

SECTION 01200PROJECT MEETINGSPART 1 - GENERAL1.1 DESCRIPTION

- A. Work Included: To enable orderly review during progress of the work, and to provide for systematic discussion of problems, the Engineer will conduct project meetings, on a monthly basis as a minimum throughout the construction period.
- B. Related work described elsewhere: The Contractor's relations with his subcontractors and materials suppliers and discussions relative thereto, are the Contractor's responsibility and are not part of project meetings content.

1.2 QUALITY ASSURANCE

- A. Persons designated by the Contractor to attend and participate in the project meetings shall have all required authority to commit the Contractor to solutions agreed upon in the project meetings.

1.3 SUBMITTALS

- A. Agenda items: To the maximum extent practicable, advise the Engineer at least 24 hours in advance of project meetings regarding all items to be added to the agenda.
- B. Contractor to submit a written monthly progress report to the Engineer at least two days prior to the monthly construction meeting. Report shall include, at a minimum, the following:
  - 1. Copy of updated Project Schedule.
  - 2. Work completed in previous month.
  - 3. Work to be completed during upcoming month.
  - 4. Discussion of overall project schedule.
- C. Minutes: The Engineer will compile minutes of each project meeting and will furnish a copy to the Contractor. The Contractor may make and distribute such other copies as he wishes.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION3.1 MEETING SCHEDULE

- A. Except as noted below for Preconstruction Meeting, major project meetings will be held monthly. Coordinate as necessary to establish mutually acceptable schedule for meetings.
- B. Informal meetings shall be held on Monday of each week between the Contractor, Engineer and treatment plant staff to review the specific work for that week.

3.2 MEETING LOCATION

- A. To the maximum extent practicable, meetings will be held at the East End Wastewater Treatment Facility.

3.3 PRECONSTRUCTION MEETING

- A. Preconstruction meeting will be scheduled within **ten (10)** days after the Effective Date of the Agreement, but before the Contractor starts work at the site. Provide attendance by authorized representatives of the Contractor and all major subcontractors. The Engineer will advise other interested parties and request their attendance.
- B. Minimum agenda: Distribute data on, and discuss:
1. Identification of key project personnel for Owner, Engineer and Contractor.
  2. Responsibilities of Owner, Engineer, Resident Project Representative, Contractor.
  3. Channels and procedures for communications.
  4. Construction schedule, including sequence of critical work.
  5. Easements, permits.
  6. Contract Documents, including distribution of required copies of original documents and revisions.
  7. Processing of Shop Drawings and other data submitted to the Engineer for review.
  8. Processing of field decisions and Change Orders.
  9. Rules and regulations governing performance of the Work.
  10. Procedures for safety and first aid, security, quality control, housekeeping, and other related matters.

3.4 PROJECT MEETINGS

- A. Attendance: To the maximum extent practicable, assign the same person or persons to represent the Contractor at project meetings throughout progress of the Work. The Superintendent shall attend. Subcontractors, materials suppliers, and others may be invited to attend those project meetings in which their aspects of the Work are involved.
- B. Minimum agenda:
1. Review, revise as necessary, and approved minutes of previous meeting.
  2. Review progress of the Work since last meeting, including status of submittals for approval.
  3. Review schedule of work to be accomplished prior to next meeting.
  4. Discuss monthly partial payment request.
  5. Review status of change order requests and Work Directive Changes.
  6. Identify problems which impede planned progress including adjustments to the dates for substantial and final completion.
  7. Develop corrective measures and procedures to regain planned schedule.
  8. Complete other current business.

END OF SECTION