

SECTION 013119
PROJECT MEETINGS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies each Prime Contractor's administrative and procedural requirements for project meetings. Requirements contained herein in no way limit each Prime Contractor's responsibility to effectively communicate with parties involved in order to meet the requirements of the Contract.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Project Coordination: Division 1.
- C. Construction Scheduling: Division 1.

1.3 ADMINISTRATION

- A. The Project Coordinator will schedule and administer the pre-construction meetings, periodic project meetings, pre-installation, coordination and other specially called meetings throughout the progress of the work. They will also:
 - 1. Prepare agenda for meetings.
 - 2. Distribute written notice of each meeting four (4) days in advance of meeting date.
 - 3. Make physical arrangements for meetings.
 - 4. Preside at meetings.
- B. During the course of the pre-construction meetings, periodic project meetings, pre-installation, coordination and other specially called meetings throughout the progress of the work, the Design Professional will:
 - 1. Record the minutes, including all significant proceedings and decisions.
 - 2. Reproduce and distribute copies of minutes within three (3) days after each meeting to: all participants in the meeting; and all parties affected by decisions made at the meeting.
- C. Representatives of Contractors, subcontractors and suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity each represents.

1.4 PRE-CONSTRUCTION MEETING

- A. Attendance
 - 1. Project Coordinator.
 - 2. Design Professional's Representative.
 - 3. Prime Contractor's Representatives.
 - 4. Major subcontractors.

B. Suggested Agenda

1. Discussion of coordination of Prime Contracts.
2. Discussion on major subcontracts and suppliers and projected construction schedules.
3. Critical work sequencing.
4. Major equipment deliveries and priorities.
5. Project Coordination and designation of responsible personnel.
6. Procedures and processing of field decisions, proposal requests, submittals, change orders and applications for payment.
7. Procedures for maintaining Record Documents.
8. Use of premises, office, work and storage areas, and City's requirements.
9. Construction facilities.
10. Temporary utilities.
11. Housekeeping procedures.
12. Dispute resolution.

1.5 PROGRESS, PRE-INSTALLATION AND COORDINATION MEETINGS

A. Schedule regular and special meetings, as required by progress of the Work.

B. Location of the Meetings - The Project field office of the Contractor [or as otherwise directed].

C. Attendance

1. Project Coordinator.
2. Design Professional's Representative.
3. Contractor's Representatives.
4. Subcontractors as appropriate to the agenda.
5. Suppliers as appropriate to the agenda.
6. Others as appropriate.

D. Suggested Agenda

1. Review and approval of minutes of previous meeting.
2. Review of work progress since previous meeting.
3. Field observations, problems, and conflicts.
4. Problems which impede Construction Schedule.
5. Coordination issues between Prime Contractors.
6. Review of off-site fabrication, delivery schedules.
7. Corrective measures and procedures to regain projected schedule.
8. Revisions to Construction Schedule.
9. Plan progress, schedule, during succeeding work period.

10. Coordination of schedules.
11. Review submittal schedules; expedite as required.
12. Maintenance of quality standards.
13. Review proposed changes for:
 - a. Effect on Construction Schedule and on completion date.
 - b. Effect on other contracts of the Project.
14. Review record drawings.
15. Other business.

PART 2 PRODUCTS Not Used

PART 3 - EXECUTION Not Used

- END -