

*TAA Kick-Off Meeting Agenda*

Tenant Name \_\_\_\_\_

Facility \_\_\_\_\_

Project \_\_\_\_\_

TAA Number \_\_\_\_\_

Date \_\_\_\_\_

**A. Introductions Actions**

Identification of the A/EOR \_\_\_\_\_

Review of the TAA process \_\_\_\_\_

**B. Review of the Scope of Work Actions**

Project overview \_\_\_\_\_

Available facility information \_\_\_\_\_

Facility / operational or stakeholder interfaces \_\_\_\_\_

Opportunities for M/WBE participation \_\_\_\_\_

Opportunities for sustainable design \_\_\_\_\_

Intent to follow phased construction \_\_\_\_\_

Intent for submittal packaging \_\_\_\_\_

Site visits \_\_\_\_\_

Environmental Concerns \_\_\_\_\_

Health and Safety Plan \_\_\_\_\_

Consistency with P.A. Roadway Access Management Guidelines \_\_\_\_\_

**C. Review of TAA Process and Procedures Actions**

**Phase I - Design**

**Submittal types and design review strategies**

1. Conceptual review \_\_\_\_\_

2. Architectural review \_\_\_\_\_

3. Sustainable design review \_\_\_\_\_

4. Contract documents submission \_\_\_\_\_

5. Interim design review \_\_\_\_\_

6. Others as required by the scope \_\_\_\_\_

*TAA Kick-Off Meeting Agenda (continued)*

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**C. Review of TAA Process and Procedures Actions**

**Phase II - Construction**

- Pre-Construction meeting and requirements \_\_\_\_\_
- Construction activities and submittals \_\_\_\_\_
- Changes in scope, or re-submittal requirements for field changes \_\_\_\_\_
- Phased Construction \_\_\_\_\_
- Special Inspections \_\_\_\_\_
- Partial Inspections \_\_\_\_\_
- Certifications for Inspection \_\_\_\_\_
- Record Document submission \_\_\_\_\_

**Phase III - Close-Out & Occupancy**

- Final Inspection \_\_\_\_\_
- Response to the inspection comments \_\_\_\_\_
- Temporary Permit To Occupy and Use *(as needed)* \_\_\_\_\_
- Final Permit To Occupy and Use \_\_\_\_\_

**D. Operational and construction requirements Actions**

- Facility rules and regulatory requirements \_\_\_\_\_
- Security considerations \_\_\_\_\_

**E. Additional Items Actions**

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