



**POST-AWARD SET UP**

- Bridge Meeting
- Sandbox Meeting with GC
- Contract Review
  - Senior Level Contract Review
  - EVP Contract Review
  - Request Prime Contract
- Request updated drawings / specifications
- Send drawings to Superintendent
- Print / distribute drawings
- Prepare Scope Book
- Send SDS Sheets to safety operations manager
- Prepare Vendor Contact List
- Create Site Logistics Plan
- Create Tilt Panel Pour and SOG Pour Sequences
- Order Reveal/Formliner and insert bars/alignment dowels
- Confirm with FullTilt on crane availability
- Facilitate Kickoff Meeting
- Create MCC Project Schedule
- Prepare and Schedule SOG/Foundation DWP meetings
- Prepare Budget
- Prepare schedule of values and distribute to Wendy
- Distribute final executed contract to Wendy

**BUYOUT**

- Ensure all vendors have current drawings
- Negotiate pricing and scope of work with vendors/subcontractors
- Sign up lift and brace engineering & panel book engineering, begin detailing
- Issue purchase orders
  - Concrete
  - Reinforcing / Wire Mesh / Post-Tension
  - Dowel Baskets & Diamond Dowels
  - Stone Base
  - Mist Tools & Materials
  - SOG Materials
  - Tilt Purchase Materials
  - Tilt Rental Materials
  - Tilt Rebar Chairs
  - Formwork / Shoring
  - Formliner
  - Reveal

**SUBCONTRACTS**

- Rodbuster
- Finishing
- Tilt / Floor Patching
- Floor Hardener
- Testing for Saw Cuts
- Surveying
- Pumping
- Crane

## **SUBMITTALS**

### **Request Submittals from GC:**

Anchor bolt drawings  
Embed drawings  
Structural steel drawings  
Joist/deck drawings  
Dock leveler cut sheets  
Elevator shop drawings

### **Request Submittals from vendors and issue for review to GC:**

Foundation Rebar Shop Drawings  
Panel Formwork Shop Drawings  
Panel Lift and Brace Engineering  
Column, Wall, and Elevated formwork shop drawings  
Shoring drawings  
Post Tension Shop Drawings  
SOG Misc Materials (i.e. Dowel Baskets)  
Concrete Mix Designs  
Tilt Materials

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