



1584 Hadley Avenue N | Oakdale, MN 55128
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PROJECT MEETINGS (OAKDALE 1039A)

PART 1 GENERAL

1.01 SUMMARY

- A. Procedures for Administration of Project Meetings:
 - 1. Preconstruction Conference.
 - 2. Progress Meetings.
 - 3. Preinstallation Conferences.
- B. Related Sections:
 - 1. Document XXXX – Instructions to Bidders
 - 2. Section 1039 – Coordination
 - 3. Section 1039C – Submittal Procedures

1.02 PRE-CONSTRUCTION CONFERENCE

- A. Scheduled by Engineer after Notice of Award, prior to commencement of construction for:
 - 1. Execution of Owner-Contractor Agreement and exchange of preliminary submittals if not previously completed.
 - 2. Clarification of Owner and Contractor responsibilities in use of the Site and review of administrative procedures.
- B. Attendees: Owner, Engineer, Consultants, Contractors, major subcontractors, other concerned parties represented by persons familiar with and authorized to conclude matters relating to Work.
- C. Agenda:
 - 1. Items of significance that could affect progress including, but not limited to:
 - a. Submittal of executed bonds and insurance certificates.
 - b. Execution of Owner-Contractor Agreement if not previously completed.
 - c. Distribution of Contract Documents.
 - d. Use of premises by Owner and Contractor:
 - 1) Owner's requirements and occupancy.
 - 2) Construction facilities provided by Owner (if any).
 - 3) Temporary utilities provided by Owner (if any).
 - 4) Use of premises office, work, and storage areas.
 - e. Security and housekeeping procedures.
 - f. Submittals:
 - 1) Final list of subcontractors, suppliers, products.
 - 2) Schedule of Values.
 - 3) Progress Schedule.
 - 4) Designation of responsible personnel:

- a) Contractor's principal staff and consultants.
- b) Contractor's superintendent or job foreman acting as Contractor's Site representative.
- c) Owner's and Contractor's designated individuals authorized to sign Change Orders, field modifications, and monthly pay requests.
- g. Procedures for processing:
 - 1) Field decisions.
 - 2) Submittals:
 - a) Shop Drawings.
 - b) Product Data.
 - c) Samples.
 - 3) Substitutions.
 - 4) Applications for Payments.
 - 5) Proposal requests.
 - 6) Change Orders.
 - 7) Contract Closeout.
- h. Schedules:
 - 1) Tentative construction schedule.
 - 2) Critical Work sequencing.
 - 3) Progress meetings.
- i. Procedures for testing.
- j. Procedures for maintaining Record Documents.
- k. Requirements for startup of equipment: Inspection and acceptance of equipment put into service during construction period.
- l. Equipment deliveries and priorities.
- m. Contractor responsibilities:
 - 1) Safety procedures.
 - 2) First aid.

1.03 PROGRESS MEETINGS

A. Meetings:

- 1. Contractor and all active subcontractors shall attend weekly construction progress meetings throughout progress of Work.
- 2. Meetings will be held at the Oakdale Public Works Facility, 1900 Hadley Avenue North, at a day and time to be determined.

B. Attendees:

- 1. Contractor, subcontractors and suppliers, other entity concerned with current progress or involved in planning, coordination or performance of future activities; Owner, Engineer, professional consultants as appropriate to agenda.
- 2. Attendees shall be familiar with Project and authorized to conclude matters relating to progress.

C. Agenda:

- 1. Items of significance that could affect progress, including topics for discussion as appropriate to current status of Project, minimally:
 - a. Approval of minutes of last meeting.
 - b. Review of Work progress.
 - c. Field observations, problems and decisions.
 - d. Identifications of problems which impede planned progress.
 - e. Review of submittal schedule and status of submittals.

- f. Review of off-site fabrication and delivery schedules.
- g. Maintenance of progress schedule.
- h. Corrective measures to regain projected schedules.
- i. Planned progress during succeeding Work period.
- j. Coordination of projected progress.
- k. Maintenance of quality and work standards.
- l. Effect of proposed changes on progress schedule and coordination.
- m. Other business relating to Work.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION