

SECTION 01200

PROGRESS MEETINGS

PART I - GENERAL

1.01 DESCRIPTION OF WORK

- A. This section requires project meetings throughout the construction period to enable orderly review during progress of the Work and to provide for systematic discussion of problems,

1.02 RELATED REQUIREMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section..
- B. The Contractor's communications and meetings with his subcontractors and material suppliers are not part of this Section.

1.03 QUALITY ASSURANCE

- A. The Contractor shall assign the same individuals to attend these meetings through out the course of the project.

1.04 SUBMITTALS

- A. At least 7 days prior to the initial meeting, the contractor shall submit a format of the proposed meeting agendas for review and approval by the architect.

1.05 REQUIRED MEETINGS

- 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. Pre-installation conferences.
  - 4. Coordination meetings.

1.06 MEETING MINUTES

- A. Unless noted otherwise, the contractor shall take and distribute all meeting minutes.

1. Unless published minutes are challenged, in writing, prior to the next regularly scheduled progress meeting, they will be accepted as properly stating the activities and decisions of the meeting.
2. Persons challenging published minutes shall reproduce and distribute copies of the challenge to all indicated recipients of the particular set of minutes.
3. Challenge to minutes shall be settled as priority portion of "old business" at next regularly scheduled meeting.
4. The Contractor will send a rough draft to the architect for review and approval within 2 days of each meeting. The architect will review and edit the minutes for completeness and accuracy and return the draft to the contractor within 2 days. The contractor will furnish required copies to all attendees and appropriate parties within 5 days of the meeting.

PART II - PRODUCTS - Not Used.

PART III - EXECUTION

3.01 MEETING SCHEDULE

- A. Meetings, as noted in this Section, are to be held regularly throughout the duration of the project until substantial completion.
- B. The contractor shall establish mutually acceptable schedules for the pre-installation and coordination meetings.

3.02 MEETING LOCATION

- A. The Contractor will establish exact meeting locations. Unless approved otherwise, all meetings will be held at the job site.

3.03 PRECONSTRUCTION MEETING

- A. A Preconstruction Meeting will be held by the Architect after the Owner has signed the Agreement between Owner and Contractor, or issued Notice to Proceed. This meeting shall be held before the start of construction.
- B. The purpose of the meeting is to review the communication methods,

the proper use of forms, and the requirements for proper execution of the project. Preconstruction submittals including the project schedule, submittal log, and proposed schedule of values will be submitted at this time. Attendance by the Contractor's project manager and superintendent are required.

- C. The Architect may invite other interested parties and request their attendance.
- D. Agenda: Discuss procedures and processes that affect progress, including the following:
  - 1. Organizational arrangement and responsible individuals for the Owner, Architect, Contractor, and associated consultants.
  - 2. Channels and procedures for communication.
  - 3. Construction schedule, including sequence of critical work. Submittal schedule and proposed schedule of values should be submitted.
  - 4. Contract Documents, including distribution of required copies of original documents and revisions if not already accomplished.
  - 5. Processing of Shop Drawings and other data submitted to the Architect for review.
  - 6. Processing of directives, submittals, instructions and change order procedures.
  - 7. Rules and regulations governing performance of the Work and procedures for safety and first aid, security, quality control, housekeeping and related matters
  - 8. Review and approval of the Contractors plan of action, site utilization plan, and phasing of work. This should be provided in writing and address the contractor's proposed method of phasing, control of site activities and traffic, fencing, fire protection and access, and other similar elements relating to this work,

### 3.04 PROJECT MEETINGS

- A. These are the periodic scheduling and progress meetings between the architect, owner and contractor.

1. To the maximum extent practicable, the same person or persons shall represent the Contractor at project meetings throughout progress of the Work.
  2. Meetings are to be held monthly at the job site.
- B. Agenda: Discuss the progress of the project including the following:
1. Review, revise as necessary, and approve minutes of previous meetings.
  2. Provide updated schedule showing total project and all activities including the critical path.
  3. Review progress since last meeting, including impact upon schedule and critical path.
  4. Provide two week "look-ahead" review and discuss anticipated mobilization dates, equipment deliveries, problem areas, etc.
  5. Review current status of RFI's, Directives, submittals and other similar communications.
  6. Complete other current business. Schedule "problem solving" meetings at separate times to facilitate progress meetings.

3.05 PREINSTALLATION MEETINGS

- A. Conduct a pre-installation conference at the Project Site before each construction activity that requires significant coordination with other construction.
- B. Attendees: The Installer and representatives of manufacturers and fabricators involved in or affected by the new installation, coordination or integration with other materials and installations shall attend the meeting. Advise the Architect one week before scheduled meeting dates.
1. Review and coordinate the construction activities, installation requirements and possible problems or concerns at each pre-installation conference, including but not limited to, the following:
    - a. Related Change Orders.
    - b. Purchases.
    - c. Deliveries.

- d. Review of mockups.
  - e. Possible conflicts.
  - f. Compatibility problems.
  - g. Time schedules.
  - h. Weather limitations.
  - i. Manufacturer's recommendations.
  - j. Compatibility of materials.
  - k. Acceptability of substrates.
  - l. Space and access limitations.
  - m. Safety.
  - n. Inspecting and testing requirements.
  - o. Required performance results.
- B. Record significant discussions and agreements and disagreements of each conference, and the approved schedule. Promptly distribute the record of the meeting to everyone concerned, including the Owner and the Architect.
- C. Do not proceed with the installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

### 3.06 COORDINATION MEETINGS

- A. Conduct project coordination meetings as needed. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special pre-installation 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

END OF SECTION