

## SECTION 01200

### PROJECT MEETINGS

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES

- A. This Section Specifies Administrative and Procedural Requirements for Project Meetings, Including, but Not Limited To, the Following:
  - 1. Preconstruction conferences.
  - 2. Pre-installation conferences.
  - 3. Progress meetings.
- B. The Contractor's relations with their subcontractors and material suppliers, and discussions relative thereto, are the Contractor's responsibility and normally are not part of project meetings content.

##### 1.02 RELATED SECTIONS

- A. Section 01300 - Submittals: Contractor's construction schedule.
- B. Pre-installation Conferences: Refer to individual specification sections for requirements of conferences.

##### 1.03 PRECONSTRUCTION CONFERENCE

- A. Schedule a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement. Hold the conference at Project Site or another convenient location. Conduct meeting to review responsibilities and personnel assignments.
- B. Attendees: Authorized representatives of Owner, Architect, and their consultants; the Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
  - 1. Portland City Planning, Engineering and Public Works shall be included as participants at the preconstruction conference.
- C. Minutes:
  - 1. The Architect will compile minutes of meeting, and will furnish three copies to the Contractor and required copies to Owner.
  - 2. Recipients of copies may make and distribute such other copies as they wish.
- D. Agenda: Discuss items of significance that could affect progress, including the following:
  - 1. Tentative construction schedule.
  - 2. Critical work sequencing.
  - 3. Designation of responsible personnel.
  - 4. Procedures for processing field decisions and Change Orders.
  - 5. Procedures for processing Applications for Payment.
  - 6. Distribution of Contract Documents.
  - 7. Submittal of Shop Drawings, Product Data, and Samples.
  - 8. Procedures for communication chain of command.
  - 9. Preparation of record documents.
  - 10. Use of the premises and access to site.
  - 11. Parking availability.
  - 12. Office, work, and storage areas.
  - 13. Equipment deliveries and priorities.

14. First aid.
15. Security.
16. Housekeeping.
17. Working hours.
18. Noise and dust control

- E. Prior to beginning work on the site, the General Contractor together with the Sitework subcontractor shall hold a separate pre-construction meeting, including the City Engineering and Public Works staff and the Maine DEP staff. Owner and Architect shall also attend.

#### 1.04 PRE-INSTALLATION CONFERENCES

- A. Conduct a pre-installation conference at Project Site before each construction activity that requires coordination with other construction.
- B. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend conference. Advise Architect of scheduled meeting dates.
  1. Review progress of other construction activities and preparations for particular activity under consideration at each pre-installation conference, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related Change Orders.
    - d. Purchases.
    - e. Deliveries.
    - f. Shop Drawings, Product Data, and quality-control samples.
    - g. Review of mockups.
    - h. Possible conflicts.
    - i. Compatibility problems.
    - j. Time schedules.
    - k. Weather limitations.
    - l. Manufacturer's recommendations.
    - m. Warranty requirements.
    - n. Compatibility of materials.
    - o. Acceptability of substrates.
    - p. Temporary facilities.
    - q. Space and access limitations.
    - r. Governing regulations.
    - s. Inspecting and testing requirements.
    - t. Required performance results.
    - u. Recording requirements.
    - v. Protection.
  2. Record significant discussions and agreements and disagreements of each conference, and the approved schedule. Promptly distribute record of conference to everyone concerned, including Owner and Architect.
  3. Do not proceed with the installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

#### 1.05 PROGRESS MEETINGS

- A. Conduct progress meetings at Project Site at monthly intervals. Coordinate dates of meetings with Owner and Architect, and with preparation of the payment request.

- B. Attendees: In addition to representatives of Owner, Contractor and Architect, Subcontractors, materials suppliers, and others may be invited to attend those project meetings in which their aspect of the Work is involved. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.
1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.
  2. Field observations, problems, and decisions.
  3. Identification of problems which impede planned progress.
  4. Status of submittals.
  5. Review of off-site fabrication or delivery schedule problems.
  6. Planned progress during succeeding work period.
  7. Coordination of projected progress.
  8. Maintenance of quality and work standards.
  9. Review of Proposal Requests and Change Orders.
  10. Effect of proposed changes on progress schedule and coordination.
  11. Review and action on payment requests.
  12. Other business relating to Work.
- D. Reporting: No later than 5 days after each meeting, the Architect will distribute minutes of the meeting to each party present and to parties who should have been present. The notes will include a brief summary, in narrative form, of progress since the previous meeting and report.
1. Schedule Updating: Revise the Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION