

SECTION 013105 – PROJECT MEETINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This specifies administrative and procedural requirements for project meetings including but not limited to:
 - 1. Pre-construction conference – Scheduled for **January 30, 2024**, 10:00 AM - Palmer Building
 - 2. Periodic progress meetings
 - 3. Pre-installation coordination
- B. Related Sections:
 - 1. Section 017700 – Project Close-out

1.3 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 the 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(s) 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 agenda should include at least the following topics:
 - 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 Contractor's work
 - 8. Tentative construction schedule and critical work sequencing
 - 9. Review of critical contract clauses and requirements
 - 10. Procedures for Requests for Information (RFI)
 - 11. Procedures for Change Orders and Field Decisions
 - 12. Procedures for Applications for Payment
 - 13. Procedures for submittals
 - 14. Submittal of shop drawings, product data and samples
 - 15. Preparation of record drawings/documents
 - 16. Use of the premises
 - 17. Temporary Facilities
 - 18. Staging, Protection & Storage

19. Utilities
20. University and facility policies and access
21. Working hours
22. Permits and intergovernmental requirements
23. UCC coordination with the Department of Labor & Industry
24. Prevailing wage and labor standards
25. Steel Certifications
26. Equipment deliveries and priorities
27. Quality control
28. Disputes
29. Safety and Health
30. Environmental protection
31. Security
32. Housekeeping and clean-up
33. Substantial completion and contract completion
34. Testing and commissioning
35. Record Documentation
36. Equipment deliveries and priorities
37. Cutting and patching responsibilities

- C. The University will issue the preconstruction meeting minutes.

1.4 PROGRESS MEETINGS

- A. Progress Meetings will normally be held every two (2) weeks beginning in **April 8, 2024**, at 9:00 AM during the Contract duration, but the frequency and schedule will be determined by the University in coordination with the Contractor(s). The purpose of Periodic Progress Meetings is to review status of work to date and plan for future work.
- B. Representatives of the University and each prime 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:
1. Review and approval or correction of minutes of the previous Progress Meeting.
 2. Review of any special coordination or other meetings held since the previous Progress Meeting.
 3. Review of outstanding submittals and late submittals.
 4. Review of open Requests for Information (RFI).
 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 Progress Meeting.
 - a. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule.

- b. Determine how construction behind schedule will be returned to schedule; secure commitments from parties involved to do so.
 - c. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the contract time.
 - 8. Review of work, in relation to the Project Schedule, planned for the next two (2) 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 insure that current 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.
 - F. Review the present and future needs of each entity present, including such items as:
 - 1. Interface requirements
 - 2. Time
 - 3. Sequences
 - 4. Deliveries
 - 5. Off-site fabrication problems
 - 6. Access
 - 7. Site utilization
 - 8. Temporary facilities and services
 - 9. Hours of work
 - 10. Hazards and risks
 - 11. Housekeeping
 - 12. Quality and work standards
 - 13. Change orders
 - 14. Documentation of information for payment requests
 - G. General Contractor: Revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.
- 1.5 PRE-INSTALLATION COORDINATION
- 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 Periodic Progress Meetings, or a separate meeting may take place.
 - B. Pre-installation coordination should include a check of at least the following:
 - 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.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 013105