

**PART 1 – GENERAL**

**1.1 SUMMARY**

- A. This Section includes the Contractor participation in the following conferences and meetings required for the Project:
  - 1. Pre-Construction Conference
  - 2. Site Mobilization Conference
  - 3. Progress Meetings

**1.2 PRE-CONSTRUCTION CONFERENCE**

- A. The Contract Administrator will schedule the “Pre-Construction Conference” after the Notice to Proceed (NTP) has been issued.
- B. Attendance: Contract Administrator, Owner’s Authorized Representative (OAR), Architect/Engineer, Business Diversity and Development Department (BDD), other Airport departments represented as required, and the Contractor.
- C. Agenda:
  - 1. Purpose of the meeting
  - 2. Brief Project description
  - 3. Project duration and milestones
  - 4. Introduction and explanation of functions of the Airport, the Airport personnel and organization (including responsibilities and authority)
  - 5. Owner requirements
    - a. Wage and Hour Rate
    - b. Payroll audits
    - c. S/D/M/WBE Goals
    - d. Pay Estimate Forms, Procedures and Applications
    - e. Field Alteration Forms and Procedures
    - f. Security Badge Procedures
    - g. Other Security Procedures
    - h. Project Safety
    - i. Project Safety Plan
  - 6. Project Control Procedures
    - a. Project Meetings
    - b. Construction Schedules
    - c. Major Equipment Deliveries and Priorities
    - d. Submittals
    - e. Alternates/Substitutions
    - f. Utilities

## PROJECT MEETINGS

### Section: 01 31 19

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- g. Contractor's Quality Control Plan
  - h. Security and Housekeeping
  - i. Maintenance and Protection of Vehicular and Pedestrian Traffic
  - j. Coordination of the Work
- 7. Construction Management Procedures
  - a. Permits
  - b. Correspondence and Documentation
  - c. Processing of a Request for Information (RFI)
  - d. Processing of Non-Conformance Report (NCR)
  - e. Coordination of Project Work with adjacent projects
  - f. Monthly Progress Photographs and Videos
  - g. Environmental Concerns and Drainage Control
  - h. Contract Modification and Claim Procedures
  - i. Completion of the Work and Punch List procedures
  - j. Record Drawings
  - k. Final payment and Closeout Procedures

#### 1.3 SITE MOBILIZATION CONFERENCE

- A. The OAR will schedule a conference at the Project site prior to Contractor occupancy.
- B. Attendance: OAR, Architect/Engineer, Contractor, and major Subcontractors.
- C. Agenda:

A standard agenda for the Project shall be determined based on the Project type. The standard agenda shall be coordinated between the Contractor's Authorized Representative (CAR) and the OAR at least one (1) week prior to the first meeting. A sample of a standard agenda for an airfield project follows:

- 1. Roadways use by the Owner's personnel, OAR, and Contractor
- 2. Roadway closing
- 3. Transporting equipment
- 4. Temporary utilities
- 5. Schedules
- 6. Procedures for maintaining record documents
- 7. Requirements for start-up of equipment
- 8. Inspection and acceptance of equipment put into service during construction period

#### 1.4 PROGRESS MEETINGS

- A. Project Meetings will be scheduled weekly to monitor the progress of the Work.

## **PROJECT MEETINGS**

**Section: 01 31 19**

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- B. The OAR will be responsible for physical arrangements for meetings; prepare agenda with copies for participants.
- C. The OAR will preside at these meetings; record minutes and will prepare and distribute copies of minutes.
- D. Attendance: Contractor's Authorized Representative (CAR), major subcontractors and suppliers, Architect/Engineer as appropriate to agenda topics for each meeting.
- E. Meeting Agenda:
  - 1. Review Previous Meeting Minutes
  - 2. Safety
  - 3. Schedule (3 Week Look Ahead, Pre-Activity Meetings, Work Progress, Work Status)
  - 4. Davis-Bacon (if applicable)
  - 5. Submittals
  - 6. Requests for Information
  - 7. Non-Conformance Reports
  - 8. QA/QC
  - 9. Environment/Erosion Control/Utilities
  - 10. Correspondence
  - 11. Changes & Revisions (Pending CO, Potential CO, Problems)
  - 12. Application for Payment
  - 13. Airport Operations
  - 14. Code/Commissioning
  - 15. Other Business

### **PART 2 – PRODUCTS**

Not Used.

### **PART 3 – EXECUTION**

Not Used.

### **PART 4 – MEASUREMENT AND PAYMENT**

Not Used.

**- END OF SECTION -**