PART 1 - GENERAL

1.01 PRE-BID SITE MEETING:

A. Scheduling of meeting: If a pre- bid site meeting is to be held, the date, time, and location will be shown in the advertisement for bid and in the pre-bid information Section 00 11 13.

B. Possible Attendees: The Engineer, the Consultant, the Contractor, Subcontractors, and Suppliers. If the pre-bid site meeting is mandatory, a representative for all bidding contractors must be present. The Consultant shall be responsible for developing an attendee's list. If the pre-bid conference is mandatory the Consultant shall provide the Engineer with an official copy which will be used in verifying and recommending contract award to eligible bidders.

C. Submittals: (***None at this time - edit)***.

D. Agenda: The following topics shall be reviewed by either the Engineer and/or Consultant:

1. The Engineer: Introduction, general scope, budget, schedule, special permits, requirements, special conditions and/or requirements.
2. The Consultant: Review of project drawings, technical specifications, review of the inclusion plan and any special conditions and/or requirements affecting the project.
3. Tour of the Work Site: If feasible, with additional comments from the Engineer and/or the Consultant

1.02 PRE-CONSTRUCTION:

A. The Engineer will establish the date, time and place for the pre-construction conference. The Engineer will conduct the meeting to review responsibilities, procedures, personnel assignments and to exchange preliminary submittals. The Consultant shall be responsible for taking and preparing minutes using a format to be provided by the Engineer. Copies of the minutes will be distributed by the Consultant at the first progress meeting.

B. Attendees: The Engineer, the Consultant, the Contractor and his/her superintendent, major subcontractors, manufacturers, suppliers and other concerned parties.

C. Submittals: The Contractor shall provide a preliminary construction schedule; traffic control plan; schedule of values; mark-up agreement form; list of subcontractors; list of material suppliers, preliminary data submittals, and submittals/shop drawings for long lead material items identified in the project manual.

D. Agenda: The following items shall be reviewed at the meeting using a format provided by the Engineer.

1. Lines and methods of communication between the Engineer, Consultant and Contractor.
2. Contract Compliance.
3. Coordination of Project.
   a. Engineer's inspections.
   b. Construction Inspection Plan.
   c. Special inspections/testing.
   d. Working hours.
   e. Date, time and location for weekly construction meetings.
   f. Safety.
   g. Traffic control.
   h. Sound restrictions – (SMC) 25.08.
   i. Verification of schedule compliance and remaining construction days.
4. Engineer-provided control surveys.
5. Submittals to be provided by Contractor at meeting.
   a. Identification of Contractor's Personnel: Project Manager, Superintendent, other key personnel.
   b. Subcontractor Applications.
   c. Critical Path Schedule (preliminary).
   d. Schedule of values.
   e. List of required submittals/ Shop Drawings from Project Manual.
   f. Subcontractor's List.
   g. Material Suppliers.
   h. Prevailing Wage Reports.
   i. Mark-up Agreement Form
6. Procedures and sample pay request forms with prevailing wage certification.
7. Procedures and examples of Design Clarification, Field Directives, Modification Proposals (MP), and Change Orders.
8. Procedures for submitting submittals/shop drawings and requesting substitutions.
9. Responsibility of contractor to maintain record documents.
10. Emergency Telephone List.
11. Special Items:
    a. MSDS Data.
    b. Work Limits/Security and safety-first aid procedures and confined spaces procedure.
    c. Adjoining Work (if any) in progress.
    d. Permits.
    e. Staging, deliveries, and contractor/employee parking.
12. Verification of Drawings and Project Manual by Contractor.
13. Notice to Proceed date.
14. Other.

1.03 PROGRESS MEETINGS:

A. The Engineer will conduct the weekly progress meetings on a day, time and location determined at the pre-construction conference. The Consultant shall be responsible

for taking and preparing weekly project minutes using a format provided by the Engineer. Copies of the minutes shall be distributed to attendees at least four calendar days prior to the next meeting. A copy of the minutes shall be provided to the Engineer.

B. Attendees: Engineer, Consultant, Contractor, Facility Operator, and other concerned parties such as contractor's superintendent, subcontractors, and material suppliers.

C. Agenda: The following items will be reviewed and discussed at each progress meeting using a format provided by the Engineer:

1. Review and approve minutes of the previous meeting.
2. Review status, progress, issues related to compliance with construction schedule and identify construction days used and days remaining under the Contract and any request for time extensions. Determine if schedule needs to be updated to reflect any changes. Develop and maintain a work item schedule status report using a format provided by the Engineer.
3. Review status/issues/problems of work in progress with needed action items.
4. Review new work that has started prior to the last meeting and/or will be started before the next meeting and identify any issues, concerns, or problems requiring action.
5. Establish and maintain a submittal/shop drawing log showing status for all items identified in the project manual using a format provided by the Engineer. Review status of long-lead time items that may require expedited review.
6. Establish and maintain log and status of Design Clarifications, Field Directives, MP, and Change Orders using a format provided by the Engineer. Review status of pending actions, degree of completion, and the need for processing change orders.
7. Review status of special testing if required and implementation of inspection schedule.
8. Review changes to record documents.
9. Review status of work in progress and pending pay requests.
10. Review other issues affecting implementation of project.

PART 2 - PRODUCTS: *Not Used*

PART 3 - EXECUTION: *Not Used*

END OF SECTION