# SECTION 01312

# PROJECT MEETINGS

## PART 1 - GENERAL

### 1.1 RELATED DOCUMENTS

A. Construction Drawings, Technical Specifications, Addenda, and general provisions of the Contract, including Contract General Conditions and Supplementary General Conditions and other Division 1 and 01 Specification Sections, apply to this Section.

### 1.2 REQUIREMENTS INCLUDED

A. Preconstruction meeting.

B. Construction progress meetings.

C. Pre-installation conferences.

### 1.3 RELATED REQUIREMENTS

A. Section 01450 - Quality Control: General requirements for construction quality, to be reviewed at construction progress meetings.

B.

C. Section 01322 - Construction Progress Reports: General requirements for construction progress reports, to be reviewed at construction progress meetings.

D. Section 01330 - Submittals Procedures: Status of submittals to be reviewed at construction progress meetings.

E. Section 01770 - Contract Closeout Procedures: Contract closeout meeting.

### 1.4 PRECONSTRUCTION MEETING

A. Preconstruction Meeting: University's Representative will administer a preconstruction meeting immediately prior to Contractor mobilization onto the project site.

1. Representatives of the Trustees, the Contractor, Architect, and Architect's Consultants, and campus representatives, as appropriate, will attend.

2. Contractor and major subcontractors, as appropriate, shall attend.

B. Schedule: Schedule preconstruction meeting within five days of construction start date established in the Notice to Proceed.

C. Location: Preconstruction meeting will be held at a location as directed by the University's Representative.

D. Agenda: Preconstruction meeting shall cover the following topics as a minimum.

1. Special Project Procedures: Site access restrictions, if any, and requirements to avoid disruption of operations at adjoining facilities. Present University's requirements for use of premises.

2. Designation of Key Personnel: Contractor shall designate key personnel and provide a name and address

list that includes the following.

a. Contractor: Project Manager and Superintendent.
b. Major subcontractors: Principal/Project Manager and Superintendent.
c. Major materials suppliers: Contact person.

3. Subcontractors List: Distribute and discuss list of subcontractors and suppliers.

4. Coordination: Review requirements for Contractor's coordination of Work. Review sequence and schedule for work being performed for University under separate contracts. Discuss coordination of construction to minimize impacts on continuing Campus operations.

5. Project Communication Procedures: Review requirements and administrative requirements for written and oral communications.

6. Construction Schedule: Distribute and discuss initial construction schedule and critical work sequencing of major elements of Work, including coordination of Owner-Furnished/Contractor-Installed (OFCI) products and work under separate contracts by serving utility agencies and companies and University.

7. Campus and Site Security: Review requirements for Contractor to develop and implement site security.

8. Safety Program: Review requirements for Contractor to develop and implement safety program in compliance with Contract General Conditions.

9. Site Access by University's Representative and Architect: Review requirements and administrative procedures Contractor may wish to institute for identification and reporting purposes.

10. Permits and Fees: Review Contract requirements and review schedule and process for obtaining permits and paying fees.

11. Project Layout: Review requirements for laying out of Work, including surveying requirements.

12. Construction Facilities: Designate storage and staging areas, construction office areas and parking areas and review site access requirements.

13. Temporary Utilities: Requirements for establishing and paying for temporary water, power, lighting and other utility services during construction, including metering and allowances. Refer to Section 01510 - Temporary Utilities.

14. Construction Progress Schedules: Review requirements for preparation and updating of construction progress and submittals schedules.

15. Payment Procedures: Review requirements for preparation and submission of applications for progress payments and for final payment.

16. Change Procedures: Review requirements and administrative procedures for Change Orders, Field Instructions and Contractor's Requests for Interpretation (RFI).

17. Submittals Administration: Review administrative procedures for shop drawings, product data and samples submittals and review of preliminary Submittals Schedule.

18. Materials and Equipment: Review substitution or equal product requirements; review schedule for major equipment purchases and deliveries; review materials and equipment to be provided by University (OFCI products).

19. Testing and Inspection: Review tests and inspections to be performed by the following.

a. Independent testing and inspection agency.
b. Manufacturers and installers.
c. Serving utilities and public agencies.
d. Authorities having jurisdiction.

20. Operation and Maintenance Data: Format and content of operation and maintenance manuals. Refer to Section 01783 - Operation and Maintenance Data.

21. Instruction of University's Personnel: Review requirements and scheduling of instruction of personnel specified in Section 01820 - Demonstration and Training and in various Sections in Divisions 02 through 33 of the Specifications.

22. Starting and Adjusting Procedures: Review requirements of starting and adjusting operating components. Refer to Section 01750 - Starting and Adjusting Procedures.

23. Project Record Documents: Review requirements and procedures for preparing, reviewing and submitting project record drawings and specifications.

24. Construction Cleaning: Review requirements for progress and final cleaning specified in Section 01740 - Cleaning Requirements.

25. Contract Closeout: Review requirements specified in Section 01770 - Contract Closeout Procedures, including procedures for filing of Notice of Completion, final payment and submittals.

## 1.5 CONSTRUCTION PROGRESS MEETINGS

A. Construction Progress Meetings: Meetings will be held to review progress and quality of construction. The essence of the discussion of each meeting shall be entered into the written record (minutes) of the meeting by the Architect or the University Representative designee.

B. Schedule: Construction progress meetings shall be periodically scheduled throughout progress of the Work. Frequency shall be as determined necessary for progress of Work. Generally, it is intended that construction progress meetings be held at weekly intervals.

C. Administration: Architect shall make physical arrangements for meetings. Architect shall prepare agenda with copies for participants, preside at meetings, record minutes and distribute copies within two working days to University's Representative, Contractor, participants and those affected by decisions made at meetings. Each discussion item at construction progress meetings shall be numerically identified and carried through subsequent meeting minutes until resolved.

D. Attendance: Contractor's project manager and jobsite superintendent shall attend each meeting. Contractor's subcontractors and suppliers may attend as appropriate to subject under discussion. University's Representative will attend each meeting. Architect's consultants will also attend, as appropriate to agenda topics for each meeting and as provided in University-Architect Agreement.

E. Suggested Agenda for Each Construction Progress Meeting:

1. Meeting Minutes: Review and correct, if necessary, minutes of previous meeting.
   a. Unless published minutes are challenged in writing prior to the next regularly scheduled progress meeting, they will be accepted as properly stating the activities and decisions of the meeting.
   b. Persons challenging published minutes shall reproduce and distribute copies of the challenge to all indicated recipients of the particular set of minutes.
   c. Challenge to minutes shall be settled as priority portions of "old business" at the next regularly scheduled meeting.

2. Progress of the Work: Since last meeting and proposed progress.
   a. Identify potential problems which might impede progress.
   b. Develop corrective measures and procedures, including but not necessarily limited to additional manloading to regain planned schedule.
   c. Review three-week "look ahead" construction schedule, including identification of conflicts and delays.

3. Ordering Status: Review status of long-lead time equipment and materials delivery affecting construction progress.

4. RFI Status: Review status of Requests for Interpretation (RFI) status.

5. Submittals Status: Review shop drawings, product data and samples submission and review status.

6. Contract Modifications: Pending Change Orders and Field Orders. Review status of proposed substitutions.

7. Old Business: Active discussion topics carried over from previous meetings.

8. New Business: New topics of discussion affecting construction progress and quality.

9. Quality Control: Review maintenance of quality standards and identification of non-conforming Work, including proposed remedial measures to be taken by Contractor.

10. Project Record Documents: Status of project record drawings and specifications.

11. Environmental and Safety Issues.

12. Other items affecting progress and quality of the Work.

F. Meeting Time and Location: As mutually agreed by the Architect, the Contractor, and the University's Representative at on-site location.

G. Special Meetings: As necessary, the Architect, the Contractor, or the University's Representative may convene special meetings to discuss specific construction issues in detail and to plan specific activities.

## 1.6 PRE-INSTALLATION CONFERENCES

A. Pre-Installation Conferences: When specified in individual product specification Sections, convene a pre-installation conference prior to commencing Work specified in individual product Sections.

1. Require attendance by representatives of firms whose activities directly affect or are affected by Work specified in the Section.

2. Review conditions of installation, preparation and installation procedures and coordination with related Work and work under separate contracts.

## 1.7 CONTRACT COMPLETION MEETING

A. Contract Closeout Meeting: As specified in Section 01770 - Contract Closeout Procedures.

# PART 2 - PRODUCTS

Not applicable to this Section.

## PART 3 - EXECUTION

Not applicable to this Section.

**END OF SECTION**