# General

## Summary

* + 1. The Work of this Section includes, but is not limited to the following:
       1. Administrative Requirements
       2. Construction Start-Up Meeting
       3. Progress Meetings
       4. Pre-Installation Meetings for Complex Equipment/Systems
       5. Pre-Takeover Meeting
       6. Post-Construction Meeting

## Administrative requirements

* + 1. Responsibility matrix outlined below identifies parties responsible for scheduling meetings, preparing meeting agenda, taking meeting minutes and distribution of information (meeting agenda and minutes) to all required parties.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Type** | **Task** | **Consultant's Responsibility** | **Contractor's Responsibility** |
| Construction Start-Up Meeting | Scheduling of Meeting | **X** |  |
| Preparing Meeting Agenda | **X** |  |
|  | Taking Meeting Minutes | **X** |  |
|  | Distribution of Information | **X** |  |
| Progress Meetings | Scheduling of Meeting | **X** |  |
|  | Preparing Meeting Agenda | **X** |  |
|  | Taking Meeting Minutes | **X** |  |
|  | Distribution of Information | **X** |  |
| Pre-Installation Meetings for Complex Equipment/Systems | Scheduling of Meeting |  | **X** |
| Preparing Meeting Agenda |  | **X** |
|  | Taking Meeting Minutes |  | **X** |
|  | Distribution of Information |  | **X** |
| **Meeting Type** | **Task** | **Consultant's Responsibility** | **Contractor's Responsibility** |
| Pre-Takeover Meeting | Scheduling of Meeting |  | **X** |
|  | Preparing Meeting Agenda |  | **X** |
|  | Taking Meeting Minutes |  | **X** |
|  | Distribution of Information |  | **X** |
| Post-Construction Meeting | Scheduling of Meeting | **X** |  |
|  | Preparing Meeting Agenda | **X** |  |
|  | Taking Meeting Minutes | **X** |  |
|  | Distribution of Information | **X** |  |

* + 1. Representatives of parties attending meetings shall be authorized to act on behalf of the parties they represent. Subcontractors and Suppliers do not attend meetings unless authorized by the Consultant and the Owner.

## Construction start-up meeting

* + 1. Within five (5) Working Days after award of Contract, request a meeting of parties in Contract to discuss and resolve administrative procedures and responsibilities prior to the commencement of the Work.
    2. The Owner, the Consultant, the Contractor, site superintendent(s), inspection and testing company, and authorities having jurisdiction, as applicable and at their discretion, will be in attendance.
       1. Coordinate and organize attendance at the pre-construction meeting by representatives of major Subcontractors and other parties in contract with the Contractor.
       2. Owner will arrange attendance of other interested parties not responsible to the Contractor.
    3. The Consultant shall organize and chair the contract start-up meeting. Consultant shall record minutes of the contract start-up meeting and distribute a copy to each participant within five (5) Working Days of meeting.
    4. Agenda to include, but not limited to the following:
       1. Appointment of official representatives of Owner, Contractor, Subcontractors, Consultant, and subconsultants;
       2. Project communications;
       3. Contract Documents for construction purposes;
       4. Documents at the site;
       5. Contractor’s use of premises;
       6. Owner-supplied Products;
       7. Work restrictions;
       8. Substitution procedures;
       9. Contract modification procedures;
       10. Payment procedures;
       11. Construction progress meetings;
       12. Construction progress schedule, including long lead time items;
       13. Submittals schedule and procedures;
       14. Special procedures;
       15. Quality requirements, including testing and inspection procedures;
       16. Contractor’s mobilization;
       17. Temporary utilities;
       18. Existing utility services;
       19. Construction facilities;
       20. Temporary barriers and enclosures;
       21. Temporary controls;
       22. Field engineering and layout of work;
       23. Site safety;
       24. Site security;
       25. Cleaning and waste management;
       26. Closeout procedures and submittals;
       27. Demonstration and training (when required on the Project);
       28. Commissioning (when required on the Project).

## Progress meetings

**RoD SPEC NOTE:** Bi-weekly is common. Adjust for frequency (Weekly or Monthly) depending on the project complexity.

**RoD SPEC NOTE:** In the following article, replace the word “Consultant” with “Owner” when Consultant’s are not part of the Project Team; Meaning the Region is administering the Contract.

* + 1. Consultant’s responsibilities for progress meetings:
       1. Schedule regular bi‑weekly construction progress meetings for the duration of the Work.
       2. Prepare meeting agendas, chair the meetings, and record and distribute the minutes.
       3. Arrange for and provide physical space for meetings.
       4. Record in the meeting minutes significant decisions and identify action items and action dates by attendees or the parties they represent.
       5. Distribute copies of minutes within three (3) Working Days after each meeting to attendees and any affected parties who may not be in attendance.
    2. Contractor’s responsibilities for progress meetings:
       1. Ensure that Subcontractors attend as and when appropriate to the progress of the Work.
    3. Agenda for each meeting shall include the following, as a minimum:
       1. Approval of minutes of previous meeting, where required;
       2. Work progress since previous meeting;
       3. Field observations, including any problems, difficulties, or concerns;
       4. Construction progress schedule;
       5. Submittals schedule;
       6. Proposed changes in the Work;
       7. Requests for information;
       8. Site safety issues; and
       9. Other business.

## Pre-installation meetings for complex equipment/systems

* + 1. Contractor’s responsibilities for pre-installation meetings:
       1. Schedule pre-installation meetings, when necessary, for installation of complex equipment or systems. Ensure coordination with the Contract Documents, location of anchoring points/devices, location of required structural supports, and discuss any conditions that would impact the installation of the equipment/system in question.
       2. As far as possible, schedule pre-installation meetings to take place on the same day as regularly scheduled progress meetings.
    2. Agenda to include the following:
       1. Review of existing conditions and affected work and testing thereof as required.
       2. Review of installation procedures and requirements.
       3. Review of environmental and site condition requirements.
       4. Requirements for inspections and tests, as applicable.
       5. Special safety requirements and procedures.
    3. The following shall be in attendance:
       1. Contractor.
       2. Subcontractors affected by the work for which the pre-installation meeting is being conducted.
       3. Consultant.
       4. Manufacturer’s representatives, as applicable.
       5. Inspection and testing company, as applicable.

## Pre-takeover meeting

* + 1. Prior to application for Substantial Performance of the Work, the Contractor shall schedule a pre-takeover meeting.
    2. Agenda to include the following:
       1. Review, approval of proceedings of previous meeting.
       2. Review of items arising from proceedings.
       3. Review of procedures for Substantial Performance of the Work, completion of the Contract, and handover of the Work.
       4. Field observations, problems, conflicts.
       5. Review of outstanding Contract modifications and interpretations including, but not limited to the following:
          1. Requests for interpretation (RFI) and log;
          2. Proposed Change Orders, Change Orders, and Change Directives;
          3. Supplemental Instructions, for effect on construction schedule and on Contract Time.
       6. Problems which impede Substantial Performance of the Work.
       7. Review of procedures for deficiency review. Corrective measures required.
       8. Progress, schedule, during succeeding period of the Work.
       9. Review submittal requirements for warranties, manuals, and all demonstrations and documentation required for Substantial Performance of the Work.
       10. Review of status of close-out documentation.
       11. Other business.

## Post-construction meeting

* + 1. Prior to application for completion of Contract, the Consultant shall schedule a post-construction meeting.
       1. Three (3) Working Days prior to date for meeting, Consultant shall confirm the meeting based on evaluation of completion requirements.
    2. Agenda to include the following:
       1. Review, approval of proceedings of previous meeting.
       2. Confirmation that no business is arising from proceedings.
       3. Confirmation of completion of the Contract, and handover of reviewed documentation from the Consultant to the Owner.
       4. Confirmation of completion of proposed Change Orders, Change Orders, Change Directives, and Supplemental Instructions.
       5. Problems that impede Contract completion.
       6. Identify unresolved issues or potential warranty problems.
       7. Confirmation of completion of deficiencies.
       8. Corrective measures required.
       9. Confirm submittal requirements for warranties, manuals, and demonstrations and documentation for Contract completion are in order.
       10. Review of procedures for communication during post-construction period.
       11. Handover of reviewed record documents by the Consultant to the Owner.
       12. Handover of Contract completion insurance policy transcripts by Contractor.
       13. Submission of final application for payment.
       14. Review and finalize outstanding claims, pricing, and allowance amounts.
       15. Status of commissioning and training.
       16. Demobilization and the Place of the Work restoration.
       17. Review of requests for interpretation log.

# Products – not used

# Execution – not used

End of section