

## Joint Scope Meeting Topics/Agenda – Design Complete(Similar to regular pre-bid meeting)

- Talk about the project(typical pre-bid agenda with a JOC specific items)
  - Is the contractor aware of what project entails or is this the first time hearing about it?(Walk through project details)
  - Any changes to design if they already have documents?
  - Schedule? LD's?
  - Working Hours?
  - Have permits been filed for?
  - Any long lead items?
  - Any building access issues?(Can they only be in the building during certain hours/times?)
  - Asbestos?(Who is procuring these services? Will contractor get a list from M.Burke and ask for bids or will the procurement be handled by PSU?)
  - 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?)
  
- Pricing and more JOC specific type topics
  - Due date for pricing?
  - Any foreseeable NPP items?
    - 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.)
  - 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?
  - Proposal Review – Let design firm know they will be involved with proposal review. Detailed instructions will be sent upon proposal receipt.
  - **NO WORK CAN START UNTIL WE HAVE AGREED UPON PRICING**