

**1. MEETINGS**

**1.1 Preconstruction Meeting**

- .1 Within fifteen (15) days after award of Contract, the Contract Administrator will request a project meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Representatives of the City, Contract Administrator, Contractor, and Major Subcontractors must be in attendance.
- .3 Representatives of the Contractor and Subcontractors attending the preconstruction meeting must be qualified and authorized to act on behalf of the party each represents.
- .4 After the time and location of this meeting has been established, the Contractor shall notify all parties concerned a minimum of ten (10) days before the meeting.
- .5 The Contract Administrator will arrange space and facilities for this meeting.
- .6 The Contract Administrator will chair and record discussions and decisions, and circulate the meeting notes to all parties concerned.
- .7 Agenda to include the following:
  - .1 Appointment and notification of official representatives of participants in the Work;
  - .2 Schedule of the Work, progress scheduling
  - .3 Schedule of shop drawing submissions
  - .4 Schedule for the procurement and delivery of specified equipment.
  - .5 Plant orientation program
  - .6 Requirements for temporary facilities, site signs, offices, storage sheds, utilities, hoarding, site access and use;
  - .7 Site security
  - .8 Health and Safety issues
  - .9 Modification procedures, Contemplated Change Notices and Change Order procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements (GC) as originated by the owner or in the case of a savings, by the Contractor.
  - .10 Product and tool storage
  - .11 Weather protection

- .12 Record drawings
- .13 Operation and maintenance manuals
- .14 Commissioning, acceptance, and handover
- .15 Warrantees
- .16 Monthly progress claims, administrative procedures, photographs, holdbacks (GC)
- .17 Appointment of inspection and testing agencies or firms
- .18 Insurances and transcript of policies
- .19 Communications routing and logistics
- .20 Access to site and work areas (security)
- .21 Survey
- .22 A schedule for progress meetings
- .23 Emergency telephone numbers
- .24 Other items as arise at the meeting

## **1.2 Progress Meetings**

- .1 Contractor shall schedule and administer progress meetings once a week during construction and through the commissioning period.
- .2 Provide input to the Contract Administrator for the meeting agenda.
- .3 Representatives of the City, Contract Administrator, Contractor, and Major Subcontractors must be in attendance. Arrange for the attendance of other subcontractors and suppliers as necessary to address issues on the agenda.
- .4 Representatives of the Contractor, Subcontractors, and Suppliers attending meetings must be qualified and authorized to act on behalf of the party each represents.
- .5 Agenda for Construction Progress Meetings to include the following:
  - .1 Review and approval of minutes of previous meeting
  - .2 Field observations, problems, conflicts
  - .3 Review submittal schedules: Expedite as required
  - .4 Review of off-site fabrication and delivery schedule
  - .5 Progress, schedule, during succeeding work period

- .6 Problems which impede construction schedule
  - .7 Corrective measures and procedures to regain projected schedule
  - .8 Revisions to construction schedule
  - .9 Site coordination review
  - .10 Maintenance of quality standards
  - .11 Review of site cleanliness
  - .12 Review of site safety and security
  - .13 Review of temporary facilities
  - .14 Review requests for information
  - .15 Review of contemplated change notices, field orders, change orders, and field instructions
  - .16 Review proposed changes for effect on construction schedule and on completion date
  - .17 Review of progress payments
  - .18 Outstanding action items
  - .19 Date and location of next meeting
  - .20 Other business
- .6 The Contract Administrator will preside at the meetings.
- .7 The Contract Administrator will record notes of the project meetings, including significant proceedings, decisions, "Action By" parties, dates for completion of duties, etc.

### **1.3 Special Meetings**

- .1 Special meetings may be requested by the City, Contract Administrator, or Contractor to discuss specific issues. Generally, three days notice is required for special meetings. The agenda will be fashioned to suit the meeting. Minutes will be kept by the Contract Administrator.

**END OF SECTION**