

## **SECTION 01 31 19**

### **PROJECT MEETINGS**

#### **PART 1 GENERAL**

##### 1.01 SUMMARY

- A. Pre-construction Conference
  - 1. Prior to the start of the work, a joint meeting will be held with representatives of the Contractor, the Owner, the Engineer, and any other interested parties. This meeting is intended to introduce the various key personnel from each organization and to discuss the start of the work, order of work, labor and legal requirements, insurance requirements, method of payment, shop drawing requirements, protection of existing facilities, location of disposal and stockpile areas, and other pertinent items associated with the project. The Contractor shall be prepared to discuss his proposed detailed construction progress schedule.
  - 2. Prior to or at the time of the pre-construction conference, the Contractor shall submit schedules showing the order in which it proposes to carry out the Work, including dates at which it will start the various portions of the Work and the estimated date of Substantial Completion of each portion.
    - a. The construction schedule shall be subject to the review of the Owner, Engineer and applicable agencies.
- B. Construction Progress Meetings
  - 1. These meetings will require the attendance of the Contractor's Project Manager or other designated staff authorized by the Contractor to discuss project status and negotiate agreements between the Contractor and Owner. Failure of the Contractor to attend scheduled project meetings as required may result in project delays expensed by the Contractor.
  - 2. Meetings will be held between the Owner, Contractor and Engineer for the purpose of reviewing the project schedule or the status of the project. These meetings will be arranged by the Owner, and/or Engineer on a weekly basis at a time and location to be determined at the preconstruction meeting.
- C. Safety Meetings
  - 1. The Owner, Engineer or their representatives shall be allowed to attend Contractor's onsite safety meetings. The Contractor shall be responsible for meeting content and coordination and shall inform the Owner, Engineer or their representatives of the time and location of the meeting a minimum of two business days prior to the meeting.
  - 2. The Contractor shall make additional copies of any safety related handouts or materials for distribution to the Owner, Engineer or their representatives. However, the Contractor shall remain the only party responsible for the maintenance of project safety materials.

#### **PART 2 PRODUCTS (NOT USED)**

#### **PART 3 EXECUTION (NOT USED)**

**END OF SECTION**