

SECTION 013119

PROJECT MEETINGS

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. The City shall schedule a pre-construction meeting, periodic progress meetings and specially called meetings throughout the progress of the work.

1.2 RELATED REQUIREMENTS

- A. Construction Progress Schedules are included in Section 013200.
- B. Shop Drawings, Submittals and Samples are included in Section 013000.
- C. Project Record Documents are included in Section 017839.

1.3 QUALIFICATIONS OF MEETING PARTICIPANTS

- A. Representatives of entities participating in meetings shall be qualified and authorized to act on behalf of the entity each represents.

1.4 PRE-CONSTRUCTION MEETINGS

- A. Preconstruction meeting should be scheduled no later than 20 days after date of Notice of Award.
- B. Location: North Port City Hall: 4790 City Hall Blvd, North Port, FL 34286
- C. Attendance
 - 1. City's representatives
 - 2. City's professional consultants
 - 3. Contractor's Superintendent
 - 4. Major Subcontractors
 - 5. Major suppliers
 - 6. Utilities
 - 7. Others as appropriate
- D. Suggested agenda and topics of discussion to include but are not limited to:

1. Distribution and discussion of the Contractor's list of major subcontractors and suppliers and the projected Construction Schedule.
2. Critical work sequencing.
3. Major equipment deliveries and priorities.
4. Project Coordination including the designation of responsible personnel.
5. Procedures and processing of requests for information, submittals, change orders, and Applications for Payment.
6. Procedures for maintaining Record Documents.
7. Staging and storage areas.
8. Temporary utilities.
9. Housekeeping procedures.

1.5 PROGRESS MEETINGS

- A. General: Progress meetings shall be conducted as necessary and as determined by the City, Engineer and the Contractor. The frequency and location of these meetings may be altered upon the agreement of the City and Contractor.
- B. The City shall make physical arrangements for the meetings. The City or Engineer shall prepare agendas, notify each anticipated participant, preside at the meetings, record minutes, and distribute copies of the minutes within seven (7) days of meeting to participants and interested parties.
- C. Attendance: Contractor's superintendent, representatives of the City, the Engineer, subcontractors who are or are proximate to be actively involved in the Work, and others who are necessary to the agenda are required. Representatives of other utilities when the Work affects their interests shall be invited.
- D. The Contractor shall submit at each meeting:
 1. Construction schedule, regardless whether revisions have been made.
 2. A written projected schedule for the next two weeks.
 3. Written claims for additional compensation.

4. Written claims for rain days to extend the Contract.
5. Results of all testing and Value Engineering Proposals as applicable.

E. Tentative Agenda:

1. Review of Work progress and schedule.
 - a. Actual start and finish dates of completed activities since last progress meeting.
 - b. Durations and progress of activities not completed.
 - c. Subcontractors' progress.
 - d. Percentage of completion of items on Pay Request.
 - e. Delivery schedules.
 - f. Revisions to Schedule: Shall include reasons for required revisions and their effect on Contract Time and Contract Price.

1.4 PRE-INSTALLATION MEETINGS

A. General: The Contractor shall meet with manufacturers and/or installers (as appropriate and applicable to the nature of the project) of major units of construction that require coordination between the Contractor, the City, subcontractors, or others. Major units of construction that require pre-installation meetings include:

1. Piping tie-ins.
2. Any work requiring a shutdown or other interruptions.
3. Horizontal directional drills.

B. Meetings shall be conducted at the North Port Utilities Office located at 6644 West Price Blvd., North Port, FL 34291, or other mutually agreed upon place.

C. The Contractor shall schedule meetings at least seven (7) days in advance of installation. The Contractor shall prepare and distribute to each anticipated participant a written notice and agenda at least four (4) days before the meeting. The Contractor shall preside at the meetings, record minutes, and distribute copies of the minute within seven (7) days of meeting to participants and interested parties.

D. Attendance: Contractor's superintendent, appropriate manufacturers and/or installers of major units of constructions, affected subcontractors, and others affected. The City and Engineer shall be invited.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION