SECTION 013110 - PROJECT MEETINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements for project meetings, including, but not limited to, the following:

1. Preconstruction conferences.
2. Progress meetings.
3. Coordination meetings.

B. Related Sections: The following Sections contain requirements that relate to this Section:

1. Division 1 Section "Coordination" for procedures for coordinating project meetings with other construction activities.
2. Division 1 Section "Submittals" for submitting the Contractor's Construction Schedule.

1.3 PRECONSTRUCTION CONFERENCE

A. A preconstruction conference will be scheduled by the Engineer before construction starts at a time convenient to the Owner and the Contractor. The conference will be held at the Project Site or another convenient location. The meeting will be held to review responsibilities and personnel assignments.

B. Attendees: Authorized representatives of the Owner, Engineer, and their consultants; the Contractor and its superintendent; major subcontractors; 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.

C. Agenda: Items of significance that could affect progress will be discussed, 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. Preparation of record documents.

9. Use of the premises.
10. Parking availability.
11. Office, work, and storage areas.
12. Equipment deliveries and priorities.
13. Safety procedures.
14. First aid.
15. Security.
16. Housekeeping.
17. Working hours.

1.4 PROGRESS MEETINGS

A. The Engineer will conduct progress meetings at the Project Site as necessary. Engineer will notify the Owner and the Contractor of scheduled meeting dates. Dates of meetings will be coordinated with preparation of the payment request.

B. Attendees: In addition to representatives of the Owner, Engineer and Contractor, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.

C. Agenda: Review 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 ensure that current and subsequent activities will be completed within the Contract Time.
2. Review the present and future needs of each entity present, including the following:

    a. Interface requirements.
    b. Time.
    c. Sequences.
    d. Status of submittals.
    e. Deliveries.
    f. Site utilization.
    g. Housekeeping.
    h. Quality and work standards.
    i. Change Orders.
    j. Documentation of information for payment requests.

1.5 COORDINATION MEETINGS

A. Project coordination meetings will be conducted by the Engineer at regular intervals convenient for all parties involved. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special pre-installation meetings.

B. Representation at each meeting by every party currently involved in coordination or planning for the construction activities involved will be requested.

C. The Engineer will record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 013110