



Structural Steel Pre-Detailing Meeting

SEAC/RMSCA Steel Liaison Committee

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This document does not replace and is not to be used as an adjunct to the current edition of AISC 303-16 *Code of Standard Practice for Steel Buildings and Bridges* or CASE Document 962D.

Members of Revision Team

Ed Avery, *Metro Steel*

Taylor Maggert, *Trimble, Inc.*



Following are the items that will be discussed during the meeting. Providing these items in advance of the meeting permits all parties to review prior to the meeting and allow for an efficient discussion.

General Contractor

- 1) Communication — Provide a list of the main contacts for the project: GC, Owners Representative, Architect, Engineer, MEP, etc.
- 2) Scope of Work for Steel Fabricator¹ — List items that are/will be included and excluded in the Fabricator's subcontract.
- 3) Overall Construction Schedule — Outline general sequence of construction and erection by building/zone/phase.
 - a) Overall project flow inside of each building/zone/phase. (Site work, Foundations, Steel Skeleton, Stair Cores, Exterior framing, Interior Framing, Miscellaneous Metal, mechanical, etc.)

Design Team

- 1) Contract Documents — Provide/identify the current version of the Contract Documents.

Fabricator

- 1) Preliminary Submittal, Delivery, and Erection Breakdown — how does fabricator anticipate to organize submittal packages? Include anticipated delivery dates and erection durations.
 - a) Example:
 - i) AB/Embeds: Deliver: June 1
 - ii) Structural Frame: 4 weeks Deliver July 15; Erection Complete August 15
 - iii) Stairs & Rails: Deliver September 20; Erection Complete November 1
- 2) Design Document Review
 - a) Identify missing or conflicting information. Common items are:
 - i) Missing or conflicting grid dimensions.
 - ii) Unidentified members.
 - iii) Members missing locating information.
 - iv) Edge of deck dimensions are not shown
 - v) Missing design criteria such as beam connection reactions, brace forces, or connection concept.
 - vi) Review information required for deck openings and mechanical supports and when information will be made available.
 - b) Identify any details to review and discuss with design team.
 - i) Identify framing conditions which conflict with connection types shown or specified
 - ii) Review & identify proposed changes to:
 - (1) Items regarding OSHA subpart "R" requirements.
 - (2) Column splice locations and identify proposed revisions.

Structural Steel Pre-detailing Meeting Sample Agenda

- 1) Introductions of key people and the provision of contact information
- 2) Project Status Update

¹ GC and Fabricator should know this already. This is for the Design Team's knowledge and possible identification of scope gaps.



- a) Documents: Identify the current version of the Design Documents. All parties to confirm they have them and are incorporating them.
 - b) Architectural Design: What is the level of design/drawing completeness? Are there any areas that are anticipated to change? What is the probability of those changes? Any imminent updates to the Design Documents?
 - c) Structural Design: Discuss the design overview/statement of intent. What is the level of design/drawing completeness? Are there any areas that are anticipated to change? What is the probability of those changes? Any imminent updates to the Design Documents?
 - d) Site Progress: What is the general status on site? Have permits been secured? When will utilities and initial site work be performed? Have all subcontractors been secured (specifically those who will impact steel detailing)?
 - e) Detailing: Has detailing started? When is the anticipated start date? Have submittal dates been determined? Has the Fabricator identified any issues or deficiencies in the Design Documents? Is the schedule impacted?
- 3) Communication
- a) Is Construction Management being performed online?
 - i) What parties will be inputting information?
 - ii) How will notifications of updates be provided?
 - b) Contract Document updates: Will all trades receive updated information?
 - c) Is direct communication (quick phone call/email) between the Fabricator and the Design Team desired? Do all parties agree?
 - i) How will these communications be recorded?
 - ii) The Contractor should be included in all correspondence between Fabricator and the EOR.
 - d) If desired, establish a regular meeting or conference call schedule for ongoing communication.
 - e) Virtual Construction (BIM Review) — Will Virtual Construction Coordination be incorporated?
 - i) Who is responsible for the project coordination model?
 - ii) How often will model updates be required?
 - iii) What are the acceptable/required file type(s)?
 - iv) What level of completion is expected/required in the Fabricator's model(s)? Provide required LOD specification required for:
 - (1) Fabricated Structural Frame
 - (2) Joists
 - (3) Stairs
 - (4) Rails
 - f) RFI Process
 - i) What is the anticipated turnaround timeframe by all parties?
 - ii) When will RFI responses be incorporated into design drawings?
 - g) Submittal Drawing Review Process
 - i) What is the anticipated timeline schedule of submittals?
 - ii) What is the anticipated turnaround timeframe by all parties? ²
 - (1) Contractor
 - (2) Architect
 - (3) Engineer
 - (4) Other Trades or Consultants
- 4) Review Scope of Work

² AISC Code of Standard Practice allots for 10-day "[Fabricator's] door-to-door" turnaround.



- a) Review items that are included and excluded in the Fabricator's subcontract.
 - b) Discuss any assumptions or alternates provided in the Fabricator's proposal.
 - c) Identify all "Designed by Contractor" items. Who is responsible for the associated calculations:
 - i) Connections?
 - ii) Stairs & Rails?
- 5) Submittal process and schedule. Advanced notice of submittal dates will help expedite drawing review.
- a) Review submittal package breakdowns.
 - b) Define which submittals are critical and need prompt review.
 - c) Identify critical dates for submittal review by design team.
 - d) All parties should agree upon a general timeframe for when submittal packages will be submitted and returned.² Incomplete Design Documents and subsequent clarifying RFIs may impact the schedule.
- 6) Non-Conformance/Fit-up/Quality Control/Erection Conditions/Inspections
- a) Review the extent and quantity of testing required.
 - b) Discuss procedures to resolve non-conformance requests.
 - i) Submittal of the proposed repair detail by Fabricator/ Erector with the non-conformance report is preferred.
 - c) Who has authority to approve non-conformance requests?
 - d) Owner provided Testing Agency / Special Inspections
 - i) Discuss resolution of disputes between the Fabricator/ Erector and the Owner provided Testing Agency.
 - ii) Discuss the expectations of the Owner provided Testing Agency.
 - (1) What Testing Agency shop inspections are required?
 - (2) How much advanced notice is required to schedule inspections with Testing Agency?
- 7) Field Measuring
- a) Who will be performing the field measurements?³
 - i) How will this information be presented to applicable parties?
 - ii) When will information and work areas be available, how does this impact to schedule?⁴
 - iii) Will laser scanning (point clouds) be incorporated?
 - b) Identify areas of the project that require field measuring or coordination with other trades.
- 8) Design Document Discussion: Discuss the design, detailing, and connection standards for the project.
- a) Connections
 - i) Review design requirements and responsibilities. AISC COSP Section 3.1.1 Option 1, 2, or 3?
 - ii) Discuss submittal requirements for connections and assemblies to be designed by the Fabricator.
 - b) Fabricator's Comments Regarding the Design Documents.
 - i) Review alternate connection details.
 - ii) Cover all missing or conflicting information.
 - iii) Review unique or complex details.
 - iv) Review critical tolerances.

³ AISC & NAAMM Code of Standard Practices state that field measurements are not the responsibility of the Fabricator nor Erector unless otherwise agreed upon.

⁴ AISC & NAAMM Code of Standard Practices state field dimensions should be provided to the Fabricator before the affected items are detailed.



- v) Discuss the extent and location of section cuts.
- vi) Clarify what happens at transition between two details
- vii) Clarify framing conditions which conflict with connection types shown or specified.
- c) Identify the surface preparation and finish on exposed steel

Actions as a Result of the Meeting

- 1) The General Contractor should record and distribute the meeting minutes.
- 2) How and when will decisions made during the meeting be documented and distributed to the project team? Create an action list for all unresolved items:
 - a) Assign responsibility for each item
 - b) Determine a date for resolving each item
 - c) The General Contractor should track the action list