

DIVISION 1 GENERAL REQUIREMENTS

SECTION 01 31 19 PROJECT MEETINGS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Section Includes Requirements for the Following:
 - 1. Preconstruction meeting.
 - 2. Progress meetings.
 - 3. Billing review.
 - 4. Post construction meeting.

1.2 GENERAL

- A. Owner will schedule and administer a preconstruction conference prior to commencement of construction activities.
- B. Contractor shall schedule and administer progress meetings at agreed-upon (**regular**) intervals.
- C. Representatives of Contractor, subcontractors, and suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity each represents.
- D. Architect shall be notified of all such meetings and may attend progress meetings to ascertain that Work is expedited and consistent with Contract Documents and the construction schedules.

1.3 PRECONSTRUCTION MEETING

- A. Prior to commencement of work, Owner will prepare agenda and schedule and will hold a preconstruction conference to discuss procedures to be followed.
- B. Location: A site, as convenient as possible for all parties, designated by the Owner.
- C. Attending shall be the following:
 - 1. Owner.
 - 2. Owner's Representative.
 - 3. Owner's Consultants.
 - 4. Architect.
 - 5. Architect's professional consultants as may be required.
 - 6. Contractor.
 - 7. Contractor's Superintendent.
 - 8. Major subcontractors.
 - 9. Others as appropriate.

D. Typical Agenda:

1. Distribution and discussion of the following:
 - a. List of major subcontractors and suppliers.
 - b. Contractor's projected construction schedules.
2. Critical work sequencing and construction schedules.
3. Owner's requirements for partial occupancy.
4. Major equipment deliveries and priorities.
5. Activity duration for submittals.
6. Project coordination and designation of responsible personnel.
7. Procedures and processing of the following:
 - a. Field decisions.
 - b. Proposal requests.
 - c. Submittals and submittal schedule.
 - d. Change order requests.
 - e. Change orders.
 - f. Lien releases.
 - g. Applications for payment.
 - h. Job close-out submittals.
8. Adequacy of distribution of Contract Documents.
9. Procedures for maintaining Project Record Documents.
10. Regular inspection of Project Record Documents with monthly progress payment application.
11. Use of Premises:
 - a. Office, work, and storage areas.
 - b. Owner's requirements.
12. Construction facilities, controls, and construction aids (including surveying and engineering controls).
13. Temporary construction utilities.
14. Safety and first-aid procedures.
15. Security procedures.
16. Housekeeping procedures.
17. City use permit conditions regarding construction practices.
18. City building inspection policies and practices.
19. City water-conservation practices.
20. Schedule for Progress meetings.
21. Other items as appropriate.

- E. Contractor shall submit for review and acceptance the Project Schedule at this meeting. Comply with requirements for Progress Schedule included in Section 01 33 00, "Submittal Procedures."

1.4 PROGRESS MEETINGS

- A. Contractor shall prepare agenda and schedule and hold progress meetings at intervals agreed to at the Preconstruction Conference.
- B. Contractor shall:
1. Prepare agenda for meetings.
 2. Distribute written notice of each meeting 4 days in advance of meeting date, except for meetings scheduled at established intervals.
 3. Make physical arrangements for meetings.

4. Preside at meetings.
5. Record the minutes, including all significant proceedings and decisions.
6. Reproduce and distribute copies of minutes within 3 days after each meeting:
 - a. To all participants in the meeting.
 - b. To all parties affected by decisions made at the meeting.
 - c. Furnish two copies of minutes to Architect and Owner.

C. Location: Sausalito City Hall Conference Room

D. Attendance:

1. Contractor's superintendent.
2. Contractor's Project Manager.
3. Subcontractors as appropriate to the agenda.
4. Suppliers as appropriate to the agenda.
5. Architect and its professional consultants as needed.
6. Owner.
7. Owner's representatives.
8. Others as appropriate.

E. Typical Agenda:

1. Review and approval of minutes of previous meeting.
2. Review of work progress since previous meeting.
3. Field observations, problems, and conflicts.
4. Problems which impede Contractor's construction schedule.
5. Review of off-site fabrication and delivery schedules.
6. Corrective measures and procedures to regain projected schedule (if necessary).
7. Revisions to Contractor's construction schedule.
8. Coordination of schedules.
9. Review submittal schedules; expedite as required.
10. Maintenance of quality standards and field corrections.
11. Housekeeping and cleaning of site.
12. Review proposed changes for the following:
 - a. Effect on Contractor's construction schedule and completion date
 - b. Effect on other contracts of the Project.
 - c. General status of proposed change.
13. Other business.

1.5 BILLING REVIEW

- A. Once a month, or as otherwise required by the Contract Documents, include on the Progress meeting agenda a review of the monthly billing.
- B. Contractor shall prepare an itemized draft of the month's proposed billing for review with Owner's Representative at this meeting.
- C. Following review of proposed billings, Contractor shall make revisions as required, prepare application for payment, and submit as directed.

1.6 WARRANTIES, BONDS, AND SERVICE AND MAINTENANCE CONTRACTS
REVIEW MEETING

- A. Following date of Substantial Completion, hold a meeting to review warranties, bonds, and service and maintenance contracts for materials and equipment.
- B. Take action as appropriate to implement, repair, or replace defective items and to extend service and maintenance contracts.

END OF SECTION