PART 1 – GENERAL

1.1 SUMMARY

A. This Section specifies administrative and procedural requirements for meetings during construction in addition to requirements specified elsewhere in the Contract Documents.

B. Contractor and Subcontractor representatives attending meetings must be qualified and authorized to act on behalf of their firms.

C. The Owner will utilize an internet-based construction management system (CMS) for communications and documents controls with the Contractor and A/E on this Project (see Section 01 35 00 “Electronic Controls”).

1. Meeting minutes, Contractor construction activity data and work plans, A/E field reports and other such communications shall be distributed electronically by e-mail.

D. Related Sections:

1. Section 01 32 16 “Construction Progress Schedule”

1.2 PRECONSTRUCTION MEETING

A. The Owner will schedule a preconstruction meeting to be held prior to the Contractor mobilizing and beginning any Work. This meeting will review Contract administration requirements and mobilization procedures.

B. Meeting location: To be determined

C. Participants shall include:

1. Contractor's Project Manager, Superintendent, CQC Representative, Major Subcontractors, Safety and Health Officer, and for projects with LEED requirements, LEED Coordinator;
2. Owner's Representative, Project Manager, Owner’s facility staff and outside vendors when appropriate, and for projects with LEED requirements, the Owner’s Sustainability Manager;
3. A/E and the A/E's sub-consultants, as appropriate;
4. Owner’s consultants, as appropriate; and
5. Others, including the Contractor’s major Subcontractors as appropriate.

D. Owner's Representative will: Administer the meeting

E. A/E will: Record and distribute copies of the minutes within seven (7) days of the meeting to all meeting participants. The Owner’s representative will take meeting minutes on projects that do not have an A/E.

F. Agenda:

1. The Work including, but not limited to:

   a. Schedule and phasing requirements
   b. Contractor's use of premises
   c. Special conditions and coordination

2. Communications including, but not limited to:

   a. Chain and persons authorized to direct changes
   b. Requests for Information (RFI), field decisions, and clarifications
   c. Non-Conformance Reports
   d. Hazard communication
   e. Project meetings

3. Contractor's "Site Specific Safety Plan"

4. Administrative and procedural requirements including, but not limited to:

   a. Contract modification
   b. Progress payment
   c. Submittals - including Contractor's Progress Schedule
   d. Electronic communications

5. Project LEED requirements and documentation, if any

6. Testing and inspection

7. Contractor quality control

8. Temporary facilities and controls including, but not limited to:

   a. Deliveries and storage
   b. Temporary utilities and enclosures
   c. Security procedures
   d. Noise and vibration control
   e. Cutting, patching, and field engineering
   f. Utility shutdowns
   g. Contractor parking
   h. Housekeeping and waste management
   i. Infection control - for medical facilities projects

9. Closeout procedures - including Project Record requirements

10. Other information as appropriate

G. Contractor shall conduct a like meeting, covering the same body of information, with each Subcontractor's project manager and foreman supervising the Work prior to the performance of any work on-site by that Subcontractor.

1. Provide Owner copies of meeting minutes prepared by the Contractor with each Subcontractor, when requested by Owner.

1.3 CONSTRUCTION PROGRESS MEETINGS

A. Progress meetings shall occur as needed, but no more than weekly, until Substantial Completion has been achieved.

B. Meeting location: To be determined

C. Participants shall include:

1. Contractor's Project Manager, Superintendent, CQC Representative, and Safety and Health Officer as appropriate
2. Owner's Representative and Project Manager
3. A/E and the A/E's sub-consultants, as appropriate, and
4. Others, including the Owner's consultants, as appropriate

D. Owner's Representative will: Administer the meeting

E. Contractor shall: Provide schedules, logs and other construction activity data to support the issues discussed at the meeting.

F. A/E will: Record and distribute copies of the minutes prior to the next progress meeting to all meeting participants and provide copies at each meeting.

G. Agenda:

1. Review and approve the minutes of the previous meeting noting exceptions, if any

2. Review the progress of the Work since the previous meeting

3. Review the Short Interval Schedule and work plans for progress during the period

a. Identify pending meetings
b. Discuss safety activities and job hazards analysis

4. Discuss field observations, problems, and conflicts

a. Identify problems impeding the construction Progress Schedule

5. Review Quality Control

a. Non-Conformance Reports - discuss corrective Work actions

b. Infection control – for medical center projects

6. Review the Submittal Schedule and RFIs - present methods to expedite as required

7. Review off-site fabrication and delivery schedules

8. Review proposed changes in the Work and substitution requests for:

   a. Timely processing
   b. Effect on the Progress Schedule and Substantial Completion
   c. Effect on any other contracts of the Project

9. Review any other business

1.4 PRE-INSTALLATION MEETINGS

A. Pre-installation meetings shall be held prior to the Contractor or Subcontractors beginning work on each definable feature of the Work identified in the Contract Documents to require a pre-installation meeting and/or as required by the Owner's Representative. Notify Owner's Representative at least ten (10) working days in advance of each pre-installation meeting.

   1. At the Owner's discretion, the Owner may conduct this meeting as part of the Construction Progress Meeting.

B. Meeting examples include, but not by way of limitation:

   1. Site clearing and excavation
   2. Demolition and regulated materials remediation
   3. Site utilities
   4. Landscaping and site restoration
   5. Concrete
   6. Masonry
   7. Structural steel
   8. Exterior cladding systems
   9. Water and damp proofing and roofing
   10. Doors, including frames and hardware
   11. Millwork
   12. Finishes
   13. Equipment, including elevators
   14. Mechanical and Electrical systems, such as high voltage, fire alarm, and communications
   15. Specialty items

C. Meeting location: To be determined

D. Participants shall include:

1. Contractor's Superintendant, CQC Representative, and Safety and Health Officer as appropriate;
2. Subcontractor's project manager or foreman supervising the Work, as appropriate;
3. Owner's Representative;
4. A/E and the A/E sub- consultants, as appropriate;
5. Owner's consultants as appropriate; and
6. Others as appropriate.

E. Agenda:

1. Review of the pre-installation CQC Work Plan and Contract requirements
2. Materials - available and ready for use
3. Submittals
4. Persons responsible for performing the work
5. Tests - required tests, criteria for performance, who samples and how often
6. Safety procedures and requirements
7. Substrate - criteria for substrate
8. Other items as appropriate

F. Contractor shall: Administer the meeting, and record and distribute copies of the minutes within seven (7) days of each meeting to all meeting participants.

1.5 CHANGE ORDER MEETINGS

A. Change order meetings shall be held to review and resolve any Change Order Proposals, change order requests, or other change order issues pertaining to Contract Modification. Meetings shall be held monthly until all Change Order Proposals are resolved.

1. At the Owner's discretion, the Owner may conduct this meeting as part of the Construction Progress Meeting.

B. Meeting Location: To be determined

C. Participants shall include:

1. Contractor's Project Manager, or cost engineer as appropriate;
2. Owner's Representative;
3. A/E and the A/E's sub-consultants, as appropriate;
4. Others, including the Owner's consultants as appropriate.

D. Owner's Representative will: Administer the meeting

E. Agenda: Review Change Order Proposals for scope and estimated costs, and negotiate Change Order Proposal prices.

1.6 DRAFT APPLICATION FOR PAYMENT REVIEW MEETINGS

A. Draft Application for Payment review meetings shall occur monthly.

1. At the Owner's discretion, the Owner may conduct this meeting as part of the Construction Progress Meeting.

B. Meeting location: To be determined

C. Participants shall include:

1. Contractor's Project Manager;
2. Owner's Representative;
3. A/E and A/E's sub-consultants, as appropriate; and
4. Owner's consultants as appropriate.

D. Owner's Representative will: Administer the meeting

E. Contractor shall: Present the draft monthly Application for Payment together with the required back up information for review and comment by the Owner and A/E.

F. Agenda - Discussion will pertain to items such as:

1. Percentage of work complete
2. Off-site storage
3. Bill of quantities
4. Percentage of subcontract payment allocations
5. Apprentice Utilization and Journey Level Report

1.7 SPECIAL MEETINGS

A. Special meetings may be called at the discretion of the Owner or Contractor for the purpose of coordinating specific information or resolving special issues related to the Project.

B. Contractor shall record and distribute minutes within three (3) days of the meeting to all meeting participants.

1.8 COMMISSIONING MEETINGS DURING CONSTRUCTION

A. Commissioning meetings shall occur weekly during the start-up and commissioning phase of the Work.

1. At the Owner's discretion, the Owner may conduct this meeting as part of the Construction Progress Meeting.

B. Meeting location: To be determined

C. Participants shall include:

1. Contractor's Test Engineer, and Superintendant as appropriate;
2. Subcontractor representative(s) as appropriate;
3. Owner's Representative;
4. Owner’s Commissioning Authority; and
5. A/E and the A/E’s sub-consultants, as appropriate.

D. Commissioning Authority will: Administer the meeting

E. Contractor shall: Record and distribute copies of the minutes prior to the next meeting to all participants and provide copies at each meeting.

F. Agenda - Discussion will pertain to items such as:

1. Coordination of Work of applicable trades, such as balancing, electrical, controls, communications wiring connectivity;
2. Scheduling of systems shutdown and switch over;
3. Start-up and functional performance tests acceptance criteria; and
4. Code and ordinance inspections/approvals.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION