

SECTION 01 31 19

PROJECT MEETINGS

PART 1 – GENERAL

1.01 SUMMARY

The City Representative will arrange project meetings after consultation with Contractor and will inform the Contractor of the meeting time and location. The Contractor's attendance is required at all meetings.

A. Section includes the following topics with their respective Article Nos. listed alongside:

- | | | |
|----|------------------------------|------|
| 1. | Pre-construction Conference | 1.02 |
| 2. | Site Mobilization Conference | 1.03 |
| 3. | Progress Meetings | 1.04 |

B. Related Sections:

1. Section 00 73 19 – Health and Safety Requirements
2. Section 01 77 00 - Closeout Procedures

1.02 PRE-CONSTRUCTION CONFERENCE

A. After award of the Contract but prior to commencement of work, the City Representative will schedule and conduct a pre-construction conference at a time and location selected and arranged with the Contractor.

B. Contractor shall be prepared to review and discuss the Baseline construction schedule and sequence of the Contractor's operations.

1. The conference shall be attended by:
 - a. Contractor and its General Superintendent.
 - b. All authorized representatives of subcontractors or suppliers whom Contractor may desire to invite or whom the City Representative may request.
2. The City Representative may invite representatives from the following agencies to attend:
 - a. The Project Team, Operations Representatives, Safety Officer and Contract Compliance Officers.
 - b. The City's Environmental Consultants, as appropriate.
 - c. Utility Companies
 - d. Regulatory agencies
 - e. Other interested agencies

C. Agenda may include:

1. Key personnel and organizations involved: Relationships, roles, responsibilities and authorities.
2. Contractor's presentation: Contractor's plans, methods and schedules for accomplishing the contract work.
3. Contract technical requirements: Technical concerns and considerations, including test and start-up requirements, inspection and observations requirements, and requests for substitutions, among others.
4. Safety requirements and considerations including the submittal of the Contractor's Health and Safety Plan (HASP).
5. Contract compliance requirements: Wage rates, labor reporting and certified payroll records.
6. Concrete sampling and testing requirements.
7. Testing and placing reinforcing steel.
8. Inspection and observation responsibilities.
9. Contract administration requirements and procedures:
 - a. Correspondence
 - b. Weekly progress meetings
 - c. Progress schedule
 - d. Submittals and Requests for Information
 - e. Requests for Deviation
 - f. Inspections and materials testing
 - g. Environmental monitoring
 - h. Permits
 - i. Progress payments
 - j. Modifications and change order work
 - k. Time extension
 - l. Delay
 - m. Record drawings
 - n. Operation and maintenance manuals
 - o. Training
 - p. Warranty
 - q. Contract close-out
10. Community relations
11. Distribution of Contract Documents

D. Minutes of the meeting shall be prepared and distributed by the City Representative within five (5) workdays after the conference.

1.03 SITE MOBILIZATION CONFERENCE

- A. The City Representative will schedule the Site Mobilization Conference at the Project site prior to Contractor mobilization.
- B. Attendance Required: Contractor's Project Manager, Superintendent and Major Subcontractors.
- C. Agenda may include:
 - 1. Use of premises by City and Contractor
 - 2. City's requirements and partial occupancy
 - 3. Construction facilities and controls provided by City and Contractor
 - 4. Temporary utilities provided by Contractor
 - 5. Preconstruction site survey and building layout
 - 6. Security and housekeeping procedures
 - 7. Schedules
- D. Minutes of the meeting shall be prepared and distributed by the City Representative within five (5) workdays after the conference.

1.04 PROGRESS MEETINGS

- A. The City Representative will schedule, prepare agenda, and record / distribute minutes of progress meetings at regularly scheduled intervals.
- B. Attendance Required: Contractor's Project Manager, superintendent, major Subcontractors and suppliers, as appropriate to agenda topics for each meeting.
- C. Location: To be announced by City Representative.
- D. Typical Agenda:
 - 1. Review and approval of minutes of previous meeting.
 - 2. Review of work progress since previous meeting.
 - 3. Contractor's Schedule, including "Look Ahead" Schedule.
 - a. Review of off-site fabrication and delivery schedules.
 - b. Problems which may affect Contractor's Schedule.
 - c. Corrective measures to regain Contractor's Baseline schedule.
 - d. Revisions to Contractor's Baseline Schedule.
 - 4. Coordination Schedules.
 - 5. Interface with Operations.
 - 6. Safety and Security.
 - 7. Review of submittals schedule.
 - 8. Review status of Request for Information.
 - 9. Review proposed changes for the following:
 - a. Effect on Contractor's construction schedule and completion date.

- b. General status of proposed changes.
 - 10. Field observations, problems and conflicts.
 - 11. Maintenance of quality standards and field corrections.
 - 12. Public affairs.
 - 13. Contract compliance.
 - 14. Environmental issues.
 - 15. Housekeeping.
 - 16. Status of current progress payment.
 - 17. Other business.
- E. Minutes of the meeting shall be prepared and distributed by the City Representative expeditiously after the meeting.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION