

*Construction Kickoff Meeting Agenda*

ESPC Process Doc. P4-01

r. 4-8-15

Responsibility: PF

**Construction Kickoff Meeting Agenda**

## Introductions

* Welcome by site person or contracting officer
* Introductions and roles of each person in the post-award phase
* Objectives of the meeting

## Organization and Communications (Agency/ESCO)

* Function and authority of key agency personnel
* Function and authority of ESCO key personnel
* Roles and responsibilities of agency and ESCO
	+ Emergency notification process
	+ Communication protocols (process, emails, approvals, etc.)

## Reporting Requirements/Post Award Deliverables (Agency/ESCO)

* Ensure understanding of deliverables (i.e., design and construction package submittal)
* Approvals required prior to construction release – review/approval of submittals and drawings.
	+ Confirm requirements for Notice to Proceed (NTP)
* Scope changes
* Deliverables
	+ Site safety plan
	+ Quality control plan
	+ Bonding and insurance
	+ Updated organizational chart (if needed)
	+ Updated implementation schedule

## Contract Clauses (Agency/ESCO)

* General and construction contract clauses
	+ Ensure understanding of all relevant post-award clauses associated with the construction portion of the task order requirements (i.e., payroll records, subcontractor requirements, labor reporting/Davis Bacon protocols)
* Government furnished property & contractor furnished material (applicable or not applicable)

## Site-Specific Facility Access & Security Requirements (Agency/ESCO)

* Project office/ siting approval
* Contractor personnel site and/or building access requirements
* Security badging process and badging/ lower-tier subcontractor list
* Escorts – process and coordination
* Restrictions/allowable equipment (e.g., cell phones, laptops, and radios)
* Vehicle access approval requirements
* On- and off-hour access
* Keys (If applicable)
* Vehicle licensing /registration
* Staging/lay-down yard and/or office space allocations for contractors

## Design/Construction (ESCO)

* Construction Schedule
* Design and design review schedule
* Schedule for design/construction update meetings
* Project status reports
* Plan of the Day (POD)/Plan of the Week (POW) meetings during construction (see page 2 sample agenda)
* Engineering drawing approval requirements (prior to construction)
* Equipment data sheets, submittal review and approval process
* Specification review and approval process
* Project charter and partnering session
* Weekly meetings

## Environmental Health & Safety Planning (Agency/Site Staff)

* Site-specific safety plan, worker licensing and certifications
* Burn permit approval requirements
* Safety training
* Hazardous materials
	+ Either stored or as a part of the facility, have been located and identified
	+ Site specific requirements for hazardous material handling identified
	+ Asbestos, MSDS, PCB’s, lead based paint, etc.
* Site injury reporting and response requirements
* Environmental permits prior to construction

## Outages/Permits (Agency)

* Utility service interruption permits approval
* Utility reconnect permits approval (including hot-work permits)
* Site personnel support for outages
* Service interruption scheduling
* Low voltage outage permits

## Planned Agenda for POD/POW Meetings (ESCO)

* Objective
* Safety
* Quality control (expectations/documentation)
* Commissioning
* Measurement and verification
* As-built drawings
* Acceptance
* Training
* Crane movements and locations reviewed for overhead hazards
* Construction start coordination requirements
* Long lead times
* Worker certifications (welding, electrical, etc.) up-to-date
* Site debris and removal
* Punch list
* Look-Ahead Schedule (30, 60, 90 days)