

**SECTION 01200
PROJECT MEETINGS**

PART 1 - GENERAL

1.01 DESCRIPTION.

A. This Section covers the requirements for project meetings and is supplementary to the meeting requirements of the General Conditions.

1. Attendees. Unless otherwise specified or required by the Owner, the meetings shall be attended by the Owner, the Inspector, and the Contractor and his Superintendent. Subcontractors may attend when involved in the matters to be discussed or resolved, but only when requested by the Owner or Contractor.
2. Meeting Records. The Owner will record minutes of each meeting and will furnish copies to the Contractor within 5 working days thereafter. If the Contractor does not submit written objection to the contents of such minutes within 7 days after presentation to him, it shall be understood and agreed that the Contractor accepts the minutes as a true and complete record of the meeting.
3. Meeting Schedule. The dates, times and locations for the various meetings shall be agreed upon and recorded at the preconstruction conference. Then after, changes to the schedule shall be by agreement between the Owner and Contractor, with appropriate written notice to all parties involved.

PART 2 – PRODUCTS

Not Used.

PART 3 - EXECUTION

3.01 PRECONSTRUCTION CONFERENCE.

A. Prior to issuance of the Notice to Proceed, a preconstruction conference shall be held at the location, date, and time designated by the Owner. In addition to the attendees named herein, the meeting shall be attended by the representatives of regulatory agencies having jurisdiction of the Project, if required, and such other persons the Owner may designate.

1. Agenda. In general, the matters to be discussed or resolved and the instructions and information to be furnished to or given by the Contractor at the preconstruction conference include:
 - a. Project meeting schedule.
 - b. CPM progress schedule, schedule of values and estimated monthly cash flow diagram submitted by Contractor.
 - c. Communication procedures between the parties.
 - d. The names and titles of all persons authorized by the Contractor to represent and execute documents for him, with samples of all authorized signatures.

- e. The names, addresses, and telephone numbers of all those authorized by the Contractor to act for him in emergencies.
- f. Construction permit requirements, procedures, and posting.
- g. Public notice of starting Work.
- h. Access and rights-of-way furnished by the Owner.
- i. Forms and procedures for Contractor's submittals.
- j. Change Order forms and procedures.
- k. Payment application forms and procedures and the revised progress schedule reports to accompany the applications.
- l. Contractor's safety and training program, and designation of the Contractor's Safety Officer and his qualifications.
- m. First-aid and medical facilities to be furnished by Contractor.
- n. Contractor's provisions for barricades, utilities, sanitary facilities, and other temporary facilities and controls.
- o. Inspector and his duties.
- p. Construction surveyor and initiation of surveying services.
- q. Testing laboratory or agency, and testing procedures.
- r. Construction equipment and methods proposed by the Contractor.
- s. Procedures for payroll and labor cost reporting by the Contractor.
- t. Procedures to ensure nondiscrimination in employment on and for the Work.
- u. Issuance of the Notice to Proceed.
- v. Other administrative and general matters as needed.

3.02 MONTHLY PROGRESS MEETINGS.

The meetings shall be held monthly in accordance with the agreed schedule. All matters bearing on the progress and performance of the Work since the preceding progress meeting shall be discussed and resolved, including, without limitation, any previously unresolved matters, deficiencies in the Work or the methods being employed for the Work, and problems, difficulties, or delays which may be encountered.

3.03 SPECIAL MEETINGS.

Upon appropriate notice to the other parties, special meetings may be called by the Owner, Engineer, or Contractor.

3.04 POST CONSTRUCTION CONFERENCE.

A post-construction conference shall be held prior to final inspection of the Work to discuss and resolve all unsettled matters. The Bonds and insurance to remain in force, and the other documents required to be submitted by the Contractor will be reviewed and any deficiencies determined. Schedules and procedures for the final inspection process, and for the correction of defects and deficiencies, shall be discussed and agreed.

END OF SECTION 01200