**INSTRUCTIONS to DAS/CS Project Manager:**

Insert information as directed; Double Click on Page 2 Header to Edit Text; Delete all “Notes”

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| **Department of Administrative Services, Construction Services (DAS/CS)** |
| All Department of Administrative Services / Construction Services (DAS/CS, or the “**Department**”) documents and forms referenced in this document are available in the DAS/CS Library (<https://portal.ct.gov/DASCSLibrary>). The forms are arranged by project stage; select the appropriate form number series to view or copy the appropriate form(s). The forms are revised periodically and re-posted to the Library. **Prior to using any previously copied forms, the current version of the form from the Library should be consulted**. Non-DAS/CS documents referenced in this document include a link to said document with the respective web address.Consultant services provided for this project shall be completed in accordance with the applicable provisions of the Consultant’s Contract or Task Letter, and the applicable provisions of the **DAS/CS 0400 Consultants Procedure Manual** (hereafter, the “**Manual**”). As stated in the **Department** Contract, the **Manual** is an extension of the standard contract requirements.**Consultant Contracts:** In order to prepare the *1264 Consultant Services Fee Proposal (or 1264-1 CA Services Fee Proposal)*, reference documents such as samples of the contract (*0201 DAS-CS Consultant Services Contract* and *0202 DAS-CS Consultant Services Contract-Terms and Conditions)*, studies, master plans, etc. will be emailed to the firms.  |
| **Project Initiation Scope Meeting:** | [ ]  **Agenda** | [ ]  **Minutes** |
| **Date of Meeting:** | Click or tap to enter text |
| **Time:** | Click or tap to enter text | [ ]  AM | [ ]  PM |
| **Meeting Location:** | Click or tap to enter text |
| **Client Agency:** | Client Agency Name **(hereafter the “**[Acronym]**”)** |
| **Client Agency Project Manager:** | Click or tap to enter text |
| **DAS/CS Project Manager:** | Click or tap to enter text | Email Address: | Click or tap to enter text |
| **DAS/CS Project Number:** | **Project Number** |
| **Project Title:** | Click or tap to enter text |
| **Project Location:** | Click or tap to enter text |
| **Project Email Address:** | Click or tap to enter text |
| **Project Administration:** | [ ]  Agency Administered | [ ]  DAS/CS Administered |
| **Project Delivery Method:** | [ ]  Design-Bid-Build | [ ]  CMR | [ ]  Design-Build |

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| **Consultant:** | [ ]  | Architect |[ ]  Engineer |[ ]  Construction Administrator (CA) |[ ]  Other |
| **Firm Name:** | Firm Name |
| **Firm Street Address:** | Click or tap to enter text |
| **Firm Town/City, State, Zip:** | Click or tap to enter text |
| **On-Call Contract No.:** | Click or tap to enter text |

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| [ ]  N/A | **Consultant:** | [ ]  | Architect |[ ]  Engineer |[ ]  Construction Administrator (CA) |[ ]  Other |
| **Firm Name:** | Click or tap to enter text; Click space bar for blank space |
| **Firm Street Address:** | Click or tap to enter text; Click space bar for blank space |
| **Firm Town/City, State, Zip:** | Click or tap to enter text; Click space bar for blank space |
| **On-Call Contract No.:** | Click or tap to enter text; Click space bar for blank space |

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| [ ]  N/A | **Consultant:** | [ ]  | Architect |[ ]  Engineer |[ ]  Construction Administrator (CA) |[ ]  Other |
| **Firm Name:** | Click or tap to enter text; Click space bar for blank space |
| **Firm Street Address:** | Click or tap to enter text; Click space bar for blank space |
| **Firm Town/City, State, Zip:** | Click or tap to enter text; Click space bar for blank space |
| **On-Call Contract No.:** | Click or tap to enter text; Click space bar for blank space |

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| **Attendance Log** |
| [ ]   | Please see **Form 1145 – Project Meeting Attendance Log** |
| [ ]   | TEAMS remote meeting – attendance taken electronically |

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| **Agenda** |
| **Purpose of the Project Initiation Scope Meeting:** To introduce the Consultant to those persons responsible for program requirements; and to review the scope of the project. All of the Items discussed in this **1140** **Project Initiation Scope Meeting Agenda** serve to form the basis of the Consultant’sContract and Exhibit A of their Contract or Task Letter, as applicable. This **Project Initiation Scope Meeting Agenda** shall represent the DAS/CS “***Meeting*** ***Minutes***” of the issues discussed and agreed upon at this meeting. Anyone in disagreement with the information contained herein should immediately contact the DAS/CS Project Manager in **writing via email**.**IMPORTANT:** Verbal responses to issues discussed in this meeting are considered informal. All questions must be **written** (not **verbal** orby **phone**) and shall be **emailed** to the DAS/CS Project Manager***.***The following items were discussed: |
| **1. Consultant’s Contract & Authorization to Begin Work:** | The Consultant’s Contract or Task Letter is with the **Connecticut Department of Administrative Services**, and the scope cannot be changed without written authorization.The Consultant’s Contract must include certain legal documents as described in the “1269.1 DAS-CS Contract Submittal Requirements” that is available for download from the DAS/CS Library (<https://portal.ct.gov/DASCSLibrary>). All Contracts and Task Letters with fees in excess of those limits set forth in Connecticut General Statutes Section 4b-55 are subject to the review and approval of the State Properties Review Board (SPRB).All Contracts will be reviewed and approved by the Office of the Attorney General and are not binding on the State until signed by the Attorney General.The Consultant shall **not** proceed with the work until their Contract or Task Letter has been approved and they have been notified in writing by DAS/CS. If the project cannot be bonded for design in a timely manner, then DAS/CS reserves the right to withdraw this offer of work. See **Sections 1.0 and 2.0** of the **Manual** for additional Contract processes, requirements, and forms. |
| **2. Estimated Cost of Work** for this Project:  | $ Insert |  |
| The Consultant was informed that the design will be limited by the **Estimated Cost of the Work** and the Consultant estimate(s) will be reviewed at each Preconstruction Phase submittal for conformance to the Budget. |
| **3. Scope of Work** for this Project: | **Note to PM:** Insert a **concise** description, as would be described in Exhibit A of the Consultant’s Contract or Task Letter, as applicable, and as set forth in the **Manual**. Examples include:Objective or proposed use of the facility;Physical parameters (number of stories, GSF, NSF, etc.);Site/campus issues;State the manner in which the program **was** or **will be** developed;Special characteristics or needs of the project such as energy, environmental or historic preservation requirements, etc.;Additional or unique project considerations and/or limitations i.e., Client Agency groups, schedule milestones, and funding/budgeting, etc. |
| **4. Due Date** for Consultant’s Proposal: | Insert Date |  |
| The Consultant agrees to submit their **proposal(s) / revised proposal(s) / confirmation of no change to proposal(s)** by the **Due Date**, which shall include the **proposed fee** and the **number of calendar days** required to do each stage of the design. |

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| **5. Project Emails** | All electronic project correspondence must be copied to the project specific email listed on Page 1. |
|  | [ ]  | Not Applicable. |
| **6. e-Builder:** | **For DAS/CS Administered Projects Only:** DAS/CS currently uses **e-Builder**, a project management collaborative software tool that will incorporate contracts, Consultant payments, Contractor/CMR payments, change orders, requests for information, submittals, daily reports, email communications, etc. This system will be used throughout both the Preconstruction and Construction Phases as applicable to the specific project. |
| [ ]  | Not Applicable (Agency Administered Project). |
| **7. Consultant Fees:****Note to PM:** Check the % & stages. Edit as applicable to the Consultant’s Contract: | Payment of the Consultant’s Fee shall be in accordance with the Consultant Contract. See **Section 2.3 of the Manual** for additional information. The percentage of the **Consultant** **Fee** for basic services allocated to each stage of the design in connection with a **“Standard Fixed Fee (Consultant) Contract”** was explained as follows (for other contract types, the fee breakdown will be as negotiated): |
|  | **7.1** | **15%** for Schematic Design (see Section 3.5.1 of the Manual), |
|  | **7.2** | **20%** for Design Development (see Section 3.5.2 of the Manual),  |
|  | **7.3** | **30%** for Construction Documents (see Section 3.5.3 of the Manual),  |
|  | **7.4** | **5%** for Bidding Documents (see Section 3.5.4 of the Manual), and  |
|  | **7.5** | **30%** for Construction Administration. |
| **8. Sub-Consultants:**  | **8.1** | **Sub-Consultants Fees:** If the Consultant requires the services of sub-consultants, they shall be reimbursed from the Consultant’s fees. |
|  |  | [ ]  | Not Applicable. |
|  | **8.2** | **Cost Estimator:** If not previously identified in the Consultant’s qualifications submittal, then the Consultant shall submit the name and qualifications of the Construction Cost Estimating Sub-consultant that they are utilizing for this Project. If the Consultant intends to utilize an in-house staff member to perform construction cost estimating services, then the Consultant shall submit the name and the qualifications of the staff member for DAS/CS approval. |
|  |  | [ ]  | Not Applicable. |
|  | **8.3** | **Special Services:** Should it be necessary for the Consultant to engage the services of a test boring firm or any special technical service which is not included in Article IV of the Terms and Conditions of the Contract or its On-Call Contract (as applicable), the Consultant shall submit at least three (3) proposals each for such Special Services in accordance with the terms and conditions of said Contract. |
|  |  | [ ]  | Not Applicable. |
| **9. Project Specifications and Drawings:** | All **Project Specifications and Drawings** shall be presented in **PDF 1.7 (or greater)** file format, per ISO 32000-1 standard and shall be completed in accordance with **Section 5.1 of the Manual**. **Project Specifications** shall be bookmarked by major division and then by section only. **Do not** bookmark sub-categories within the individual sections. **Project Drawings** must be submitted utilizing **PDF/E formatting** and shall be completed in accordance with **Section 5.2 of the Manual**. Record drawings must be produced in **PDF/A format**. The Project Drawings shall also be provided in the latest version of **AutoCAD** or as approved by the DAS/CS, or as required by Contract.In accordance with the “Guidelines for Construction PDF Documents” (<https://www.constructionprogress.org/pdf-guidelines>) all other drawing/specification details will be determined by the project team during the project execution planning phase and as required by the **Manual** and as obligated by the Contract. |
|  | [ ]  | Not Applicable. |
| **10. Commissioning (Cx) Documents:** | The Construction Administrator will subcontract with a Commissioning Agent (CxA) that will provide Commissioning Services during Preconstruction and Construction Phases. The CxA shall produce project-specific Cx Documents. The Consultant is responsible for incorporating the project-specific Cx Documents into his Documents. |
|  | [ ]  | Not Applicable. |

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| **11. Documents To Be Downloaded from the DAS/CS Library:****Note to PM:** Check appropriate boxes below and editthe statement as applicable to the Consultant’s Contract. | The Consultant must download and review the following documents in detail to identify the technical information required in the documents they prepare, as this will be the basis for review and approval of the submittals at each stage of the design. **Important Notes for the Consultant:** * The Consultant must use the **latest version** of each document, as found on the DAS/CS Library.
* Each document must be *saved* to your computer prior to reviewing and/or editing.
* The Consultant must insert a blank page at the end of all *odd numbered* specification sections that states “THIS PAGE INTENTIONALLY LEFT BLANK”.
* The Consultant ***must*** read the **Editing Notes** in the form of “hidden text” in each Word document. To show the “hidden text”, go to the top of the document and click **View** / Edit Document (or Print Layout); click **Home** / **Paragraph** group / **Show/Hide** symbol (¶). **Turn off** the Show/Hide symbol (¶) **before printing the document** in order to indicate the correct number of pages.
 |
|  | **11.1** | [ ]  | *0400 Consultants Procedure Manual* (“0000 Series”) |
|  | **11.2** | [ ]  | *0420 Building Information Modeling Guidelines* |
|  | **11.3** | [ ]  | *0450 Capital Projects High Performance Buildings Guidelines* (“0000 Series”) |
|  | **11.4** | [ ]  | *0600 Construction Administrator’s Procedure Manual* (“0000 Series”) |
|  | **11.5** | [ ]  | 5200 Series – Design-Bid-Build (& Agency Administered) Projects (“5000 Series”) |
|  | **11.6** | [ ]  | 5300 Series – Design-Build Projects (“5000 Series”) |
|  | **11.7** | [ ]  | 5400 Series – CMR Projects (“5000 Series”) |
| **12. Supporting Documents To Be Reviewed:****Notes to PM:** Check appropriate boxes & editas applicable to the Consultant’s Contract. List all existing Project Documents, i.e. As-Built Drawings, HazMat Reports, Environmental Reports, Letter from SHPO, Programs, etc. | The Consultant should review the following Supporting Documents to identify the technical information required in the documents they prepare to serve as the basis for review and approval of submittals at each stage of design. If Existing Project Documents were transmitted to the Consultant, the Consultant should review **Section 00 30 00 “General Statements for Available Information"** and **Division 50 00 00 “Project-Specific Available Information”** for applicability. The following Supporting Documents were transmitted by the Department to the Consultant: |
| [ ]  | Not Applicable. |
| To Add Rows: Right Click and “Insert” > “Insert Below”. (To Delete: “Delete” > “Delete Rows”) |
| **12.1** | [ ]  | For Design-Bid-Build Projects: *0201 DAS-CS Consultant Services Contract* and *0202 DAS-CS Consultant Services Contract-Terms and Conditions* |
| **12.2** | [ ]  | For CMR Projects: *Architect’s Scope Of Preconstruction Services*. |
| **12.3** | [ ]  | Existing Project Documents: |
| **12.4** | [ ]  | Existing Project Documents: |
| **12.5** | [ ]  | Existing Project Documents: |
| **13. Permit Review** & Required Application Forms, Fees, and Back-up Information:**Note to PM:** See the DAS/CS Technical Services Unit for any questions. | The Consultant shall perform a preliminary review of the **“Checklist for Permits, Certificates and Approvals” (Form 3030)** as referenced in **Section 3.3.5** of the **Manual** to determine what permits, certificates, or approvals are applicable to the project; submit such Checklist with the Consultant’s proposal; **revise and resubmit** such Checklist with each design submittal; and submit drafts of all applications and back up material as part of the Design Development submission. A separate permit and approval status section shall be included in the project schedule, as this process can become the critical path on larger capital improvements. All DAS/CS projects are to be designed to ensure applicable regulatory requirements can be met. The Consultant shall coordinate with the appropriate agency(ies) and where applicable, the DAS/CS Technical Services Unit; prepare and provide needed material; complete all necessary application forms; and submit the permit(s), certification(s), and/or approvals for the project. For the Connecticut Department of Energy and Environmental Protection (DEEP) Inland Water Resources and Department of Transportation (DOT) Office of the State Traffic Authority (OSTA) approvals, the Consultant **shall coordinate** with the DAS/CS Technical Services Unit (860-713-5631). Generally speaking, the Consultant’s fee includes the completion of the **application forms/requirements and the required backup information**. However, the Consultant may be entitled to additional compensation if special studies or extensive meetings before regulatory agencies, beyond what is usually necessary, are required to complete the application(s) or obtain approval(s) for the project. See **Sections 1.4.11 and 3.3 of the Manual** for additional information. |
|  | [ ]  | Not Applicable. |

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| **14. Historical Review:****Note to PM:** Select one checkbox under “Historical Review”. | The State Historic Preservation Office (SHPO) requires **all DAS/CS projects** to undergo an “Environmental Review” to determine if the project might affect historic resources. To request an “Environmental Review”, the Consultant shall complete and submit the **SHPO “Project Notification Form”.**  The “Project Notification Form” can be downloaded from the website of the Department of Economic and Community Development (<https://portal.ct.gov/DECD/Content/Historic-Preservation/01_Programs_Services/Environmental-Review/Environmental-Review-Procedures>).**Cultural Resources (Historical & Archaeological):** The Consultant shall ensure that all improvements meet the requirements of the protection of historic properties and archaeological resources, as required by the SHPO, and as provided in **Section 3.4.2** of the **Manual**.  |
| **14.1** | [ ]  | This project **does not** **involve** work on a building listed on the Connecticut State or National Registers of Places. |
| **14.2** | [ ]  | This project **involves work** on a building listed on the Connecticut State or National Register of Historic Places.The previously issued SHPO Project Number is: Insert SHPO Project Number. A letter from SHPO stating the SHPO Project Number is attached to this agenda.The official DAS/CS Building Number is: Insert Official DAS/CS Building Number. |
| **15. Hazardous Building Materials\* Inspection, Inventory, and Abatement:** **Note to PM:** Select ***the appropriate checkboxes***. See the DAS/CS Technical Services Unit for any questions. | **Hazardous Materials Inspection, Inventory, and Abatement** work shall be completed in accordance with **Section 3.4.8 of the** **Manual**unless otherwise indicated below.**\*Hazardous Building Materials** include (1) asbestos-containing material (ACM), (2) lead-based paint (LBP), (3) PCBs in building materials, (4) mold, and/or (5) universal waste including, but not limited to, equipment containing PCBs or Di-Ethyl-Hexyl-Phthalate (DEHP), Mercury, and/or Chlorofluorocarbons. The Consultant shall insert all applicable Hazardous Building Materials Abatement information into Section 00 30 30 General Statement for Hazardous Building Materials Inspection and Inventory, Section 50 30 00 Hazardous Building Materials Inspection and Inventory, and Form 6005 Consultant Bid Data Statement.  |
| [ ]  | Not Applicable. |
|  | **15.1 HazMat Inspection and Inventory Report** (check ONE box, if applicable)**:** |
|  | **.1** | [ ]  | DAS/CS **has** inspected this building(s) for the presence of Hazardous Materials & determined that **none** exist. An inspection report (obtained from the DAS/CS Technical Services Unit) is provided at this meeting (See item #12).  |
|  | **.2** | [ ]  | DAS/CS **has** inspected this building(s) and determined that **there are** Hazardous Materials. An inspection report (obtained from the DAS/CS Technical Services Unit) is provided at this meeting (See item #12). |
|  | **.3** | [ ]  | DAS/CS **has not** inspected this building(s) for the presence of Hazardous Materials.  |
|  | **15.2 HazMat Sub-Consultant** (check all that are applicable)**:** |
|  | **.1** | [ ]  | **DAS and/or the Client Agency** shall contract with, and oversee the work of, a **HazMat Sub-Consultant**: |
|  | **.2** | [ ]  | **The Consultant** shall subcontract with, and oversee the work of, a **HazMat Sub-Consultant** to provide the following: |
|  |  | **.1** | [ ]  | **Hazardous Building Materials Inspection/Inventory Report** for ACM, LBP, PCBs in building materials, mold, and/or universal waste.  |
|  |  | **.2** | [ ]  | **Abatement Specifications & Drawings** to be included in the Contract Documents. |
|  |  | **.3** | [ ]  | **Abatement Monitoring & Consulting Activities** during construction. |
|  | **15.3 HazMat Abatement** (check ONE box, if applicable)**:** |
|  | **.1** | [ ]  | **Owner/Agency to perform Hazardous Building Materials Abatement: DAS and/or the Client Agency** shall contract with, and oversee the work of, a **HazMat Contractor.** |
|  | **.2** | [ ]  | **General Contractor/CMR to perform Hazardous Building Materials Abatement: The Consultant** shall ensure that all specifications and drawings are written such that the **Hazardous Building Materials Abatement** shall be performed by the **General Contractor/CMR** (or their subcontractor) during construction**.** |

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| **16. Environmental Assessment and Remediation:** **Note to PM:** Select ***the appropriate checkboxes***. See the DAS/CS Technical Services Unit for any questions. | The Consultant shall insert all applicable Environmental Remediation information into Section 00 30 20 General Statement for Environmental Assessment Information, Section 50 20 00 Environmental Assessment Information, and Form 6005 Consultant Bid Data Statement. |
| [ ]  | Not Applicable  |
| **16.1 Environmental Assessment and Report(s)** (check ONE box, if applicable)**:**  |
| **.1** | [ ]  | DAS/CS **has** assessed the Project for areas of environmental concern and determined that **none** exist. Applicable information (obtained from the DAS/CS Technical Services Unit) is provided at this meeting (See item #12). |
| **.2** | [ ]  | DAS/CS **has** assessed the Project and determined that **there are** areas of environmental concern at the Project site. Applicable information (obtained from the DAS/CS Technical Services Unit) is provided at this meeting (Refer to item #12).  |
|  | **.3** | [ ]  | DAS/CS **has not** assessed the Project for areas of environmental concern.  |
|  | **16.2 Environmental Consultant** (check all that are applicable)**:** |
|  | **.1** | [ ]  | **DAS and/or the Client Agency** shall contract with, and oversee the work of, an **Environmental Consultant**: |
|  | **.2** | [ ]  | **The Consultant** shall subcontract with, and oversee the work of, an **Environmental Consultant** to provide the following: |
|  |  | **.1** | [ ]  | **Phase I Environmental Site Assessment** in accordance with ASTM Standard E1527-13, and to meet EPA’s All Appropriate Inquiry (AAI) requirements. |
|  |  | **.2** | [ ]  | **Environmental Soil/Groundwater Pre-characterization Report** to pre-characterize the soil and groundwater for environmental concerns. |
|  |  | **.3** | [ ]  | **Soil/Groundwater Management Plan** that discusses all Environmental Remediation management requirements and shall be included in the Contract Documents. |
|  |  | **.4** | [ ]  | **Environmental Remediation Specifications and Design Drawings** to be included in the Contract Documents. |
|  |  | **.5** | [ ]  | **Environmental Remediation Monitoring and Consulting** **Activities** during construction.  |
|  | **16.3 Environmental Remediation** (check ONE box, if applicable)**:** |
|  | **.1** | [ ]  | **Owner/Agency to perform Environmental Remediation: DAS and/or the Client Agency** shall contract with, and oversee the work of, an **Environmental Remediation** **Contractor.** |
|  | **.2** | [ ]  | **General Contractor/CMR to perform Environmental Remediation: The Consultant** shall ensure that all specifications and drawings are written such that the **Environmental Remediation** shall be performed by the **General Contractor/CMR** (or their subcontractor) during construction**.** |
| **17. Stormwater and Flood Management Permitting Process** | The Consultant shall prepare the following documents, as described “**3900 Stormwater and Flood Management Permitting Process**”: **NOTE*:*** This is an **updated** process and **supersedes** **Section** **3.3.2** of the **Manual**.**DEEP Flood Management Certification** (projects in or affecting floodplains ***or*** projects that increase peak runoffs rates ***or*** projects that change the location and quantity of discharge).**Soil Erosion & Sediment Control Plan** (projects with site disturbance of *less* than 1 acre.)**DEEP General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities, Stormwater Pollution Control Plan, and DEEP License Transfer Form** (projects with site disturbance of *one or more* total acres regardless of project phasing). The Consultant shall prepare, register, and upload the documents (as applicable) on the **DEEP ezFile** portal, as described in “**3900 Construction Stormwater Permitting Process**”.  |
| [ ]  | Not Applicable  |

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| **18. Energy Conscious Construction Program:** | The Consultant shall confirm with any Utility Company that participates with DAS/CS in an Energy Conscious Construction Program for upgrading to more energy efficient systems. Refer to **Section 3.4.4 of the Manual** for additional information. |
| **19. DAS Sustainable Construction Policy**(new section) | New construction and renovation projects with **construction costs exceeding two million dollars ($2,000,000)** must be designed and constructed in compliance with the International Code Council’s (ICC) **International Green Construction Code (IgCC)** as applicable to the scope of work. Refer to **Section 3.4.4.1 of the Manual** for additional information. |
| [ ]  | Not Applicable. |
| **20. “Build America, Buy America Act” Requirements**(new section) | Projects that include **Federal Financial Assistance** are subject to the **“Buy America Preference”** provisions of the Federal Government’s **“Build America, Buy America Act”** (BABA), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021. While professional services are not subject to BABA, the Consultant is responsible for ensuring that, absent a waiver by the Federal agency providing Federal Financial Assistance for this project, the Consultant shall not approve for use in this project, any iron, steel, manufactured products, or construction materials unless such materials have been produced in the United States. The Consultant shall obtain all necessary compliance certificates for work that is within their scope of work. Guidance on complying with BABA is provided in Title 2 of the Code of Federal Regulations (2 CFR), Part 184 and Part 200.322 and the United States Office of Management and Budget’s “Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure” (M-24-02), October 25, 2023.  |
| [ ]  | Not Applicable. |
| **21. FM Global Requirements:** | All DAS/CS projects are to be designed in accordance with standards set out by the State’s Insurance Risk Manager, FM Global, Inc. (FMG). For additional information, refer to **Section 3.4.9 of the Manual**.Refer to the **FM Global Data Sheet Website:**(<http://www.fmglobal.com/fmglobalregistration/>) and the **FM Global Roof Design / Approval Web Tool – RoofNav**:(<https://roofnav.fmglobal.com/RoofNav/Login.aspx>). The Consultant **will be required** to submit each design submission to FMG for review, and to reconcile all FMG review comments.If necessary, the Consultant shall complete **00 30 60 General Statement for FM Global Checklist for Roofing Systems**, found in **00 30 00 General Statements for Available Information**. The Consultant shall insert the **FM Global Checklist** into **Section 50 60 00 FM Global Checklist For Roofing Systems** at the end of the Technical Specification Sections. |
| **22. Telecommunication and Data Systems:** | The Telecommunications and Data Systems work shall be done in accordance with **Section 4.1.3 of the Manual**. |
| [ ]  | Not Applicable. |
| **23. Easements** (new section) | If required, the Consultant shall provide a legal description and map. See **Sections 3.5 and 3.3.3 of the Manual**. |
| [ ]  | Not Applicable. |
| **24. Future Meetings** (Scheduling, Arranging, and Facilitating)**:** | The Consultant shall schedule, arrange, and facilitate all future meetings during the Preconstruction Phase [once the contract is in place] and include the above listed project number on all correspondence. A copy of all meeting minutes must be sent to the DAS/CS Project Manager, e-Builder (via email), participating consultants, and the Agency Representative. |
| **25. Meeting Accessibility:** | In accordance with the Americans with Disability Act, DAS/CS shall provide people with disabilities equal opportunity to attend **all** meetings, and shall provide access and communicate effectively, as needed, upon reasonable notice from any attending member requiring assistance. |
| **26. Pre-Bid Meeting Agenda** | The Consultant shall complete **Section 00 25 13 Pre-Bid Meeting Agenda** in accordance with the date, time, and location specified on **Section 00 11 16 Invitation To Bid**. The **Pre-Bid Meeting Agenda** shall include a review of topics, **as applicable to the Project**, which may affect proper preparation and submittal of bids. |

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| **Sincerely,** |
|  |  |  |  |  |
| *(DAS/CS Project Manager Name)* |  | *(DAS/CS Project Manager Signature)*  |  | *(Date)* |
|  |
| Referenced Attachments: See Item No. 12 |
| Copies: | [x]  | Attendees |
|  | [x]  | DAS/CS Technical Services (see #13, #14, #15, #16, #17, #18) |
|  | [x]  | State Historic Preservation Office (see #14) |
|  | [x]  | FM Global (see #21) |
|  | [x]  | Bureau of Information Technology Solutions (BITS) (see #22) |
|  | [x]  | Team File  |
|  | [x]  | Eversource *or* UI *(as applicable)* |