

## **SECTION 01310 – PROGRESS MEETINGS - CONSTRUCTION MANAGER EDITION**

### **PART 1 - GENERAL**

#### 1.1 Summary:

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

#### 1.2 Related Sections:

- A. Documents affecting Work of this Section include, General Conditions, and Sections in Division 1.
- B. Contractor's relationship with Subcontractors and material suppliers, and discussions relative thereto, are Contractor's responsibility and normally are not part of progress meetings content.

#### 1.3 Quality Assurance:

- A. For those persons designated by Contractor to attend and participate in progress meetings, provide required authority to commit Contractor to solutions agreed upon in progress meetings.

#### 1.4 Submittals:

- A. Agenda items: To the maximum extent practicable, advise Construction Manager at least 24 hours in advance of progress meetings regarding items to be added to agenda.
- B. Minutes: Construction Manager will compile minutes of each progress meeting, and will furnish copies to Contractor and Architect and required copies to Owner within seven (7) working days following date of each meeting.

### **PART 2 - PRODUCTS (not used)**

### **PART 3 - EXECUTION**

#### 3.1 Meeting Schedule:

- A. Except as noted below for Preconstruction Meeting, regularly scheduled progress meetings will be held every two weeks. Owner reserves right to schedule additional progress meetings as necessary to maintain progress of Work.
- B. Coordinate as necessary to establish mutually acceptable schedule for meetings.

#### 3.2 Meeting Location:

- A. Construction Manager will establish meeting location. To the maximum extent practicable, meetings will be held at project job site.

### 3.3 Preconstruction Meeting:

- A. Preconstruction Meeting will be scheduled to be held within 15 working days after Owner has issued Notice to Proceed.
  - 1. Provide attendance by authorized representatives of Contractor and major Subcontractors.
  - 2. Construction Manager and Architect will advise other interested parties, including engineers, consultants, and Owner, and request their attendance.
- B. Minimum agenda: Data will be distributed and discussed on at least the following items.
  - 1. Organizational arrangement of Contractor's forces and personnel, and those of Subcontractors, materials suppliers and Architect.
  - 2. Channels and procedures for communication.
  - 3. Construction schedule, including sequence of critical work.
  - 4. Contract Documents, including distribution of required copies of original Documents and revisions.
  - 5. LEED Requirements.
  - 6. Processing of Shop Drawings and other data submitted to Construction Manager and Architect for review.
  - 7. Processing of RFI's, field decisions, and Change Orders.
  - 8. Rules and regulations governing performance of Work; and
  - 9. Procedures for safety and first aid, security, quality control, housekeeping, and related matters.
  - 10. Contractor's requests for interpretation from Architect.
  - 11. Other applicable items as requested or suggested by Contractor, Construction Manager, Architect or Owner representatives.

### 3.4 Progress Meetings:

- A. Attendance:
  - 1. To maximum extent practicable, assign same person or persons to represent Contractor at progress meetings throughout progress of Work.
  - 2. Subcontractors, materials suppliers, and others may be requested and required to attend progress meetings in which their aspect of Work is involved.
  - 3. A copy of current construction schedule shall be posted at meeting location for review. Date of meetings shall be clearly identified on schedule.
- B. Minimum agenda:
  - 1. Review, revise as necessary, and approve minutes of previous meetings.

2. Review progress of Work since last meeting, including current construction schedule and status of submittals for approval.
3. LEED Requirements and documentation progress.
4. Identify problems which impede planned progress.
5. Develop corrective measures and procedures to regain planned schedule.
6. Status of Shop Drawings.
7. Complete other current business.
8. Use of premises.

C. Revisions to minutes:

1. Unless published minutes are challenged in writing prior to next regularly scheduled progress meeting, they will be accepted as properly stating activities and decisions of meeting.
2. Persons challenging published minutes shall reproduce and distribute copies of challenge to all indicated recipients of particular set of minutes.
3. Challenge to minutes shall be settled as priority portion of "old business" at next regularly scheduled meeting.

**END OF SECTION**