

SECTION 01 31 19.23

PROGRESS MEETINGS

PART 1 – GENERAL

1.1 DESCRIPTION

- A. Scope:
 - 1. Progress meetings will be held throughout the Project. CONTRACTOR shall attend each progress meeting prepared to discuss in detail all items on the agenda.
 - 2. ENGINEER will preside at progress meetings and will prepare and distribute minutes of progress meetings to all meeting participants and others as requested.
- B. Date and Time:
 - 1. Regular Meetings: CONTRACTOR shall schedule and hold regular progress meetings not less than bi-weekly and at other times as required by the progress of the work agreeable to OWNER and ENGINEER. Frequency may vary during certain phases of the work depending on the work ongoing at the time and subject to approval of the OWNER and ENGINEER.
 - 2. Other Meetings: As required.
- C. Place: CONTRACTOR's field office at the Site or other location mutually agreed upon by OWNER, CONTRACTOR, and ENGINEER.
- D. Handouts: CONTRACTOR shall bring to each progress meeting a minimum of 6 copies of each of the following:
 - 1. List of Work accomplished since the previous progress meeting.
 - 2. Up-to-date Progress Schedule (provided monthly).
 - 3. Up-to-date Schedule of Submittals.
 - 4. Detailed two-week "look-ahead" schedule of Work, with specific starting and ending dates for each activity, including shutdowns, deliveries of important materials and equipment, Milestones (if any), and important activities affecting the OWNER, Project, and Site.
 - 5. When applicable, list of upcoming, planned time off (with dates) for personnel with significant roles on the Project, and the designated contact person in their absence.

1.2 REQUIRED ATTENDANCE

- A. Representatives present for each entity shall be authorized to act on that entity's behalf.
- B. Required Attendees:

1. CONTRACTOR:
 - a. Project manager.
 - b. Site superintendent.
 - c. Safety representative.
 - d. Major Trade Contractor's representatives as required based on the ongoing work.
2. ENGINEER:
 - a. Project manager or designated representative
 - b. Resident Project Representative.
 - c. Others as required by ENGINEER.
3. OWNER's representative(s), as required.
4. Testing and inspection agencies, as required.
5. Others, as appropriate.

1.3 AGENDA

- A. Preliminary Agenda: Be prepared to discuss in detail the topics listed below. Revised agenda, if any, will be furnished to CONTRACTOR prior to first progress meeting. Progress meeting agenda may be modified by ENGINEER during the Project as required.
 1. Review, comment, and amendment (if required) of minutes of previous progress meeting.
 2. Review of progress since the previous progress meeting.
 3. Planned progress through next progress meeting.
 4. Review of Progress Schedule
 - a. Contract Times, including Milestones (if any)
 - b. Critical path.
 - c. Schedules for fabrication and delivery of materials and equipment.
 - d. Corrective measures, if required.
 5. Submittals:
 - a. Review of status of critical submittals.
 - b. Review revisions to Schedule of Submittals.
 6. Contract Modifications
 - a. Requests for interpretation
 - b. Clarification notices
 - c. Field Orders
 - d. Proposal requests
 - e. Change Order proposals
 - f. Work Change Directives.
 - g. Change Orders.
 - h. Claims.
 7. Applications for progress payments.
 8. Problems, conflicts, and observations.
 9. Quality standards, testing, and inspections.
 10. Coordination between parties.
 11. Site management issues, including access, security, maintenance and protection of traffic, maintenance, cleaning, and other Site issues.

12. Safety.
13. Permits.
14. Construction photographic documentation.
15. Record documents status.
16. Punch list status, as applicable.
17. Other business.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

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