

*Construction Kickoff Meeting Agenda*

ESPC Process Doc. P4-01

Rev. 11-14-18

Responsibility: PF

**Construction Kickoff Meeting Agenda**

**(minimum topics required to be covered are listed)**

**Introductions/Roles**

* Welcome by agency
* Introductions and roles of each person in the construction phase
* Objectives of the meeting
* Designate a meeting note taker

## Organization and Communications (Agency/ESCO)

* Function and authority of key agency personnel (CO, COR, other) (identify name of individuals)
* Function and authority of ESCO key personnel (identify names of individuals)
* Roles and responsibilities of agency and ESCO
	+ Emergency notification process
	+ Communication protocols (process, emails, approvals, etc.)
	+ ESCO subcontractor oversight expectations
	+ Team leads for M&V, witnessing, commissioning, and inspections (identify names)
	+ Written agreement if needed (e.g., tri-party) clarifying responsibilities (personnel and costs)

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

* Ensure mutual understanding of TO requirements and deliverables
* Deliverables (refer to IDIQ contract Attachment J-4)
	+ Updated organizational chart (if needed)
	+ Updated implementation schedule
	+ Commissioning report (should include point-to-point testing results)
	+ Post-Installation M&V report
	+ Davis-Bacon report (payroll statements)
	+ Notification of utility interruption
	+ Operation work procedure
	+ Maintenance work procedure/maintenance work requirements and checklist
	+ O&M manuals and spare parts lists
	+ As-built drawings
	+ Training

## Contract Clauses (Agency/ESCO)

* General and construction contract clauses
	+ Ensure understanding of all related post award clauses associated with the construction portion of the delivery order requirements (e.g., payroll records, subcontractor requirements, Buy American Act)
	+ Inspection and acceptance clauses at DOE IDIQ Section E and others added by agency (FAR 52.246-2,4,12,13,16)
* 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; non-citizen access requirements for prime and subcontractors
* 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

## Construction (ESCO)

* Construction schedule
* Schedule for construction update meetings
* Project status reports
* Plan of the Day (POD)/Plan of the Week (POW) meetings during construction (see page 3, example Agenda for POD/POW Meetings)
* Equipment data sheets
* Submittal schedule, coordination of submittal reviews, and approval process
* Preparing reviewers to ensure review readiness (ensure understanding of ESPCs)
* Project charter and/or partnering sessions (as needed)
* Weekly meetings (include subcontractors when beneficial)
* Changes and contract modifications (plan and implications)

## Safety & Environmental 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
* Site characterization testing, mitigation of adverse conditions, hazard monitoring (e.g., asbestos)

**Quality Control and Quality Surveillance**

* ESCO quality control plan (DOE IDIQ C.5.3)
	+ Implementation progress
	+ Testing/witnessing/other Issues
	+ Changes
* Agency Surveillance
	+ Verify that contract requirements are fulfilled and document performance
	+ Inspections (do not relieve the contractor of responsibility)

## Permits/Outages (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
* Lock-out/tag-out procedures
* Excavation/penetration permits (include indication of digging equipment) and marking boundaries

**Acceptance**

* Timing
* Procedures
* Roles and authority

## Example Agenda for Plan-of-Day (POD)/Plan-of-Week (POW) Meetings (ESCO)

* Objective
* Look ahead schedule (30, 60, 90 days)
* Safety
* Quality control (expectations/documentation)
* Commissioning
* Measurement and verification/witnessing (government and ESCO should understand purpose)
* As-built(s)
* 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
* Testing/inspection/acceptance (including acceptance procedures by ECM)