SECTION 01200

PROJECT MEETINGS

PART 1 - GENERAL

1.1 REQUIREMENTS:

A. The types and minimum requirements for project meetings are included but are not necessarily limited to the following categories:

1. Pre-construction meeting
2. Progress and coordination meetings
3. Specially called meetings

B. The Contractor shall schedule and administer a pre-construction meeting and specially called meetings throughout progress of the work. He will:

1. Prepare agenda for meetings.
2. Distribute written notice of each meeting four days in advance of meeting date.
3. Make physical arrangements for meetings.
4. Preside at meeting.
5. Review the minutes as recorded by the consultant; and forward revisions or corrections to the consultant.
6. Reproduce and distribute copies of minutes within three days of each meeting and send to:
   a. Participants in the meeting.
   b. Parties affected by decisions made at the meetings.
   c. Architect (2 copies).

7. Representatives of Contractors, Subcontractors, and Suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.

C. The pre-construction meeting will be scheduled no later than fifteen days after the date of Notice to Proceed, at a central site location designated by the Owner and convenient for all parties.
1. Attendance:
   a. Owner's Representative.
   b. Consultant and his sub-consultants, as applicable.
   c. Contractor's Superintendent.
   d. Major Subcontractor(s).
   e. Others as appropriate.

2. Suggested Agenda:
   a. Distribution and Discussion of:
      1) List of major Subcontractors and Suppliers.
      2) Projected construction schedules.
      3) Critical work sequencing.
      4) Major equipment deliveries and priorities.
      5) Project coordination.
      6) Designation of responsible personnel.
   b. Procedures and Processing of:
      1) Field decisions.
      2) Proposal requests.
      3) Submittals.
      4) Change Orders.
      5) Applications for Payment.
   d. Procedure for maintaining record documents.
   e. Use of Premises:
      1) Office, work, staging and storage areas.
2) Owner's requirements.

f. Temporary construction facilities, utilities, controls and construction aids.

g. Safety, first-aid, security and housekeeping procedures.

h. Administrative procedures and documents as required by Owner.

1.2 PROGRESS AND COORDINATION MEETINGS:

A. The Contractor will schedule job progress and coordination meetings at the site.

1. Attendance:

   a. Owner as needed.

   b. Architect and his sub-consultants as needed.

   c. Subcontractor as appropriate to the agenda.

   d. Suppliers as appropriate to the agenda.

   e. Others.

B. Suggested Agenda:

1. Review of work progress since previous meeting.

2. Field observations, problems and conflicts.

3. Problems which impede Construction Schedule.

4. Review of off-site fabrication and delivery schedules.

5. Corrective measures and procedures to regain projected schedule.

6. Revisions to Construction Schedule.

7. Coordination of schedules.

8. Progress and schedule during succeeding work period.

9. Review submittal schedules and expedite as required.


11. Pending changes and substitutions.
12. Current problems, disputes or claims, and proposed resolution strategies.

13. Review Proposed Changes for:

   a. Effect on Construction Schedule and on completion date.

   b. Effect on other contracts of the Project.

END OF SECTION 01200