

DIVISION 1 GENERAL REQUIREMENTS

SECTION 01 3119

**PROJECT MEETINGS
(Design-Build)**

PART 1 – GENERAL

1.01 Summary

- A. Section includes description of required project meetings for construction phase of the Work.
- B. Meetings are in addition to design phase and other pre-construction phase meetings required by Contract Documents

1.02 Preconstruction Conference

- A. Preconstruction Conference. Owner will call for and administer Preconstruction Conference at time and place to be announced (usually the week prior to start of Work at the Site).
- B. Design-Build Team, all major Subcontractors, and major suppliers shall attend the Preconstruction Conference. Agenda may include, but not be limited to, the following items (to the extent not previously resolved):
 - 1. Schedules
 - 2. Design-Build Team's Initial Progress Schedule
 - 3. Design-Build Team's Schedule of Values
 - 4. Design-Build Team's Schedule of Submittals
 - 5. Security
 - 6. Use of premises
 - 7. Location of the Design-Build Team's on-site facilities
 - 8. Housekeeping
 - 9. Submittal and RFI and RFC procedures
 - 10. Inspection and testing procedures, on-Site and off-Site
 - 11. Utility shutdown procedures
 - 12. Control and reference point survey procedures
 - 13. Safety
 - 14. Jurisdictional agency requirements
- C. Owner will distribute copies of minutes to attendees. Attendees shall have seven (7) Days to submit comments or additions to minutes. Minutes will constitute final memorialization of results of Preconstruction Conference.

1.03 Schedule Review Meeting

- A. Refer to Section 01 3200 Progress Schedules and Reports for required schedule meetings.

1.04 Weekly Project Meetings

- A. Owner will schedule and administer weekly progress meetings throughout duration of Work's construction phase. Progress meetings will be held weekly unless otherwise directed by Owner. Meetings shall be held at Owner's Offices unless otherwise specified in Contract Documents.
 - 1. Owner's Representative will prepare agenda and distribute it in advance of meeting to

- Design-Build Team.
2. Participants with agenda items shall present them.
 3. Owner shall record and distribute the meeting minutes. Minutes shall be distributed by the Owner to the Design-Build Team after the meeting. Design-Build Team shall distribute the minutes to those affected by decisions made at meeting. Attendees shall have five (5) business days to submit comments or additions to the minutes. Minutes shall constitute final memorialization of results of meeting.
 4. Progress meetings shall be attended by Design-Build Team's job superintendent, major Subcontractors and suppliers, principle Designers, Owner, Owner consultants and Bridging Architect (at Owner's option), and others as appropriate to agenda topics for each meeting.
 5. Agenda may contain the following items, as appropriate:
 - a. Review, revise as necessary, and approve previous meeting minutes
 - b. Review of Work progress since last meeting
 - c. Status of Construction Work Schedule, delivery schedules, adjustments
 - d. Submittal, RFI, RFC, and Change Order status
 - e. Review of the Design-Build Team's safety program activities and results, including report on all serious injury and/or damage accidents
 - f. Other items affecting progress of Work
 6. Impacts to neighboring businesses
 7. Communications with the public or media
 8. City approved work hours
 9. City emergency contact information

1.05 Progress Schedule and Billing Meetings

- A. Refer to Sections 01 2000 (Measurement and Payment) and 01 3200 (Progress Schedules and Reports) for Progress Schedule and Billing Meetings.

1.06 Special Meetings

- A. Any party may call special meetings by notifying all desired participants and Owner five (5) Days in advance, giving reason for meeting. Special meetings may be held without advance notice in emergency situations.
- B. At any time during the progress of Work, Owner shall have authority to require Design-Build Team to schedule a meeting with Owner and of any or all of the Subcontractors engaged in Work or in other work, to address matters of concern to the Owner.
- C. Design-Build Team shall schedule and conduct coordination meetings as necessary to discharge coordination responsibilities in Document 00 7253 (General Conditions). Design-Build Team shall give Owner five (5) Days written notice of coordination meetings. Design-Build Team shall maintain minutes of coordination meetings. Attendees shall have seven (7) Days to submit comments or additions to minutes. Minutes will constitute final memorialization of results of coordination meetings.
- D. Design-Build Team to submit minutes of meetings to all attendees within three (3) days of the meeting in a format acceptable to the Owner.

1.07 Safety Meetings

- A. Conduct Design-Build Team Safety Committee meetings as stipulated in Design-Build Team's Safety Plan and (as applicable) Document 00 7319 (Owner Controlled Insurance Program Safety Standards Manual).

PART 2 – PRODUCTS – NOT USED

PART 3 – EXECUTION – NOT USED

END OF SECTION