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.
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