

BID PACKAGE 10-003 – OLIVE GARDEN SITE UTILITIES WORK

TULALIP, WASHINGTON

SECTION 012000 – PROJECT MEETINGS

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. This Section specifies administrative and procedural requirements for project meetings including but not limited to:
 - 1. Progress Meetings.
 - 2. Pre-Installation Meetings.
 - 3. Superintendent's Meetings.

1.2 RELATED REQUIREMENTS

- A. Drawings and general provisions of Contract, including General and Special Conditions.
- B. Section 010100 – SCOPE OF WORK
- C. Section 013100 – CONSTRUCTION SCHEDULES.
- D. Section 013400 – SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
- E. Section 017200 – PROJECT RECORD DOCUMENTS.
- F. NOT USED.
- G. Individual Specification Sections: Pre-installation Meetings.

1.3 DESCRIPTION

- A. Work included: To enable orderly review during progress of the Work, and to provide for systematic discussion of construction issues, the Construction Manager will conduct project meetings throughout the construction period.

1.4 PROGRESS MEETINGS

- A. The Construction Manager will schedule and administer Project progress meetings regularly throughout the project. Times and dates shall be agreed upon by the Owner and Contractor.
- B. Project meetings shall be held at a location designated by the Construction Manager.
- C. The Construction Manager will make physical arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes and distribute copies within five (5) working days to participants and those affected by decisions made at meetings.

BID PACKAGE 10-003 – OLIVE GARDEN SITE UTILITIES WORK

TULALIP, WASHINGTON

- D. Attendance: Construction Manager, Contractor's Project Manager and Project Superintendent, and Project Engineer all as appropriate to address agenda topics for each meeting. Major subcontractors and suppliers shall attend when requested by the Construction Manager, Contractor or Project Engineer.
- E. At each Progress Meeting Contractor and other contractors in attendance shall present to the Construction Manager and Project Engineer any questions that have arisen as a result of carefully examining the Drawings and Specifications. Construction Manager and Project Engineer shall present any guides, advice or administrative procedures they wish to have followed for orderly and expeditious prosecution and administration of the Work. Agenda shall include at least the following:
1. Review and correct or approve minutes of the previous Progress Meeting.
 2. Review other items of significance that could affect progress.
 3. Include topics for discussion as appropriate to the current status of the Project.
 4. Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Construction Schedule, whether on time, ahead or behind schedule. Determine how activities behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities shall be completed within the Contract time.
 5. Review the present and future needs of each entity present, including such items as:
 - a. Interface requirements.
 - b. Time.
 - c. Sequences of the Work.
 - d. Deliveries.
 - e. Off-site fabrication problems.
 - f. Access.
 - g. Site utilization.
 - h. Temporary facilities and services.
 - i. Hours of Work.
 - j. Hazards and risks.
 - k. Housekeeping.

BID PACKAGE 10-003 – OLIVE GARDEN SITE UTILITIES WORK

TULALIP, WASHINGTON

- I. Quality and Work standards.
 - m. Change Orders.
 - n. Documentation of information for payment requests.
- F. The Construction Manager will provide, if required, the only recording device allowed during the conduct of these meetings. Contractor or other contractor(s) will not be allowed to utilize any recording equipment.
- G. Contractor will not be allowed to supplement their project representation at any progress meeting with personnel representing Contractor unless approved by the Construction Manager in matters of legality.

1.6 PRE-INSTALLATION MEETINGS

- A. Contractor will schedule a pre-installation conference at the Project site, with notification provided to Construction Manager and Project Engineer, before each construction activity commences that requires coordination with other Work.
- B. Attendees: Authorized representatives of Owner, Construction Manager, Project Engineer and their consultants; Contractor, Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow shall attend the meeting.
- C. Review conditions of installation, preparation and installation procedures and coordination with related Work.
- D. Review the progress of other construction activities and preparations for the particular activity under consideration at each Pre-Installation Meeting, including requirements for:
- 1. Contract Documents.
 - 2. Related Change Orders.
 - 3. Shop Drawings, Product Data & Quality Control Samples.
 - 4. Manufacturer's written recommendations.
 - 5. Options.
 - 6. Purchases.
 - 7. Deliveries.
 - 8. Space and access limitations.
 - 9. Review of mockups.
 - 10. Contract Compliance.

BID PACKAGE 10-003 – OLIVE GARDEN SITE UTILITIES WORK

TULALIP, WASHINGTON

11. Possible conflicts.
 12. Compatibility of materials.
 13. Acceptability of substrates.
 14. Time schedules.
 15. Weather limitations.
 16. Warranty requirements.
 17. Temporary facilities and controls.
 18. Regulations and authorities having jurisdiction.
 19. Inspection and testing requirements.
 20. Required performance results.
 21. Recording requirements.
 22. Protection of construction and personnel.
- E. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

1.7 CONTRACTOR'S COORDINATION MEETING

- A. Contractor may schedule Contractor Coordination Meetings as deemed appropriate to ensure the Work is being completed in accordance with the Contract Documents.
- B. Called meetings and or special meetings shall be held as required by progress of the Work.
- C. Location of Contractor's Coordination Meetings: Contractor's field office or as designated by Contractor.
- D. Attendance:
 1. Contractor working onsite or necessary for coordination of upcoming work (mandatory).
 2. Other contractor's representative as required by Contractor or job condition.
 3. Representative of contractors not yet mobilized as required by Contractor.
 4. Suppliers as required.

BID PACKAGE 10-003 – OLIVE GARDEN SITE UTILITIES WORK

TULALIP, WASHINGTON

E. Agenda:

1. Review and approve minutes of previous meetings.
2. Review Work progress since previous meeting.
3. Review upcoming Work.
4. Problems / Conflicts.
5. Old business / New business.
6. Contract Compliance.

PART 2 - PRODUCTS (Not Applicable)

PART 3 – PRODUCTS (Not Applicable)

END OF SECTION 012000