

PART 1 - GENERAL

1.1 ADMINISTRATIVE

- .1 Schedule and administer project meetings throughout the progress of the work at the call of the Departmental Representative.
- .2 Distribute written notice of each meeting four (4) days in advance of meeting date to Departmental Representative.
- .3 Meetings will be held at the Project Manager office.
- .4 Preside at meetings.
- .5 Record the meeting minutes. Include significant proceedings and decisions. Identify actions by parties.
- .6 Reproduce and distribute copies of minutes within five days after meetings and transmit to meeting participants, affected parties not in attendance, and Departmental Representative.
- .7 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 5 days after award of Contract, attend a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 For each phase, 15 days before the beginning of arboriculture, of planting and of maintenance work of phase 2 and 3, attend a meeting of parties in contract to discuss work organization.
- .3 Departmental Representative, Departmental Representatives, Contractor, Major Subcontractors, field inspectors and supervisors will be in attendance.
- .4 The Preconstruction meeting will be held at the Project Manager Office.
- .5 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .6 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work in accordance with Section 013216 - Construction Progress Schedule
 - .3 Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 013300 - Submittal Procedures.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 015200 - Construction Facilities.
 - .5 Site security in accordance with Section 015600 - Temporary Barriers and Enclosures.
 - .6 Proposed changes, change orders, procedures, approvals

- required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
- .7 Departmental Representative provided products.
- .8 Record drawings in accordance with Section 013300 - Submittal Procedures.
- .9 Maintenance manuals in accordance with Section 017800 - Closeout Submittals.
- .10 Take-over procedures, acceptance, warranties in accordance with Section 017800 - Closeout Submittals.
- .11 Monthly progress claims, administrative procedures, photographs, hold backs.
- .12 Appointment of inspection and testing agencies or firms.
- .13 Insurances, transcript of policies.
- .14 Security clearances and application processes.
- .15 Health and safety, training, certificates, reports, permits, SSHSP, and site orientation.
- .16 Traffic plan.
- .17 Work stoppages.
- .18 Other items as deemed pertinent by the Departmental Representative.

1.3 PROGRESS MEETINGS

- .1 For every phase, during course of the arboriculture and planting work, and one week prior to the arboriculture and planting completion, schedule progress meetings once a week, unless otherwise agreed upon with the Departmental Representative, Departmental Representative and Contractor.
- .2 For every phase, during course of the maintenance work, and one week prior to the maintenance completion, schedule progress meetings once a month, unless otherwise agreed upon with the Departmental Representative, Departmental Representative and Contractor.
- .3 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .4 Notify parties minimum five (5) days prior to meetings.
- .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 effect on construction schedule and on completion date.
 - .12 Other business.

1.4 END OF STEP MEETINGS

- .1 For each phase, at the end of the arboriculture, planting and maintenance work, schedule an end of step meetings at the end of the arboriculture work, of the planting work and of the maintenance work of that phase, unless otherwise agreed upon with the Departmental Representative, Departmental Representative and Contractor.
- .2 Contractor, major Subcontractors involved in Work and Departmental Representative are to be in attendance.
- .3 Notify parties minimum five (5) days prior to meetings.
- .4 Agenda to include the following:
 - .1 Record drawings in accordance with Section 013300 - Submittal Procedures.
 - .2 Maintenance manuals in accordance with Section 017800 - Closeout Submittals.
 - .3 Take-over procedures, acceptance, warranties in accordance with Section 017800 - Closeout Submittals.
 - .4 Progress claims, administrative procedures, photographs, hold backs.
 - .5 Insurances, transcript of policies.
 - .6 Work progress.
 - .7 Field observations, problems, conflicts.
 - .8 Maintenance of quality standards.
 - .9 Review proposed changes for effect on construction schedule and on completion date.
 - .10 Other items as deemed pertinent by the Departmental Representative.

PART 2 - PRODUCTS

NOT USED.

PART 3 - EXECUTION

NOT USED.

***** END OF SECTION *****