

ARTICLE 15. PROJECT MEETINGS & PROCEDURES

Section 15.01. Section Includes

A. The Owner's Representative will schedule and administer a preconstruction meeting, regular progress meetings, and specially called meetings throughout progress of the Work, and will:

1. Prepare agenda for meetings.
2. Make physical arrangements for meetings.
3. Preside at meetings.
4. Record the minutes; include significant proceedings and decisions.
5. Reproduce and distribute copies of minutes after each meeting to participants in the meeting and to parties affected by decisions made at meeting.

B. Representatives of the Contractor, Subcontractors and suppliers attending meetings shall be experienced supervisory staff with written authorization to act on behalf of the entity each represents.

Section 15.02. Preconstruction Meeting.

A. Timing: Prior to start of construction.

B. Attendance: Architect or Consulting Engineer and consultants as appropriate, Owner's Representative, Contractors as requested.

C. Purpose: Discuss and familiarize Contractors with construction administrative procedures to be used on Project.

Section 15.03. Progress Meetings.

A. Timing: Frequency, day and time to be determined by the Owner's Representative, Architect or Consulting Engineer and the City.

B. Attendance: Owner's Representative and each Contractor on site; Architect or Consulting Engineer, consultants, and Subcontractors when required.

C. Purpose: To provide a formal and regular forum for the City, the Owner's Representative, Architect/Engineer, Contractor and Subcontractors to present questions, problems or issues that need to be addressed. It will also provide an opportunity to review the progress on previous issues and action items along with submittal and schedule review.

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2 Section 15.04. Specially Called Meetings.
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4 A. The Owner's Representative may call a special meeting at any time during the course of
5 the Project. Special Project meetings shall include representatives of the Project as
6 requested in order to discuss problems and/or solutions that are common to the Project.
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