

# A66 SUBSTANTIAL COMPLETION MEETING AGENDA

Provided below are the agenda items typically required by the Owner for the Substantial Completion Meeting. Guidance provided in agenda items does not revise the requirements of the Agreement.

Instructions:

1. Create an agenda for the meeting by using this form or copying the contents into another format.
2. Secure a record of attendance.

## AGENDA

### 1. Preliminary:

- a. Verify status of Contract Time.
- b. Review Contractor's punch list of incomplete items.
- c. Verify demonstration of equipment and systems.
- d. Verify Commissioning of equipment and systems.
- e. Verify completeness of Operation & Maintenance Data Binders. Once checked and verified by the Designer, turn them over to the Owner for final review and approval.

### 2. Conduct inspection tour of the Work including attention to punch list items.

### 3. Review results of inspection (reschedule if incomplete):

- a. Discuss punch list of incomplete construction activity and documentation.
  - 1) Operation & Maintenance Data Binders are prerequisite to Substantial Completion. Issuance of a Certificate of Substantial Completion constitutes certification that both the construction activity and the Binders are Substantially Complete.
  - 2) Include notations in punch list regarding Binders and other closeout documents, so that the punch list addresses the whole Work, and not just construction activity.
  - 3) If a SWPPP applies, confirm status of final stabilization for the TDEC Construction General Permit (CGP) Notice of Termination (NOT).
- b. Discuss Substantial Completion certification.
  - 1) Date to be certified (check against Contract Time requirements)
  - 2) Extent of certification (entire project or a portion)
  - 3) Value of punch list
  - 4) Time frame for completing punch list work (and secondary LDs on General Work)
  - 5) Warranty exceptions
  - 6) Transfer of possession and responsibilities from Contractor to Owner
  - 7) Timeline for documentation
- c. Review/adjust Contractor's application for payment. Make sure "Total Completed and Stored to Date" equals the Contract Sum less the value of punch list work, and withhold accrued liquidated damages and unsettled claims.

### 4. Review unfinished construction business:

- a. Review requirements for completion of warranty documents and data binders.

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- b. If there is no punch list, review the requirements for final completion in Designers' Manual Chapter 7 to determine if this is also a Final Inspection; otherwise do the remaining items below.
  - c. Schedule Progress Meetings to continue until Final Inspection.
  - d. Schedule the Final Inspection.
  - e. If the contract is written as General Work, discuss 25% Liquidated Damages.
  - f. If the contract was awarded under \$100,000 and has no bond, discuss requirement to advertise Notice of Settlement before making final payment.
  - g. If High Performance Building Requirements apply, review status of Contractor completion of required documentation and compliance with Section 01 81 14.
5. **If a SWPPP applies**, review status of Designer's finishing of the Stormwater Operation & Maintenance Plan (SWOMP) and As-Built Certification.
6. **If new construction or addition**, verify completion of the insurance spreadsheet by the Owner.

END