



Module 4: POST-AWARD ORIENTATION (PRECONSTRUCTION CONFERENCES AND THE COORDINATION MEETING (MUTUAL UNDERSTANDING MEETING - NAVY))

Objectives: After completing this module, you will be able to:

- State the objective of the Post-Award Orientation/Preconstruction Conference.
 - State the purposes of the Coordination Meeting or the Mutual Understanding Meeting (Navy).
- A. **General:** There are three, and possibly four, conferences/meetings held prior to the commencement of physical work. The first covers all aspects of the contract and is called the Post-award Orientation Conference/Preconstruction Conference. The Preconstruction Conference is required by FAR 52.236-26. The second is the Preconstruction Safety Conference required by FAR 52.236-13I. The third covers Construction Quality Management and is called the Coordination Meeting or the Mutual Understanding Meeting (Navy). These meetings are a specific contract requirement. The fourth, optional meeting in NAVFAC contracts, is the QC Plan meeting which can be requested by the contractor/QC Manager or called by the ROICC. The meeting is held to clarify requirements for the development of the QC Plan.
- B. **The Post-award Orientation Conference/Preconstruction Conference:**
- The Post-award Orientation Conference/Preconstruction Conference is conducted as soon as possible after contract award and prior to the commencement of any physical work. The objective of the Post-award Orientation Conference/Preconstruction Conference is to review the contract clauses to include accident prevention, administrative requirements, personnel requirements, and procedural matters. This conference is very important because it establishes the ground rules for administering the contract.

- Contractor quality control normally is not discussed in detail at this conference. The subject is so important it deserves special attention and the personnel attending may not be involved in the day-to-day on-site activities. The degree of quality control-related discussion depends largely on the scope and magnitude of the contract and on the individuals from each organization that are present.
- This meeting is scheduled, convened and conducted by the Government. It is a Government responsibility to take detailed minutes of the conference and provide copies to all participants.

C. The Preconstruction Safety Conference:

- This meeting is held to review and discuss the contractor's safety program. If possible, it should be held after the initial receipt of the contractor's Accident Prevention Plan (APP).
- To achieve a mutual understanding with the contractor or his/her APP.

D. The Coordination Meeting or the Mutual Understanding Meeting (Navy):

- This meeting is scheduled, convened and conducted by the Government. Normally, this is the area, resident, project engineer or the SGE, AROICC/AREICC and QA Representative. As with the Preconstruction Conference, this meeting must be held before any physical work begins.
- The purposes of the Coordination Meeting or the Mutual Understanding Meeting (Navy) are:
 - To achieve a mutual understanding with the contractor of his/her role in quality control.
 - To review the QC Plan with the contractor. The Government must receive and review the QC Plan before the meeting. Acceptance of the plan can be accomplished after the meeting.
 - To establish a good working relationship between the Government and the contractor.
- Personnel, both Government and contractor, who will be directly involved in construction quality management should be present. They will be working together on a day-to-day basis on the quality

management aspects of the project, and they need to come to mutual understandings before the project actually begins. If subcontractors are to be involved in quality control, their responsible personnel should also attend, so that they can receive the information they need “first-hand.”

- The Coordination Meeting or the Mutual Understanding Meeting (Navy) will normally include a full spectrum of CQM requirements. A sample Coordination Meeting or the Mutual Understanding Meeting Navy Agenda is included at the end of this module.
- It is the Government’s responsibility to take detailed minutes of the meeting and provide copies to all participants. It is vital that everything of importance is included in these minutes, since verbal understandings tend to be remembered differently by different individuals. If any disagreement occurs between the government and the contractor, the minutes will prove invaluable. These minutes must be signed by both the contractor and the government.

NOTE: NAVFAC - QC Manager's responsibility to take meeting minutes.

E. **QC Plan Meeting:**

The purpose of the QC Plan meeting is to develop a mutual understanding of the QC Plan requirements prior to plan development and submission.



EXERCISE

Module 4

1. What is the objective of the Post-award Orientation Conference/Preconstruction Conference?
2. Why is the Post-award Orientation Conference/Preconstruction Conference important?
3. Who schedules, convenes, and conducts the Coordination Meeting or the Mutual Understanding Meeting (Navy)?

4. What are the primary purposes of the Coordination Meeting or the Mutual Understanding Meeting (Navy)?

5. Who attends the Coordination Meeting or the Mutual Understanding Meeting (Navy)?

SAMPLE

COORDINATION MEETING OR THE MUTUAL UNDERSTANDING MEETING (NAVY) AGENDA

- I. Introduction
 - A. Area/Resident Engineer or ROICC/SGE
 - B. Project Engineer or AROICC/AREICC
 - C. Quality Assurance Personnel
 - D. Contractor Personnel
- II. CQC Specifications
- III. Contractor Quality Control System
 - A. Quality Control Staff
 - 1. "Chain of Command"
 - 2. Individual Responsibilities
 - B. Submittals
 - 1. Scheduling (ENG Form 4288R) Updates
 - 2. ENG Form 4025R
 - 3. Follow-up of Disapprovals
 - C. Testing
 - 1. Frequency
 - 2. Who Performs/Qualifications
 - 3. Lab Approval
 - 4. Documentation with Auditable Trail

D. Quality Control Daily Reports

1. Contractor Name and Address
2. Project Name, Contract Number, Location, Date, and Report Number
3. Weather
4. Contractor/Subcontractor Area of Responsibility
5. Materials/Equipment Delivered to Job Site
6. Record any Preparatory, Initial, and Follow-up Phase activities held. Note results of surveillance or necessary corrections.
7. Testing Performed and Results Noted
8. Verbal Instructions Received
9. Controversial Issues
10. Signed by the QC Manager

E. Definable Features of Work

F. Three-Phases of Control System

1. Preparatory
 - a. Shop Drawings
 - b. Work to be built upon
 - c. Equipment
 - d. Control Testing
 - e. Government Furnished Equipment (where applicable)
 - f. Sample Panels
 - g. Construction Methods

- h. Safety and Activity Hazard Analysis
 - i. Recordkeeping
 - j. Notification of Government Representative
 - 2. Initial
 - a. Contract required with respect to quality
 - b. Corrective measures
 - c. Recordkeeping
 - d. Notification of Government Representative
 - e. Safety and Activity Hazard Analysis
 - 3. Follow-Up
 - a. Continuing Quality
 - b. Corrective Measures
 - c. Recordkeeping
- G. QC Plan
 - 1. Correct Deficiencies
 - 2. Discuss
 - a. Procedure to be followed when deficiencies are discovered.
 - b. Cooperation
 - 3. Changes to the Plan
 - a. Required to revise plan if something proves to be incorrect after construction begins.

- b. Proposed changes must be submitted in writing to Area/Resident Engineer or ROICC and accepted.
 - 4. Administration of the QC Plan is the sole responsibility of the contractor.
 - H. Punch-Out Inspection
 - 1. Deficiencies noted by QC Manager
 - 2. Corrected prior to Pre-final/Final Inspection
 - I. Pre-final/Final Inspection
 - 1. Conducted with contractor, Government, and using agency or customer personnel.
 - 2. Additional punch-list items noted.
 - 3. Payment withheld until corrected.
 - IV. Government Quality Assurance
 - V. Discussion
 - VI. Safety meetings held today reported on the daily report.

NOTES
CONSTRUCTION QUALITY MANAGEMENT
FOR CONTRACTORS
