

SECTION 013119
PROJECT MEETINGS

PART 1 - GENERAL

1.01 PRE-CONSTRUCTION CONFERENCE

- A. A Pre-Construction Conference shall be held prior to any work taking place on site. The purpose of the Pre-Construction Conference is to acquaint the Contractor(s) with University contract administration and policies and to introduce the entire project team to each other.
- B. The University will conduct the Pre-Construction Conference at the project site or other convenient location. Representatives of the University and the Contractor shall attend. Representatives should be familiar with and authorized to conclude matters relating to the Contract and the work. At a minimum, the Contractor's project manager and superintendent shall attend. The Contractor may have his major subcontractors, manufacturers, and suppliers in attendance at the Conference, although their attendance is not normally necessary. The University's Professional will normally be in attendance at the Conference.
- C. The agenda should include at least the following topics *[---edit list as appropriate---]*:
1. contract basics (price, duration/dates, etc.)
 2. key representatives and organization of all parties
 3. lines of communication
 4. contracting authorities and agents
 5. distribution of contract documents
 6. distribution of university procedures and forms
 7. coordination of prime contractors' work
 8. tentative construction schedule and critical work sequencing
 9. review of critical contract clauses and requirements
 10. procedures for requests for information
 11. procedures for change orders
 12. procedures for applications for payment
 13. procedures for submittals
 14. preparation of record drawings/documents
 15. use of the premises
 16. office, work, and storage areas
 17. utilities

18. university and facility policies and access
19. working hours
20. permits and intergovernmental requirements
21. UCC coordination with the Department of Labor & Industry
22. prevailing wage and labor standards
23. steel certifications
24. equipment deliveries and priorities
25. quality control
26. disputes
27. safety and health
28. environmental protection
29. security
30. housekeeping and clean-up
31. substantial completion and contract completion
32. testing and commissioning
33. warranties

D. The University will designate a party to record and publish a record of the Conference. Normally this will be the Professional.

1.02 PROGRESS MEETINGS

- A. Periodic Progress Meetings will normally be held every two weeks during the Contract duration, but the frequency and schedule will be determined by the University in coordination with the Contractor. The purpose of Progress Meetings is to review status of work to date and plan for future work.
- B. Representatives of the University and the Contractor shall attend the Meetings. Representatives should be familiar with and authorized to conclude matters relating to the Contract and the work. At a minimum, the Contractor's project manager and/or superintendent shall attend. The University's Professional will normally be in attendance at the Meeting.
- C. The agenda should include at least the following *[---edit list as appropriate---*]:
 1. review and approval or correction of minutes of the previous meeting
 2. review of any special coordination or other meetings held since the previous Periodic Progress Meeting
 3. review of outstanding submittals and late submittals

4. review of open requests for information
 5. review of open change orders and change order requests
 6. review of any tests or inspections that were not successful
 7. review of progress, in relation to the Project Schedule, since the last Periodic Progress Meeting
 8. review of work, in relation to the Project Schedule, planned for the next two weeks
 9. review of other items of significance that could impact the project or progress
 10. review of present and future needs of each Contractor and party present
- D. In all cases, the Meeting attendees shall focus on a plan for resolution of open items and issues. If the project is behind schedule, discussion shall include a determination of how construction that is behind schedule will be returned to schedule, and securing of commitments from parties involved to do so; such discussion shall include whether schedule revisions are required to ensure that current and subsequent activities will be completed within the contract time
- E. The University will designate a party to record and publish a record of the Meeting. Normally this will be the Professional.

1.03 PRE-INSTALLATION MEETINGS

[---delete this entire paragraph 1.03 on Pre-Installation Meetings, if desired---]

- A. Prior to the start of work on any new feature of work, pre-installation coordination should take place that ensures that all parties involved in the feature of work are prepared to accomplish the work in accordance with the Contract requirements. Pre-installation coordination may take place during or in conjunction with Progress Meetings, or a separate meeting may take place.
- B. Pre-installation coordination should include a check of at least the following *[---edit list as appropriate---]*:
1. review of the applicable specifications and drawings
 2. check to ensure materials and/or equipment to be installed have been submitted and approved
 3. check to ensure that materials and/or equipment to be installed are on hand, and that those on hand are as submitted and approved, to include any applicable steel certifications
 4. review of any required testing or inspection procedures, and that such tests or inspections are ready to be performed
 5. examination of the work area to ensure that all preliminary work is complete and in compliance with the Contract requirements
 6. discussion of procedures for controlling the work, for avoiding common deficiencies in the work, and achieving standards that meet the Contract requirements
 7. review of safety and health considerations and/or review of the Contractor's activity hazard analysis

1.04 PRE-COMPLETION MEETINGS

[---delete this entire paragraph 1.04 on Pre-Completion Meetings, if desired---]

- A. Prior to the completion of a project, and particularly for larger, more complex projects, specific pre-completion coordination should be accomplished. The purpose of pre-completion coordination is to conduct detailed planning and coordination for the completion of the project, with the goal of ensuring the facility is totally operational and functional and prepared for occupancy in a timely manner. Pre-completion coordination may involve parties, other than the Separate Prime Contractors, who have input or actions required to make the facility ready for occupancy. Pre-completion coordination may take place during or in conjunction with Progress Meetings, or a separate meeting may take place.
- B. Pre-Completion coordination may include, at least, the following *[---edit list as appropriate---]*:
1. plan for the final work by each Separate Prime Contractor
 2. tie-ins for permanent utilities
 3. tie-ins for permanent communications
 4. tie-ins for fire and safety systems
 5. delivery and staging of furniture and equipment being provided by the University
 6. mechanical, electrical, and other system and equipment testing
 7. user training
 8. commissioning (if applicable)
 9. final inspection procedures
 10. Certificate of Occupancy
 11. transfer and acceptance procedures
 12. punchlist procedures
 13. items due to the University at completion (record drawings, O&M manuals, etc.)
 14. warranty requirements and plan

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 013119