

**UP-Project Name 000XXXX00**

BENEFITS AT COMPLETION:

Building Name and Number:

**Meeting**: Joint Scope Meeting

**Date**: 06/15/2022

**Attendees**: [ ]  xxx

 [ ]  xxx

[ ]  xxx

Joint Scope Meeting Topics/Agenda –

1. Project Background.
	1. Is the contractor aware of what project entails or is this the first-time hearing about it?
	2. **Any changes to design** if they already have documents?
	3. **Draft Schedule**:

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| --- | --- | --- |
| **Preliminary Dates** | **Durations** | **Deliverables** |
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* 1. Liquidated damages?
	2. Working Hours?
	3. Have building, zoning and/or land development **permits** been filed for?
	4. Any long lead items*?*
	5. Any building access issues? (Can they only be in the building during certain hours/times?)
	6. **Asbestos**? (Who is procuring these services? Will contractor get a list from Steve Rohrbach and ask for bids or will the procurement be handled by PSU?)
	7. **Controls**? In house or external? If in-house, is it a hybrid scenario? (Do they run conduit/wire and our internal group does final connections?)
	8. **ENCS** (Enterprise Networking and Communication Services).Cabling required?
	9. **eBuilder access**. Access provided and jumpstart scheduled?
1. Pricing and more JOC specific type topics
	1. Due date for pricing?
	2. Any foreseeable NPP items?
	3. Can we get 3 quotes or is a **sole source justification needed**? (If sole source, proper paperwork needs to be filled out asap for approval. Applies to non pre-priced items. **Others <$10K allowed.)**
	4. **Potential M/WBE opportunities**? – Pushing for more subcontractor participation. Can they carve a piece out of what their internal forces do and give to M/WBE?
	5. Proposal Review – Let design firm know they will be involved with proposal review. Detailed instructions will be sent upon proposal receipt.
	6. NO WORK CAN START UNTIL WE HAVE AGREED UPON PRICING/APPROVAL FROM THE UNIVERSITY
2. Action before next meeting:

**Next meeting:**

**Attachments:**

Any authorized persons who take exception to any statement in this report shall notify the attendees, in writing, within five (5) days from the date of receipt of this report, stating in detail the correction or omission. Otherwise, this report shall be considered correct and final.

CC: eBuilder File

 Jesse Wells [PSU CA] jgw124@psu.edu