

**Part 1            General**

**1.1                ADMINISTRATIVE**

- .1     The Departmental Representative will schedule and administer project meetings throughout the progress of the work.
- .2     The Departmental Representative will prepare agenda for meetings.
- .3     The Departmental Representative will distribute written notice of each meeting five days in advance of meeting date.
- .4     The Contractor must provide physical space and make arrangements for meetings. The room must contain a table and chairs that can accommodate up to 12 people, and at least 4 electrical outlets.
- .5     The Departmental Representative will preside at meetings.
- .6     The Departmental Representative will record the meeting minutes, include significant proceedings and decisions, and identify actions by parties.
- .7     The Departmental Representative will reproduce and distribute copies of minutes within five days after meetings and transmit to meeting participants and to the absent parties.
- .8     The Representatives of Contractor, Subcontractors and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.
- .9     The Contractor's QCA, not a designee, must attend all contract meetings, unless otherwise permitted by the Departmental Representative.

**1.2                PRECONSTRUCTION MEETING**

- .1     Within 15 days after award of Contract, the Departmental Representative will request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2     Departmental Representative, Designer, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3     The Departmental Representative will establish time and location of meeting and notify parties concerned minimum five days before meeting.
- .4     The Departmental Representative will prepare an agenda, which will include:
  - .1     Appointment of official representative of participants in the Work.
  - .2     Schedule of Work: in accordance with Section 01 32 16.06 - Construction Progress Schedule - Critical Path Method (CPM).
  - .3     Schedule of submission of shop drawings, samples, colour chips. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
  - .4     Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
  - .5     Delivery schedule of specified equipment in accordance with Section 01 32 16.06 - Construction Progress Schedule - Critical Path Method (CPM).
  - .6     Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures, and Section 01 54 23 – Temporary Works.

- .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
- .8 Products provided by Departmental Representative.
- .9 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
- .10 Warranties in accordance with Section 01 00 10 – General Instruction.
- .11 Monthly progress claims, administrative procedures, photographs, hold backs.
- .12 Appointment of inspection and testing agencies or firms.
- .13 Appointment of NACE Inspectors, QVEs, and QCA.
- .14 Insurances, transcript of policies.
- .15 Environmental constraints and operations.
- .16 Source of materials.
- .17 Traffic control.
- .18 Emergency contacts.
- .19 Subcontractors and suppliers
- .20 Quality Control and Quality Assurance

### **1.3 PRE-FABRICATION MEETING**

- .1 After the submission and approval of steel shop drawings, and 7 days before commencing fabrication, organize a meeting at the steel fabrication shop.
- .2 Departmental Representative, Designer, Contractor Project Manager, Steel Erector General Foreman, field inspectors and supervisors must be in attendance.
- .3 The Departmental Representative will prepare an agenda.

### **1.4 PROGRESS MEETINGS**

- .1 Meetings will be held biweekly during course of Work.
- .2 Contractor, major Subcontractors involved in Work, Departmental Representative, are to be in attendance.
- .3 The Departmental Representative will notify parties minimum five days prior to meetings.
- .4 The Departmental Representative will record minutes of meetings and circulate to attending parties and affected parties not in attendance within five days after meeting.
- .5 The Departmental Representative will prepare an agenda, which will include:
  - .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.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**