SECTION  – project meetings

1. GENERAL
   1. ADMINISTRATIVE
      1. Schedule and administer meetings every two (2) weeks (or more frequently as required) with the Consultant throughout the progress of the Work. Schedules to be updated with the Consultant every 2 weeks for distribution at each meeting.
      2. Prepare agenda for such meetings.
      3. The Contractor shall chair such meetings. The Contractor shall administer such meetings and prepare minutes within three (3) days after the meeting date for distribution to the Owner and the Consultant.
      4. Distribute written notice of each meeting four (4) days in advance of meeting date to the Consultant and the Owner and other affected parties.
      5. Representatives of parties attending meetings shall be authorized to act on behalf of the parties they represent. Subcontractors and Suppliers do not attend meetings unless authorized by the Consultant and the Owner.
      6. Prepare and distribute monthly progress reports in accordance with Section 01 32 16 – Construction Progress Schedule, and containing updated schedules, construction photos in accordance with Section 01 33 00 – Submittal Procedures, shop drawing logs, requests for interpretation logs, submittals, and budget.
   2. CONTRACT START-UP MEETING
      1. Within five (5) days after award of Contract, request a meeting of parties in Contract to discuss and resolve administrative procedures and responsibilities prior to the commencement of the Work.
      2. The Owner, the Consultant, the Contractor, site superintendent(s), inspection and testing company, and authorities having jurisdiction, as applicable and at their discretion, will be in attendance.
      3. Agenda to include the following:
         1. Appointment of official representative of participants in the Project.
         2. Status of permits, fees and requirement of authorities having jurisdiction. Action required.
         3. Review of standard project forms.
         4. Requirements for Contract modification and interpretation procedures, including, but not limited to: requests for interpretation, proposed Change Orders, Change Orders, Change Directives, Supplemental Instructions, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
         5. Requirements for notification for reviews. Allow a minimum of two (2) Working Days notice to Consultant for review of the Work.
         6. Review of schedules and scheduling procedures and requirements in accordance with Section 01 32 16 – Construction Progress Schedule.
         7. Appointment of inspection and testing agencies or firms, Section 01 45 00 – Quality Control.
         8. Requirements for temporary facilities, signs, offices, storage sheds, utilities; Section 01 50 00 – Temporary Facilities and Controls.
         9. Security requirements at and for the Place of the Work, Section 01 50 00 – Temporary Facilities and Controls.
         10. Record drawings, Section 01 33 00 – Submittal Procedures.
         11. Maintenance manuals, Section 01 33 00 – Submittal Procedures.
         12. Take-over procedures, acceptance, Section 01 77 19 – Closeout Requirements.
         13. Warranties, Section 01 78 36 - Warranties.
         14. Progress claims, administrative procedures, holdbacks.
         15. Procedures for preparing and processing substitution requests; inclusive of changes that impact GPS, LEED, or other sustainability program requirements.
         16. Insurances, transcripts of policies.
         17. Contractor's safety procedures.
         18. Cleaning/staging area for vehicles.
         19. Workplace Safety and Insurance Board Certificate.
      4. The Consultant shall organize and chair the contract start-up meeting. Consultant shall record minutes of the contract start-up meeting and distribute a copy to each participant within ten (10) days of meeting.
   3. PRE-INSTALLATION MEETINGS
      1. During the course of the Work prior to Substantial Performance of the Work, schedule pre-installation meetings as required by the Contract Documents and coordinated with the Consultant.
      2. As far as possible, pre-installation meetings shall be scheduled to take place on the same day as regularly scheduled progress meetings.
      3. Agenda to include the following:
         1. Appointment of official representatives of participants in the Project.
         2. Review of existing conditions and affected work and testing thereof as required.
         3. Review of installation procedures and requirements.
         4. Review of environmental and site condition requirements.
         5. Compliance of materials with GPS, LEED, or other sustainability requirements.
         6. Review of schedules and scheduling procedures and requirements of the applicable portions of the Work in accordance with Section 01 32 16 – Construction Progress Schedule, in particular:

Schedule of submission of samples, mock-ups, and items for Consultant's consideration.

Delivery schedule of specified equipment.

Requirements for notification for reviews. Allow a minimum of two (2) Working Days notice to Consultant for review of the Work.

* + - 1. Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences, Section 01 50 00 – Temporary Facilities and Controls.
      2. Requirements for inspections and tests, as applicable.

Schedule and undertake inspections and tests in accordance with Sections 01 32 16 – Construction Progress Schedule and 01 45 00 – Quality Control.

* + - 1. Special safety requirements and procedures.
    1. The following shall be in attendance:
       1. Contractor.
       2. Subcontractors affected by the work for which the pre-installation meeting is being conducted.
       3. Consultant.
       4. Manufacturer's representatives, as applicable.
       5. Inspection and testing company, as applicable.
  1. PROGRESS MEETINGS
     1. During the course of the Work prior to Substantial Performance of the Work, schedule progress meetings as directed by the Consultant.
     2. In advance of progress meetings, Contractor shall submit to the Consultant a two week look ahead schedule of items of work to be undertaken in the two weeks subsequent to the progress meeting. Two (2) weeks look ahead schedule will be reviewed at the meeting and recorded in the minutes of the meeting. Refer to Section 01 32 16 – Construction Progress Schedule, for requirements for look ahead schedule.
     3. Attendees at progress meetings shall include the following:
        1. Contractor.
        2. Contractor's site superintendent(s).
        3. Consultant.
        4. Owner.
     4. Agenda to include the following:
        1. Review, approval of proceedings of previous meeting.
        2. Review of items arising from proceedings.
        3. Review of progress of the Work since previous meetings.
        4. Review of schedules in accordance with Section 01 32 16 – Construction Progress Schedule, including:

Revisions to construction schedule.

Progress and schedule for subsequent period of the Work: Two (2) week look-ahead.

Problems that impede compliance with construction schedule.

Review of off-site fabrication delivery schedules.

Review of material delivery dates/schedule.

Corrective measures and procedures to regain construction schedule.

Review of submittal schedules: expedite as required.

* + - 1. Field observations, problems, conflicts.
      2. Review status of submittals.
      3. Maintenance of quality standards.
      4. Compliance with GPS, LEED, or other applicable sustainability requirements.
      5. Pending changes and substitutions.
      6. Review of Contract modifications and interpretations including, but not limited to: requests for interpretation and log, proposed Change Orders, Change Orders, Change Directives, Supplemental Instructions, for effect on construction schedule and on Contract Time.
      7. Review of status of as-built documents.
      8. Other business.
  1. PRE-TAKEOVER MEETING
     1. Prior to application for Substantial Performance of the Work, schedule a pre-takeover meeting.
     2. Agenda to include the following:
        1. Review, approval of proceedings of previous meeting.
        2. Review of items arising from proceedings.
        3. Review of procedures for Substantial Performance of the Work, completion of the Contract, and handover of the Work.
        4. Field observations, problems, conflicts.
        5. Review of outstanding Contract modifications and interpretations including, but not limited to: requests for interpretation and log, proposed Change Orders, Change Orders, Change Directives, Supplemental Instructions, for effect on construction schedule and on Contract Time.
        6. Problems which impede Substantial Performance of the Work.
        7. Review of procedures for deficiency review. Corrective measures required.
        8. Progress, schedule, during succeeding period of the Work.
        9. Review submittal requirements for warranties, manuals, and all demonstrations and documentation required for Substantial Performance of the Work.
        10. Review of status of as-built documents and record drawings.
        11. Other business.
  2. POST-CONSTRUCTION MEETING
     1. Prior to application for completion of Contract, schedule a post-construction meeting. Four days prior to date for meeting, Consultant shall confirm a date for meeting based on evaluation of completion requirements.
     2. Agenda to include the following:
        1. Review, approval of proceedings of previous meeting.
        2. Confirmation that no business is arising from proceedings.
        3. Confirmation of completion of the Contract, and handover of reviewed documentation from the Consultant to the Owner.
        4. Confirmation of completion of proposed Change Orders, Change Orders, Change Directives, and Supplemental Instructions.
        5. Problems that impede Contract completion.
        6. Identify unresolved issues or potential warranty problems.
        7. Confirmation of completion of deficiencies.
        8. Corrective measures required.
        9. Confirm submittal requirements for warranties, manuals, and demonstrations and documentation for Contract completion are in order.
        10. Review of procedures for communication during post-construction period.
        11. Handover of reviewed record documents by the Consultant to the Owner.
        12. Handover of Contract completion insurance policy transcripts by Contractor.
        13. Submission of final application for payment.
        14. Review and finalize outstanding claims, pricing, and allowance amounts.
        15. Status of commissioning and training.
        16. Demobilization and the Place of the Work restoration.
        17. Review of requests for interpretation log.

1. Products

Not Used

1. Execution

Not Used

end of section