

SECTION 01039

COORDINATION AND MEETINGS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preconstruction conference.
- B. Site mobilization conference.
- C. Progress meetings.

1.02 RELATED SECTIONS

- A. Section 01041- Project Coordination.

1.03 COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Coordinate completion and clean up of Work of separate Sections in preparation for Substantial Completion.

1.04 PRECONSTRUCTION CONFERENCE

- A. Engineer will schedule a conference after Notice of Award.
- B. Attendance Required: Owner, Engineer, and Contractor.
- C. Agenda:
 - 1. Submission of insurance certificates.
 - 2. Distribution of three (3) additional sets of Contract Documents.
 - 3. Submission of progress schedule.
 - 4. Designation of personnel representing the parties in Contract, Owner, and the Engineer.
 - 5. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders and Contract closeout procedures.

1.05 SITE MOBILIZATION CONFERENCE – NOT USED

1.06 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum bi-weekly intervals, unless otherwise agreed upon by the Owner, Engineer, and Contractor.
- B. General Contractor to make arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within three days to Owner, participants, and those affected by decisions made.
- C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, and Engineer, as appropriate to agenda topics for each meeting.
- D. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems which may impede planned progress.
 - 5. Maintenance of progress schedule.
 - 6. Corrective measures to regain projected schedules.
 - 7. Planned progress during succeeding work period.
 - 8. Coordination of projected progress.
 - 9. Maintenance of quality and work standards.
 - 10. Effect of proposed changes on progress schedule and coordination.
 - 11. Other business relating to Work.

PART 2 PRODUCTS

- 1. Not Used

PART 3 EXECUTION

Not Used

END OF SECTION