

**SECTION 01 20 00****PROJECT MEETINGS****PART 1 - GENERAL****1.1 RELATED REQUIREMENTS**

- A. General requirements of all specification sections.

**1.2 REQUIREMENTS INCLUDED**

- A. Contractor shall schedule and administer pre-construction meeting, periodic progress meetings, and specially called meetings and conferences throughout progress of Work.
  - 1. Prepare agenda for meetings.
  - 2. Distribute written notice of each meeting four working days minimum in advance of meeting date.
  - 3. Make physical arrangements for meetings.
  - 4. Preside at meetings.
  - 5. Record minutes and attenders; include significant proceedings and decisions.
  - 6. Reproduce and distribute copies of minutes after each meeting to participants in meeting and to parties affected by decisions made at meeting.
  - 7. Furnish four copies of minutes to Engineer.
- B. Representatives of Contractor, subcontractors and suppliers attending meetings shall be qualified and authorized to act on behalf of entity each represents.
- C. Engineer will attend meetings to ascertain that Work is expedited consistent with Contract Documents and construction schedules.

**1.3 PRE-CONSTRUCTION MEETING**

- A. A pre-construction meeting will be held at the construction job site prior to beginning of work at a time designated by the Engineer, but not later than 15 days after date of Notice to Proceed.
- B. Representatives of the Owner, Engineer and Contractor, Contractor's Superintendent, and major subcontractors shall be present.
- C. The following shall serve as a minimum agenda:
  - 1. Major subcontractors and suppliers.
  - 2. Tentative construction schedule (ref. Item 1.4 below).
  - 3. Critical work sequencing and phasing of construction.
  - 4. Major equipment deliveries and priorities.
  - 5. Designation of responsible personnel.

6. Procedures and processing of field decisions, proposal requests, submittals, color coordination, change orders and applications for payment.
7. Adequacy of distribution of Contract Documents.
8. Procedures for maintaining Record Documents.
9. Review of Shop Drawings.
10. Use of premises.
11. Construction facilities, controls and construction aids.
12. Temporary utilities.
13. Safety and first-aid procedures.
14. Security procedures.
15. Housekeeping procedures.
16. Discussion of project quality control procedures and requirements.

#### **1.4 PRE-CONSTRUCTION SCHEDULING MEETING**

- A. Within 15 days of written Notice-to-Proceed, Contractor, major subcontractors, Engineer and Owner shall meet to review scheduling requirements.
- B. The following shall serve as a minimum agenda:
  1. Designation of each parties representative in regard to scheduling.
  2. Designation and discussion of scheduling methodology.
  3. Schedule content requirements.
  4. Preliminary Network.
  5. Detailed Network.
  6. Schedule and Cost Report.
  7. Updates.
  8. Revisions.
  9. Progress payments.
  10. Time Impact Analysis.

#### **1.5 PROJECT PROGRESS MEETINGS**

- A. Schedule regular periodic progress meetings at the project field office, as required.
- B. Hold additional meetings as necessary by progress of construction activity.
- C. Representatives of the Engineer and his consultants as needed, Owner's project representative as needed, Contractor's Superintendent and major subcontractors as appropriate to the agenda, shall be present.
- D. The following shall serve as a minimum agenda:
  1. Review/approval of memorandum of previous meeting.
  2. Review of work progress since previous meeting.
  3. Field observations, problems, conflicts.
  4. Problems which impede Construction Schedule.
  5. Review of off-site fabrication, delivery schedules.
  6. Corrective measures and procedures to regain projected schedule.

7. Revisions to Construction Schedule.
  8. Progress schedule for succeeding work period.
  9. Coordination of schedules.
  10. Review submittal schedules and status of submittals.
  11. Maintenance of quality standards.
  12. Pending changes and substitutions.
  13. Review proposed changes for effect on construction schedule, on completion, date and effect on other contracts of Project.
  14. Other applicable business.
- E. Additional progress meetings shall be held by the Contractor at the project field office as required.

## **PART 2 - PRODUCTS**

**Not Used**

## **PART 3 - EXECUTION**

**Not Used**

**END OF SECTION**