Provided below are the agenda items typically required by the Owner in Construction Document Phase meetings. Create an agenda for the meeting by using this form or copying and/or modifying appropriate items into another format. Guidance provided in agenda items does not revise the requirements of the Agreement.

AGENDA

1. **Construction Document Phase requirements** stated in the Agreement, Designers’ Manual, and previous meetings and communications.
2. **Checklist review** of Construction Document Phase Documents.
3. **Media, sizes and distribution** for submitted Contract Documents and approvals for reimbursement of printing costs.
4. **Verification that required submittals have been made to authorities**, such as the SFMO and TDEC, and that approvals are in-hand or are due prior to release for bids.
5. **External Coordination** has been completed such as those for utility easements.
6. **Review construction staging, phasing, coordination** of work by the Owner, accommodations required of the Owner, and functional impacts upon the Owner or others.
7. **Impacts of construction** on existing facility warranties. For example, a project requiring penetrations to an existing roof may affect the roofing system warranty.
8. **Construction timetable**, Contract Time, and Liquidated Damages.
9. **Space Efficiency and Cost Analysis.**
10. **Roof Bond** amount to be specified in the Project Manual and   
    **Roofing System Warranty**, if required.  
    Confirm the specification is consistent with manufacturer(s) requirements for signing the warranty.
11. **Commissioning Specifications** and implementation issues are complete, if required.
12. **SWPPP** documents and related requirements are complete, if required.
13. **The timetable for completion of the Construction Document Phase** and commencing to the Bid Phase. The Designer shall make revisions identified by the Owner prior to formal distribution of Bidding Documents.
14. **Reviews of final draft Bidding Documents** and preparations for construction procurement as provided in Chapter 5.
15. **The Owner’s written approval** of the Construction Document Phase and requirements for further services.

END