

## 01 31 19 – PROJECT MEETINGS

### PART 1 - GENERAL

#### 1.01 SCHEDULING AND ATTENDANCE

- A. The Designer, in cooperation with the Owner and the Contractor, will schedule and administer a pre-construction meeting, periodic progress meetings, and any required special meetings.
- B. Representatives of the Owner and the Designer will attend.
- C. Attending representatives of the Contractor, subcontractors, and suppliers shall be qualified and authorized to act on behalf of the entity each represents.
- D. The Contractor representative shall be authorized to sign Change Orders.

#### 1.02 PRE-CONSTRUCTION MEETING

- A. A pre-construction meeting will be scheduled upon the award of the contract prior to the issuance of the Notice to Proceed.
- B. The Contractor shall arrange for the following participants in the pre-construction meeting:
  - 1. The Contractor's superintendent and management representative having authority to sign change orders.
  - 2. Major subcontractors' representatives
  - 3. Major suppliers' representatives
  - 4. Others as desired

#### 1.03 PROGRESS MEETINGS

- A. Progress meetings are held to provide a regular and frequent opportunity for the following purposes:
  - 1. Conduct a general review of the progress of the Work aimed at identifying and mitigating impediments to timely completion.
  - 2. Provide an opportunity for the Contractor to submit Applications for Payment along with appropriate attachments and other submittals.
  - 3. Designer and Contractor sign Change Orders in accordance with § 01 26 00.
- B. Progress meetings will be scheduled and conducted at the project site when deemed advisable by the Designer until the Work is complete, typically twice monthly.
- C. The Contractor shall arrange for the following participants in progress meetings:
  - 1. The Contractor's superintendent and management representative having authority to sign change orders.
  - 2. Subcontractors' representatives, as befits the agenda
  - 3. Suppliers' representatives, as befits the agenda
  - 4. Others, as appropriate.
- D. Proceedings of these meetings will be recorded and the Contractor will be furnished copies for its use and for distribution to subcontractors, material suppliers and vendors.

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### 1.04 SPECIAL MEETINGS

The Contractor and its subcontractors and suppliers shall attend special meetings as deemed necessary and requested by the Designer.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION