CITY OF FORT WAYNE MASTER UPDATED: 1/5/15

SECTION 01 31 19.23

PROGRESS MEETINGS

1. GENERAL
	1. DESCRIPTION
		1. Scope:
			1. Progress meetings may 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 agenda and minutes of progress meetings to all meeting participants and others as requested.
		2. Date and Time:
			1. As required by the Resident Project Representative.

NTS: Edit the meeting location to suit the project.

* + 1. Place: Contractor’s field office at the Site or other location mutually agreed upon by Owner, Engineer, and Contractor.

NTS: Insert at (--1--) the required number of handouts. Edit list of handouts as required.

* + 1. Handouts: Contractor shall bring to each progress meeting a minimum of (-1-) copies of each of the following:
			1. List of Work accomplished since the previous progress meeting.
			2. Up-to-date Progress Schedule.
			3. Up-to-date Schedule of Submittals.
			4. Detailed “look-ahead” schedule of Work planned through the next progress meeting, 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.

NTS: Section “1.2” is to be included if project is bid on unit price basis. Section to be deleted or revised if project is to be bid on lump sum basis.

* 1. MEASUREMENT AND PAYMENT
		1. This item is to be included in overall Project cost and not bid as a separate Work item.
	2. REQUIRED ATTENDANCE
		1. Representatives present for each entity shall be authorized to act on that entity’s behalf.
		2. Required Attendees:
			1. Contractor:
				1. Project manager.
				2. Site superintendent.
				3. Safety representative.
				4. When needed for the discussion of a particular agenda item, representatives of subcontractors and suppliers shall attend meetings.
			2. Engineer:
				1. Project manager or designated representative.
				2. Resident Project Representative (if any).
				3. Others as required by Engineer.
			3. Owner’s representative(s), as required.
			4. Testing and inspection agencies, as required.
			5. Others, as appropriate.
	3. AGENDA

NTS: Edit and add agenda items as appropriate for the project.

* + 1. 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
				1. Contract Times, including milestones (if any)
				2. Critical path.
				3. Schedules for fabrication and delivery of materials and equipment.
				4. Corrective measures, if required.
			5. Submittals:
				1. Review of status of critical submittals.
				2. Review revisions to schedule of submittals.
			6. Contract Modifications
				1. Requests for Interpretation.
				2. Clarification notices.
				3. Field Orders.
				4. Requests for Quote.
				5. Change Order proposals.
				6. Work Change Directives.
				7. Change Orders.
				8. 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.
1. PRODUCTS (NOT USED)
2. EXECUTION (NOT USED)

+ + END OF SECTION + +