

**NEW PASSENGER TERMINAL  
DULUTH INTERNATIONAL AIRPORT  
DULUTH, MINNESOTA**

**SECTION 01200 – PROJECT  
MEETINGS**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this section.

1.2 SUMMARY

- A. This section specifies administrative and procedural requirements for project meetings, including, but not limited to, the following:
  - 1. Preconstruction conferences.
  - 2. Preinstallation conferences.
  - 3. Progress meetings.
- B. Contractor=s Construction Schedule requirements are specified in another Division 1 section.
- C. Refer to individual sections for the portions of the project requiring preinstallation conferences.

1.3 PRECONSTRUCTION CONFERENCE

- A. The Owner and / or Architect will schedule a preconstruction conference and organizational meeting prior to the start of construction, but no later than 15 days after the execution of the Owner-Contractor Agreement. The preconstruction conference will be held at the project site, or an otherwise convenient location. The meeting shall be conducted to review responsibilities and personnel assignments.
- B. Attendees: Authorized representatives of the Owner, Architect and their consultants, the Contractor and its superintendent, major subcontractors, manufacturers, suppliers, and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the work.
- C. Agenda: Discuss items of significance that could affect progress, including the following:
  - 1. Tentative construction schedule.
  - 2. Critical work sequencing.
  - 3. Designation of responsible personnel.
  - 4. Procedures for processing field decisions and Change Orders.
  - 5. Procedures for processing Applications for Payment.
  - 6. Distribution of Contract Documents, if not previously distributed.
  - 7. Submittal of Shop Drawings, Product Data, and Samples.
  - 8. Preparation of record documents.
  - 9. Use of the premises.
  - 10. Parking availability.
  - 11. Office, work, storage areas and temporary facilities.

12. Equipment deliveries and priorities.
  13. Safety procedures.
  14. First aid.
  15. Security.
  16. Housekeeping.
  17. Working hours.
  18. Coordination with work of concurrent and subsequent contracts under other Contractors.
  19. Other appropriate topics.
- D. Schedule of Values: The Contractor shall provide an outline or draft copy of the Schedule of Values, in accordance with the requirements of Section 01027 - APPLICATIONS FOR PAYMENT, for initial review. The intent of this submittal is to review the Schedule of Values for organization and content with respect to the construction progress and work requirements, such that the review time of the formal submittal may be minimized. No dollar values or other monetary breakdowns are required with this outline. The formal submittal of the Schedule of Values with all monetary breakdowns and other requirements shall be in accordance with Section 01027 - APPLICATIONS FOR PAYMENT.
- E. The Architect shall record the results of the meeting and distribute copies to attendees and other interested parties.

#### 1.4 PREINSTALLATION CONFERENCES

- A. The Contractor shall conduct a preinstallation conference at the Project Site before each construction activity that requires coordination with other construction.
- B. Attendees: The Installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise the Architect at least ten (10) working days in advance of scheduled meeting dates.
- C. Do not schedule conferences until the submittals required by the Contract Documents for work associated with the construction activity requiring the conference have been approved and returned to the Contractor.
- D. Review the progress of other construction activities and preparations for the particular activity under consideration at each preinstallation conference, including requirements for the following:
1. Contract Documents.
  2. Options.
  3. Related Change Orders.
  4. Purchases.
  5. Deliveries.
  6. Shop Drawings, Product Data, and quality-control samples.
  7. Review of mockups.
  8. Possible conflicts.
  9. Compatibility problems.
  10. Time schedules.
  11. Weather limitations.
  12. Manufacturer's recommendations.
  13. Warranty requirements.

14. Compatibility of materials.
  15. Acceptability of substrates.
  16. Temporary facilities.
  17. Space and access limitations.
  18. Governing regulations.
  19. Safety.
  20. Inspecting and testing requirements.
  21. Required performance results.
  22. Recording requirements.
  23. Protection.
- E. The Contractor shall record the results of the meeting and distribute copies to attendees and other interested parties.
- F. Do not proceed with the installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of work and reconvene the conference at the earliest feasible date.

## 1.5 PROGRESS MEETINGS

- A. Conduct progress meetings at the Project Site at regularly scheduled times on a bi-weekly interval. Notify the Owner and the Architect of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request and in conjunction with any coordination meetings.
- B. Attendees: In addition to representatives of the Owner and the Architect, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to progress.
- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.
1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.
  2. Review the present and future needs of each entity present, including the following:
    - a. Interface requirements.
    - b. Time.
    - c. Sequences.
    - d. Status of submittals.
    - e. Deliveries.
    - f. Off-site fabrication problems.
    - g. Access.
    - h. Site utilization.
    - i. Temporary facilities and services.
    - j. Hours of work.
    - k. Hazards and risks.

- I. Housekeeping.
  - m. Quality and work standards.
  - n. Change Orders.
  - o. Documentation of information for payment requests.
- D. Reporting: Contractor shall record minutes of the meeting and distribute to each party present and to parties who should have been present. Contractor shall revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Contractor shall issue the revised schedule to attendees and others who should have been present no later than 3 days after the meeting.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01200