

This specification outlines the requirements for site and co-ordination meetings for all parties in contract, parties in subcontract and other Contractors.

PART 1 REFERENCES

1.1 NOT APPLICABLE

PART 2 GENERAL

2.1 ADMINISTRATIVE

- .1 Attend project meetings, scheduled and administered by the Owner, throughout the progress of the Work and approve times and locations proposed by the Owner.
- .2 Cooperate with the Owner in the preparation of agendas for meetings.
- .3 Distribute written notice of each meeting to Subcontractors five (5) business days in advance of meeting date.
- .4 Provide physical space and make arrangements for meetings.
- .5 The Owner or Owner's Representative will record the minutes, include significant proceedings and decisions, identify 'action by' parties and submit a copy of the minutes to the Contractor, Owner's Representative or Owner, Department, and other meeting participants within five business days after each meeting.
- .6 The Contractor shall reproduce copies of minutes forthwith and distribute to the Subcontractors, meeting participants, and affected parties not in attendance.
- .7 Representatives of the Contractor, Subcontractor and suppliers attending meetings shall be qualified and authorized to act on behalf of the party each represents.
- .8 All meetings shall start with a brief safety minute.

2.2 PRE-CONSTRUCTION MEETING

- .1 Within 10 business days after award of Contract, and prior to starting construction, request a meeting with the Consultant/Owner to discuss and resolve administrative procedures and responsibilities.
- .2 Senior representatives of the Owner, Department, Consultant, Contractor, major Subcontractors and field inspectors will be in attendance.
- .3 Agenda shall follow the MI template including but not limited to:

- .1 Appointment of official representative of participants in the Work
- .2 Identification of Sub-contractors
- .3 Award Letter
- .4 Scope Review and Outcomes
- .5 Project Sign
- .6 Construction and record (01720) drawings
- .7 Submittals required before work starts and other documentation
- .8 Permits
- .9 Liability for engineering fees
- .10 Monthly progress claims, and administrative procedures.
- .11 Schedule of Work, and progress scheduling (Section 01300)
- .12 Substantial performance and deficiencies
- .13 Total performance
- .14 Safety requirements
- .15 Environmental requirements
- .16 Contemplated change orders, procedures, approvals required, time extensions, and administrative requirements (General Conditions, GC 21 - Certificates and Payments)
- .17 Requirements for temporary facilities, site signs, offices, storage sheds, utilities, and fences (Section 01500)
- .18 Surveying and layout
- .19 Schedule of submission of shop drawings, samples, and colour chips (Section 01340)
- .20 Special Owner requirements
- .21 Reinstatement
- .22 Pipe bedding
- .23 Asphalt quality control
- .24 Changes in project team
- .25 Delivery schedule of specified equipment
- .26 Maintenance manuals (Section 01720)
- .27 Take-over procedures, acceptance, and warranties (Section 01720)
- .28 Site security in accordance with Section 01005, 01574, 1600, and 02831.)
- .29 Owner provided products.
- .30 Appointment of inspection and testing agencies or firms

## 2.3 PROGRESS MEETINGS

- .1 During course of Work and the weeks prior to project completion, schedule progress meetings, not less than monthly or as directed by the Owner.
- .2 The Department, Owner, Contractor, major Subcontractors involved in Work and the Consultant are to be in attendance.

- .3 Agenda to include the following:
  - .1 Safety
  - .2 Review, and approval of minutes of previous meeting.
  - .3 Review of Work progress and construction schedule since previous meeting.
  - .4 Field observations, problems, and conflicts.
  - .5 Problems which impede construction schedule.
  - .6 Review of off-site fabrication delivery schedules.
  - .7 Corrective measures and procedures to regain projected schedule.
  - .8 Revisions to construction schedule, if required.
  - .9 Progress, and schedule, during succeeding Work period.
  - .10 Review submittal schedules: expedite as required.
  - .11 Maintenance of quality standards.
  - .12 Pending changes and substitutions.
  - .13 Review proposed changes for effect on construction schedule and on completion date.
  - .14 Other business.

PART 3 PRODUCTS

3.1 NOT APPLICABLE

PART 4 EXECUTION

4.1 NOT APPLICABLE

PART 5 PAYMENT

5.1 MEASUREMENT FOR PAYMENT

- .1 Not Applicable

5.2 BASIS OF PAYMENT

- .1 No separate or direct payment will be made for Work as outlined in this specification. Costs of all Work specified is deemed to be included in the lump sum and Unit Prices quoted in the MERX Schedule of Quantities and Prices.

Not For Construction