
SECTION 01 31 19 – PROJECT MEETINGS**PART 1 – GENERAL**

1.01 SECTION INCLUDES

- A. Preconstruction conference
- B. Progress meetings
- C. Pre-installation meetings
- D. Coordination meetings

1.02 RELATED SECTIONS

- A. Division 1 Section 01 10 00
- B. Division 1 Section 01 22 00
- C. Division 1 Section 01 33 00
- D. Division 1 Section 01 40 00

1.03 PRECONSTRUCTION CONFERENCE

- A. Engineer will schedule and administer a preconstruction conference following issuance of the Notice to Proceed and prior to the commencement of Work at the site.
- B. Attendance Required: Each Contractor shall be represented at the preconstruction conference by a person vested with the authority to make necessary decisions on behalf of the Contractor, and such decisions shall commit the Contractor to the agreed procedures, sequence of operations and time schedules. Also attending will be Owner and Engineer. Subcontractors and Suppliers are not to attend the preconstruction conference.
- C. Preconstruction Conference Agenda:
 - 1. Engineer's Status During Construction
 - 2. Resident Project Representative (RPR)
 - 3. Project Communications
 - 4. Contract Times
 - 5. Access and Rights-of-Way
 - 6. Permits and Approvals
 - 7. Field Engineering
 - 8. Changes in the Work
 - 9. Work Schedule
 - 10. Shop Drawings

11. Substitutions
12. Job Conference Schedule
13. Payment Applications
14. Temporary Utilities
15. Emergency Phone Numbers
16. Field Office Facilities
17. Subcontractors
18. Prevailing Wage and Payroll Certifications
19. Insurances
20. Steel Products Procurement Act Certifications
21. Safety and OSHA
22. Control of Work

1.04 PROGRESS MEETINGS

- A. Engineer will schedule and administer meetings throughout progress of the Work at regular intervals, monthly at a minimum.
- B. Attendance Required: Each Contractor shall be represented at such meetings by a person vested with the authority to make necessary decisions on behalf of the Contractor, and such decisions shall commit the Contractor to the agreed procedures, sequence of operations and time schedules. Also attending will be Owner and Engineer. Subcontractors and Suppliers, as may be appropriate to agenda topics for each meeting, only with Engineer's approval or request.
- C. Progress Meeting Agenda:
 1. Previous meetings minutes
 2. Review of Work progress
 3. Schedule
 4. Field observations, problems, and decisions
 5. Identification of problems
 6. Submittals
 7. Coordination
 8. Maintenance of quality and work standards
- D. Engineer will record minutes and distribute copies to participants within seven days after meeting. Contractor is responsible to distribute to those affected by decisions made.

1.05 PRE-INSTALLATION MEETINGS

- A. When required in individual Specification Sections, convene pre-installation meetings at Project Site before starting Work of specific Section.
- B. Require attendance of parties directly affecting, or affected by, Work of specific Section.
- C. Notify Engineer seven days in advance of meeting date.

- D. Prepare agenda and preside over meeting:
 - 1. Review conditions of installation, preparation, and installation procedures
 - 2. Review coordination with related Work

- E. Record minutes and distribute copies to participants within two days after meeting, with copies to Engineer and Owner, and those affected by decisions made.

1.06 Coordination Meetings

- A. In addition to other meetings specified in this Section, hold coordination meetings with other Contractors, personnel, and Subcontractors to ensure coordination of Work.

PART 2 - PRODUCTS – Not Used

PART 3 - EXECUTION – Not Used

END OF SECTION