_\_\_

ITPs for divisions based on Contract Spec is utilized (self-performed). Example ITP provided by Contractor. Contractor rating: \_\_\_

Review Meetings to review checklists and ITPs utilized by Subtrades with Contractor and Owner invited. Contractor rating: \_\_\_\_

Schedule conformance: Contractor rating: \_\_\_\_\_

Accountability: \_\_\_\_\_

Crew Attitude: \_\_\_

Attention to detail: \_\_\_

Safety: \_\_\_\_\_

Housekeeping and cleanliness: \_\_\_\_\_

Average Score: \_\_\_\_\_ (on a scale of 1 – 10 where 5 is fail, 7 = average, 8 = good, 9 = excellent, 10 = home run)

* Submittals at Close-out
* As-built drawings - All as-built drawings will be submitted on clean drawings using red ink or as required identifying changes or as-built conditions
* O & M manuals - To be submitted concurrently with Substantial Completion posting
* Commissioning - Specific trades to take part in an operational & maintenance seminar
* Spare materials and/or parts to be turned over as required

**20. Concerns / Questions**

Developer or Contractor Rep Subcontractor [contractor] Name

Per : Per :

Minutes shall be kept and provided to both parties for signature, such that the minutes are accurate.