

## **SECTION 012000 – PROJECT MEETINGS**

Latest Update: 06-07-2022 See Underlined Text for Edits.

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Also turn off all “Under Lines”)

### **PART 1 – GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 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.

#### **1.3 PRECONSTRUCTION CONFERENCE**

- A. The University shall schedule a preconstruction conference before starting construction, at a time convenient to the Contractor and the University, but no later than fifteen (15) days after execution of the Agreement. The conference will be held at a site identified by the University.
  - 1. The CM / GC will conduct the meeting. Minutes will be recorded and distributed to participants in accordance with contract requirements.
- B. Attendees: Authorized representatives of the University, University, 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: Discuss items of significance that could affect progress, including, but not limited to, 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. Procedures for processing Requests for Information (RFI's).

7. Procedures for processing University's Supplemental Instructions and Contract Clarification.
8. Distribution of Contract Documents.
9. Submittal of Shop Drawings, Product Data, and Samples.
10. Preparation of record documents.
11. Use of the premises.
12. Parking availability.
13. Office, work, and storage areas.
14. Equipment deliveries and priorities.
15. Safety procedures.
16. First aid.
17. Security.
18. Housekeeping.
19. Working hours.
20. Utility outages.
21. Testing.

#### 1.4 PROGRESS MEETINGS

- A. The University shall schedule and administer bi-weekly progress meetings throughout the progress of work. The progress meetings will be held at a site identified by the University.
  1. The CM / GC will conduct the meeting, record minutes, and distribute copies to participants.
- B. Attendees: In addition to representatives of the University and the University, each subcontractor, 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 and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.
  1. Contractor's CPM Construction Schedule: Review progress since the last meeting. Determine status of each activity in relation to the Contractor's Construction Schedule, whether on time, 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 insure that current and subsequent activities will be completed within the Contract Time. Determine status of tasks on critical path. Identify additional tasks becoming critical due to delays.
  2. Review the present and future needs of each entity present, including, but not limited to, the following:
    - a. Interface requirements.

- b. Time.
- c. Sequences.
- d. Status of submittals.
- e. Deliveries.
- f. Off-site fabrication problems.
- g. Access.
- h. Site utilization.
- i. Temporary facilities and services.
- j. Hours of work.
- k. Hazards and risks.
- l. Housekeeping.
- m. Quality and work standards.
- n. Change Orders.
- o. Documentation of information for payment requests.
- p. Review submittal log.
- q. Review RFI log.
- r. Review Change Order log.
- s. Review upcoming outages, testing and inspections.
- t. Conduct RFI & Submittal on board review meetings as necessary.

#### 1.5 COORDINATION MEETINGS

- A. Conduct project coordination meetings 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.
- B. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.
- C. Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.
- D. Review the progress of other construction activities and preparations for the particular activity under consideration at each preinstallation conference, including requirements for the following:
  - 1. Contract Documents.
  - 2. Options.
  - 3. Related Change Orders.
  - 4. Purchases.
  - 5. Deliveries.
  - 6. Shop Drawings, Product Data, and quality-control samples.
  - 7. Review of mockups.
  - 8. Possible conflicts.
  - 9. Compatibility problems.

10. Time schedules.
11. Weather limitations.
12. Manufacturer's recommendations.
13. Warranty requirements.
14. Compatibility of materials.
15. Acceptability of substrates.
16. Temporary facilities.
17. Space and access limitations.
18. Governing regulations.
19. Safety.
20. Inspecting and testing requirements.
21. Required performance results.
22. Recording requirements.
23. Protection.

**PART 2 – PRODUCTS** (Not Applicable)

**PART 3 – EXECUTION** (Not Applicable)

END OF SECTION 012000