

TAA Kick-Off Meeting Agenda

Tenant Name _____

Facility _____

Project _____

TAA Number _____

Date _____

A. Introductions**Actions**Identification of the A/EOR *(if multiple firms, identify lead)* _____

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**

1. Conceptual review _____

2. Architectural review _____

3. Sustainable Design review _____

4. Contract Documents submission _____

Submittal forms and requirements

PA Review and Tenant responses to Rider Comments _____

Approved Design Pre-Construction Submittal Package _____

Approval to Construct _____

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 Non-Conformance Report _____

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**
