FACILITIES DIVISION

ACCS FORM 7-A

PRE-PROJECT ORIENTATION MEETING CHECKLIST

NOTE: A PRE-PROJECT ORIENTATION MEETING SHOULD NOT BE HELD WITHOUT AN EXECUTED OA AGREEMENT.

PROJECT NAME:					
ACCS PROJECT #		**DATE:**		**MEETING TIME:**	
MEETING LOCATION:					

NA			
	1.		**INTRODUCTIONS**
○ ○	**A.**		**Attendees have all completed Sign-In Sheet (Name/Company/Telephone/Email)**
○ ○	**B.**		**Introduce meeting participants**
○	○	**1.**	Required Attendees: Design Professional; ACCS Facilities Representative; College Designated Representative; Chief Finance Officer (College)
○	○	**2.**	Other Attendees: Regional Chief Finance Officer, College President, ACCS Workforce Specialist
	C.		**Regional Facilities Director to determine who from Workforce and IT should be invited to Design Reviews**
NA	**2.**		**MANUALS AND AGREEMENTS**
○ ○	**A.**		**Have the Design Professional(s) read and reviewed the ACCS Construction Manual of Procedures?**
○	○	**1.**	Design Professional(s) acknowledgment of ACCS Construction Manual of Procedures
○ ○	**B.**		**Have the Design Professional(s) read and reviewed the Standard Articles of the Agreement between Owner and Architect?**
○ ○	**C.**		**Links to latest ACCS Facilities forms and documents found at www.accs.edu/facilities**
○ ○	**D.**		**Review Project Request Form**
○ ○	**E.**		**For projects that require board approval, bid openings should not occur from the 25th of the month through the 10th of the following month**
NA	**3.**		**PROJECT ROLES AND RESPONSIBILITIES**
○ ○	**A.**		**Review ACCS Project Management Delegation of Responsibilities**
○	○	**1.**	Ownership, Execution and Vision roles understood
○ ○	**B.**		**Review ACCS Project Workflow Roles and Responsibilities matrix**
○	○	**1.**	Review definitions of Responsible, Accountable, Consulted and Informed
○	○	**2.**	Review Roles of ACCS Office, Design Team, College Designated Representative, College President
○	○	**3.**	Review Project Tasks and Phases (Initiation, Design, Procurement, Construction, Close Out)
○ ○	**C.**		**Review ACCS Process Documents**
○	○	**1.**	Schematic Design Review Meeting Checklist
○	○	**2.**	Preliminary Design Review Meeting Checklist
○	○	**3**	Final Design Review Meeting Checklist
○	○	**4.**	Pre-Construction Conference Checklist
○	○	**5.**	Owner and Architect Agreement Flowchart and Process
○	○	**6.**	Construction Contract Flowchart and Process
○	○	**7.**	Change Order Process
○	○	**8.**	Pre-Closeout Review Checklist
○	○	**9.**	Project Closeout Checklist
○ ○	**D.**		**Meetings during the Design Phase of the project shall have a minimum of two individuals from the Design Team. One individual is focused on leading and facilitating the discussion while the other individual is focused on capturing key points, decisions, action items and other important details discussed during the meeting. Each meeting is to be followed up with minutes and items and/or actions identified.**

NA	4. GENERAL ITEMS
○ ○	A. Review general scope of project
○ ○	B. Review programming needs
○ ○	C. Review proposed timeline
○ ○	D. Review feasibility of project
○ ○	E. Risk assessment
○ ○	F. Risk mitigation plan
○ ○	G. Review ACCS Instructions to Architects and Engineers and Checklist at end of document
○ ○	H. Review the project deliverables
○ ○	1. Agreement between Owner & Architect
○ ○	2. Schematic Design Submittal and Schematic Design Review Checklist
○ ○	3. Preliminary Design Submittal and Preliminary Design Review Checklist
○ ○	4. Final Design Submittal and Final Design Review Checklist
○ ○	5. Bid Documents and Project Manual
○ ○	6. Certified Bid Tabulation
○ ○	7. Construction Contract
○ ○	8. Amendment to the OA Agreement
○ ○	9. OAC Meeting Agenda and Minutes
○ ○	10. Pre-Closeout Review Checklist
○ ○	11. Substantial Completion/Final Inspection
○ ○	12. Project Closeout Checklist
○ ○	13. Final Amendment to the OA Agreement
○ ○	I. Successful measure of project will be General and Subcontractor interest
○ ○	1. Review Notice of Upcoming Project
○ ○	J. Early Release Demolition Package
○ ○	K. Early Release Mechanical Package
○ ○	L. Early Release Electrical Package
○ ○	M. Review Naming Standard of Documents and Correspondence
○ ○	N. Project File Folders have been created by ACCS Facilities Office
○ ○	O. Project File Folders updated for Project Request Form, Programming Pre Design, Design Contract, & Design Schedule
○ ○	P. Who owns the property?
○ ○	1. If the College/ACCS does not own the property, are arrangements being made for the property use through a ground lease, purchase, etc.
○ ○	2. What are the next steps regarding the usage or purchase of the property (e.g., MOU, etc.)

NA	6. ATTACHMENTS TO THIS PRE-PROJECT ORIENTATION MEETING CHECKLIST
○ ○	A. Completed Checklist at the end of the ACCS Instructions to Architects and Engineers

ATTENDEE LIST

NAME:	COMPANY:

APPROVALS

BY: _____ **DATE:** _____
SIGNATURE OF ARCHITECTURAL/ENGINEERING FIRM

BY: _____ **DATE:** _____
COLLEGE DESIGNATED REPRESENTATIVE

BY: _____ **DATE:** _____
SIGNATURE OF COLLEGE PRESIDENT

BY: _____ **DATE:** _____
SIGNATURE OF REGIONAL PROJECT DIRECTOR