

SECTION 01 31 19

PROJECT MEETINGS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. This section covers the requirements for attendance at meetings needed for coordination of the PROJECT.

1.02 PRECONSTRUCTION CONFERENCE

- A. A Preconstruction Conference will be held after NOTICE OF AWARD and before the NOTICE TO PROCEED; the date, time, and location will be determined after NOTICE OF AWARD.
- B. The conference shall be attended by:
 - 1. CONTRACTOR and CONTRACTOR's Superintendent.
 - 2. CONTRACTOR's SUBCONTRACTORS.
 - 3. ENGINEER.
 - 4. OWNER.
 - 5. Affected Utility Companies.
 - 6. Others as requested by CONTRACTOR, OWNER, or ENGINEER.
 - 7. Local Government Representative.
- C. Unless previously submitted to OWNER, CONTRACTOR shall bring the construction schedule, SHOP DRAWINGS, and other submittals required by the CONTRACT DOCUMENTS.
- D. The purpose of the Preconstruction Conference is to designate responsible personnel and establish working relationships. Matters requiring coordination will be discussed and procedures for handling such matters established. The agenda will include, but not be limited to, discussion on:
 - 1. CONTRACTOR's schedule.
 - 2. Permit applications, including but not limited to, 401 Permit, Erosion and Sediment Control Plan, Erosion and Sediment Control Permit, Traffic Control Plan, Traffic Control Permit, and Groundwater Discharge Permit.
 - 3. Status of Bonds, insurance, and CONTRACT DOCUMENTS.
 - 4. Transmittal, review, and distribution of CONTRACTOR's submittals.
 - 5. Processing applications for payment.

6. Maintaining record documents.
7. Critical work sequencing.
8. Public Notice Process.
9. Utility Coordination and Schedule Impacts.
10. Suppliers and Subcontractors.
11. Surveying.
12. Material Testing.
13. Personnel Responsibilities and Communications.
14. Initial Traffic Control Plans.
15. Storm Water Management Plan (SWMP).
16. FIELD ORDERS and AMENDMENTS.
17. Use of premises, office and storage areas, staging area, security, housekeeping, and OWNER's needs.
18. Major product delivery and priorities.
19. CONTRACTOR's safety and first aid plan and representative.

1.03 CONSTRUCTION PROGRESS MEETINGS

- A. Progress meetings will be conducted weekly or at some other frequency, as determined by ENGINEER. These meetings shall be attended by OWNER, ENGINEER, Local Government Representatives, CONTRACTOR's representative and any others invited by these people.
- B. ENGINEER will conduct the meeting and arrange for keeping the minutes and distributing the minutes to all persons in attendance.
- C. The agenda will include discussion on construction progress, schedule updates, the status of submittal reviews, the status of requests for information, critical work sequencing, review of strategies for connections into existing facilities, status of FIELD ORDERS and AMENDMENTS, and any general business.

1.04 OTHER MEETINGS

- A. In accordance with CONTRACT DOCUMENTS and as may be required by OWNER or ENGINEER.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION (NOT APPLICABLE)

END OF SECTION