

MEETINGS

PART 1 GENERAL

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| 1.01 OTHER CONTRACT DOCUMENTS | The General Conditions of the Contract, General Requirements and Supplemental Conditions attached hereto shall apply to and be a part of this Section. |
| 1.02 DESCRIPTION OF WORK | The Work described herein describes the requirements for meetings in connection with the Work. |
| 1.03 RELATED DOCUMENTS | Section 01300 Submittals |

PART 2 PRODUCTS None required.

PART 3 EXECUTION

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| 3.01 PRECONSTRUCTION MEETING | Within fourteen (14) calendar days following the award of the Contract, the Engineer will request senior representatives of the Contractor, principal Subcontractor(s) and Other Contractors attend a pre-construction meeting. The time and location of the meeting will be established by the Engineer who will chair the meeting and record the minutes. |
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In addition to discussing and clarifying the administrative procedures and responsibilities pertaining to the Work, the Contractor shall deliver, for the Engineer's approval, a Schedule of the Work and lists of all proposed Subcontractors and Product suppliers to be engaged in the Work. Other items discussed shall be the appointment of the official representatives and participants in the Work; Bonding and Insurance requirements; issuing of permits; change order procedures; payment and hold back(s); temporary facilities; site sign, and barricades; special construction methods and procedures; schedules for submittals; the delivery of specified equipment, and City provided products, if any; inspection and testing; completion of Work and warranties; and any other topics the Engineer or Contractor deem necessary to discuss.

MEETINGS

**3.02 PROGRESS
MEETINGS**

The Engineer will schedule and chair progress meetings which shall be held at regular intervals, times and locations agreeable to the Engineer and the Contractor, to review the progress of the Work, identify and resolve problems occurring during construction and to ensure adequate and proper job coordination.

The progress meetings shall be attended by a least one representative of the City, and one representative of the Contractor. Representatives of Subcontractors shall be required to attend as requested. Each representative shall be an authorized and qualified responsible representative, capable of expressing the contracted parties position on any matter to be discussed, and able to act on behalf of the party each represents.

**3.03 RECORDING &
DISTRIBUTION**

The Engineer will record the minutes and include significant proceedings and decisions and identify whom shall be required to take action to resolve matters.

The Engineer will distribute copies of the minutes to the Contractor only and within a reasonable amount of time after each meeting. The Contractor shall be responsible for distribution of meeting minutes to Subcontractors and suppliers.

END OF SECTION