

DIVISION 1 GENERAL REQUIREMENTS

SECTION 01315

**PROJECT MEETINGS**

**PART 1 GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
1. Descriptions of the required Project meetings for the Work. These meetings include:
    - a. Preconstruction Conference.
    - b. Schedule Review Meetings
    - c. Weekly Progress Meetings.
    - d. Progress Schedule and Billing Meetings.
    - e. Special Meetings.
    - f. Other Meetings as required by the District's Representative to facilitate the progress of the project.

**1.2 PRECONSTRUCTION CONFERENCE**

- A. District will call for and administer Preconstruction Conference at time and place to be announced (usually the week prior to start of Work at the Site).
- B. Contractor, all major Subcontractors, and major suppliers shall attend Preconstruction Conference.
- C. Agenda will include, but not be limited to, the following items:
1. Schedules (one for each project site, and others as required)
  2. Personnel and vehicle permit procedures
  3. Use of premises
  4. Location of the Contractor's on-Site facilities
  5. Security
  6. Housekeeping
  7. Submittal and RFI procedures
  8. Inspection and testing procedures, on-Site and off-Site
  9. Utility shutdown procedures
  10. Control and reference point survey procedures
  11. Injury and Illness Prevention Program
  12. Contractor's Initial Schedule
  13. Contractor's Schedule of Values
  14. Contractor's Schedule of Submittals
  15. Project Directory
  16. Contractor's Emergency Contact List
- D. District will distribute copies of minutes to attendees. Attendees shall have 7 Days to submit comments or additions to minutes. Minutes will constitute final memorialization of results of Preconstruction Conference.

**1.3 SCHEDULE REVIEW MEETINGS**

- A. Meet with District prior to Start Date of the Work under Contract Documents and conduct initial review of Contractor's draft Shop Drawing and Sample Submittal Schedule, draft Schedule of Values, and Initial Schedules (one for each project site).
- B. Authorized representative in Contractor's organization, designated in writing, who will be responsible for working and coordinating with District relative to preparation and maintenance of Progress Schedule shall attend the initial schedule review meeting .
- C. Contractor shall, within 60 Days from the Notice to Proceed date, meet with District to review the Progress Schedule and construction schedule submittals.
1. Contractor shall have its manager, superintendent, scheduler, and key Subcontractor representatives, as required by District, in attendance. The meeting will take place over a continuous one-Day period.

2. District's review will be limited to submittal's conformance to Contract Documents requirements including, but not limited to, coordination requirements. District's review may also include:
  - a. Clarifications of Contract Requirements.
  - b. Directions to include activities and information missing from submittal.
  - c. Requests to Contractor to clarify its schedule.
3. Within 5 Days of the Schedule Review Meeting, Contractor shall respond in writing to all questions and comments expressed by District at the meeting.
- D. District will administer Schedule Review Meetings and shall distribute minutes of Schedule Review Meetings to attendees. Attendees shall have 5 Days to submit comments or additions to minutes. Minutes will constitute final memorialization of results of Schedule Review Meetings.

#### **1.4 WEEKLY PROGRESS MEETINGS**

- A. District will schedule and administer weekly progress meetings throughout duration of Work. Progress meetings will be held weekly unless otherwise directed by District.
  1. Meetings shall be held at Contractor's on-Site offices unless otherwise directed by District.
  2. Weekly progress meetings shall be held at each project site, or at a central site with separate agendas for each project site, at District Representative's discretion.
  3. The District Representative will prepare agendas and distribute them 2 Days in advance of meeting to Contractor.
  4. The District Representative will record meeting notes of the Weekly Progress Meeting. Within 7 Days after the meeting, District will distribute minutes to Contractor though e-mail, who will distribute to those affected by decisions made at meeting. Attendees can either submit comments or additions to minutes prior to the next progress meeting, or may attend the next progress meeting and submit comments or additions there. Minutes will constitute final memorialization of results of meeting.
- B. Progress meetings shall be attended by Contractor's job superintendent, major Subcontractors and suppliers, District, and others as appropriate to agenda topics for each meeting.
- C. Agenda will contain the following items, as appropriate:
  1. Review, revise as necessary, and approve previous meeting minutes
  2. Review of Work progress since last meeting
  3. Status of Construction Work Schedule, delivery schedules, adjustments
  4. Submittal, RFI, and Change Order status
  5. Review of the Contractor's safety program activities and results, including report on all serious injury and/or damage accidents
  6. Other items affecting progress of Work

#### **1.5 PROGRESS SCHEDULE AND BILLING MEETINGS**

- A. A meeting will be held on approximately the 25<sup>th</sup> of each month or as agreed to with the District (but no more than once every 30 days) to review the schedule update submittal and progress payment application.
  1. At this meeting, at a minimum, the following items will be reviewed:
    - a. Revised Schedules of Values (one separate Schedule for each project site);
    - b. Percent complete of each activity;
    - c. Time impact evaluations for Change Orders and Time Extension Request;
    - d. Actual and anticipated activity sequence changes;
    - e. Actual and anticipated duration changes; and
    - f. Actual and anticipated Contractor delays.
  2. These meetings are considered a critical component of overall monthly schedule update submittal and Contractor shall have appropriate personnel attend. At a minimum, Contractor's General Superintendent and Scheduler shall attend these meetings.
  3. Contractor shall plan on the meeting and set aside sufficient time to review the progress schedule and the monthly pay application

#### **1.6 SPECIAL MEETINGS**

- A. Any party may call special meetings by notifying all desired participants and District 5 Days in advance, giving reason for meeting. Special meetings may be held without advance notice in emergency situations.

- B. At any time during the progress of Work, District shall have authority to require Contractor attend meeting of any or all of the Subcontractors engaged in Work or in other work, and notice of such meeting shall be duly observed and complied with by Contractor.
- C. Contractor shall schedule and conduct coordination meetings as necessary to discharge coordination responsibilities in Document 00700 (General Conditions). Contractor shall give District 5 Days written notice of coordination meetings. Contractor shall maintain minutes of coordination meetings. Attendees shall have 7 Days to submit comments or additions to minutes. Minutes will constitute final memorialization of results of coordination meetings.

END OF SECTION