

# **AGENDA**

Key Colony Beach City Commission  
City Commission Workshop  
MEETING WITH PEDRO FALCON CONSTRUCTION REPRESENTATIVES  
REGARDING AIA DOCUMENT DISCUSSIONS  
Wednesday, November 5<sup>th</sup>, 2025, 10:00 AM  
Marble Hall, 600 W. Ocean Drive, Key Colony Beach

## **1. Terms and Conditions**

- a. Documents
  - i. Grant Requirements & Pertinent documents.
  - ii. Clarity between contractual responsibility of electrical company tied to general contracting entity. (Legal may want a letter from owner stating cooperation between the two entities.)
  - iii. NTP (offsite, on site)

## **2. Management**

- a. GC's Personnel
  - i. PM:
  - ii. Supt:
  - iii. Office Admin:
  - iv. Bookkeeping
  - v. Senior – Owner
  - vi. Authorized people to make a commitment on Pedro Falcone's behalf?
  - vii. List of GC's Subcontractors/Vendors
- b. Insurance and Bonds
  - i. Certificate of Insurance, name KCB, in compliance with the grant.
  - ii. Lien Waivers for all subcontractors and materialmen.
  - iii. Builder's Risk
- c. Billings
  - i. Stored Materials and Equipment – Requirements.
  - ii. Grant compliance, requirements by Pedro Falcone for billing submissions.
- d. Permits & Inspections
  - i. Key Colony Beach Building Department permits issue date:   #  .
  - ii. Inspections
  - iii. 3<sup>rd</sup> Party Inspections and Quality Control Inspections.

## **3. Submissions by Pedro Falcone**

- a. Long Lead equipment & materials.
- b. Alternate materials/equipment
- c. Staging Plan
- d. Material Storage Plan
- e. Subcontractor List

#### **4. Schedules**

- a. Cash Flow Charting
- b. Preliminary Construction Schedule
- c. Milestones, Owner use of Marble Hall
  - i.* Owners' use of Marble during certain functions – electric, air conditioning, lighting, safety, noise, and cleanliness.

#### **5. Safety**

- ii.* Jobsite safety publications
- iii.* Temporary fencing
- iv.* Public management

#### **6. Contract Deliverables/Items/Deducts**

- a. Staff Patio Pergola
- b. Staff Patio Concrete Pad
- c. Marble Hall Patio
- d. Marble Hall Patio Concrete Pad
- e. Generator (?)
- f. Unit cost for spalling repairs

#### **7. Follow-Up Meeting for AIA Finalization Wednesday, November 12 (?)**

#### **8. Comments**

#### **9. Adjournment**