

**Part 1        General**

**1.1            ADMINISTRATIVE**

- .1 Schedule and administer project meetings throughout the progress of the work.
- .2 Prepare agenda for meetings.
- .3 Distribute written notice of each meeting four days in advance of meeting date to Departmental Representative.
- .4 Provide physical space and make arrangements for meetings.
- .5 Preside at meetings.
- .6 Assist the Prime Consultant in recording the meeting minutes; include significant proceedings and decisions as well as identifying actions by parties.
- .7 Reproduce and distribute copies of minutes within three days after meetings and transmit to meeting participants and, affected parties not in attendance and Departmental Representative.
- .8 Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

**1.2            PRECONSTRUCTION MEETING**

- .1 Within 15 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Senior representatives of Departmental Representative, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
  - .1 Appointment of official representative of participants in the Work.
  - .2 Schedule of Work.
  - .3 Schedule of submission of shop drawings.
  - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences.
  - .5 Delivery schedule of specified equipment.
  - .6 Site security.

- .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
- .8 Owner provided products.
- .9 Record drawings.
- .10 Maintenance manuals.
- .11 Take-over procedures, acceptance, warranties.
- .12 Monthly progress claims, administrative procedures, photographs, hold backs.
- .13 Appointment of inspection and testing agencies or firms.
- .14 Insurances, transcript of policies.

**1.3 PROGRESS MEETINGS**

- .1 During course of Work schedule progress meetings bi-weekly.
- .2 Contractor, major Subcontractors involved in Work, Consultants and Departmental Representative are to be in attendance.
- .3 Notify parties minimum 4 days prior to meetings.
- .4 Assists the Prime Consultant in record minutes of meetings and circulate to attending parties and affected parties not in attendance within 3 days after meeting.
- .5 Agenda to include the following:
  - .1 Review, approval of minutes of previous meeting.
  - .2 Review of Work progress since previous meeting.
  - .3 Field observations, problems, conflicts.
  - .4 Problems which impede construction schedule.
  - .5 Review of off-site fabrication delivery schedules.
  - .6 Corrective measures and procedures to regain projected schedule.
  - .7 Revision to construction schedule.
  - .8 Progress schedule, during succeeding work period.
  - .9 Review submittal schedules: expedite as required.
  - .10 Maintenance of quality standards.
  - .11 Review proposed changes for effects on construction schedule and on completion date.
  - .12 Other business.

**Part 2        Products**

**2.1            NOT USED**

.1        Not Used.

**Part 3        Execution**

**3.1        NOT USED**

.1        Not Used.

**END OF  
SECTION**