SECTION **01 31 00** - **PROJECT MANAGEMENT AND COORDINATION**

Content Requests:

Revise this Section by deleting and inserting text to meet Project-specific requirements.

This Section uses the term "Government." Change this term to match that used to identify the design professional as defined in the General and Supplementary Conditions.

This Section includes the optional term "Construction Manager." Retain this term when Project uses services of a Construction Manager as Adviser (CMa), and revise Section Text to reflect the division of responsibilities identified in Government/Construction Manager Agreement.

Verify that Section titles referenced in this Section are correct for this Project's Specifications; Section titles may have changed.

1. GENERAL

Retain or delete this article in all Sections of Project Manual.

* + - 1. SUMMARY

Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:

General coordination procedures.

Coordination drawings.

RFIs.

Digital project management procedures.

Web-based Project management software package.

Project meetings.

Retain first paragraph below only for a project using multiple contracts; revise to suit local laws and regulations. Some states and certain county and municipal jurisdictions prohibit assigning responsibility for coordination on a construction project to any contractor involved in Project; this may require retaining a Construction Manager as Advisor (CMa) or Government, or Government, into construction-management activities. Coordinate with Section  01 12 00 "Multiple Contract Summary."

Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

* + - * 1. Related Requirements:

Retain subparagraphs below to cross-reference requirements Contractor might expect to find in this Section but are specified in other Sections.

Section 01 91 13 "General Commissioning Requirements" and "Commissioning Plan" for coordinating the Work with Government's Commissioning Authority.

* + - 1. DEFINITIONS

Retain terms that remain after this Section has been revised for a project.

RFI: Request for Information. Request from Contractor seeking information required by or clarifications of the Contract Documents.

* + - 1. INFORMATIONAL SUBMITTALS

Coordinate with submittal requirements for subcontract list in Procurement Requirements and Contracting Requirements, if any.

Subcontract List: Within 10 days of Notification of Award and not less than 5 days prior to preconstruction conference, submit a written summary identifying individuals or firms proposed for each portion of the Work including Subcontractors, suppliers, Contractor's consultants, and fabricators who are to furnish products or equipment fabricated to a special design.

Provide GSA/FAR Standard Form 1413 for each firm.

Include the following information in tabular form:

Firm name, address, telephone number, and email address of entity performing subcontract or supplying products.

Contact name, cellular telephone number, and emergency telephone number of responsible representative.

Number and title of related Specification Section(s) covered by subcontract.

Drawing number and detail references, as appropriate, covered by subcontract.

Key Personnel Names: Within 10 days of Notification of Award and not less than 5 days prior to preconstruction conference, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses, cellular telephone numbers including emergency telephone number, and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

Post copies of list in Project meeting room, in temporary field office, in web-based Project software directory, and in prominent location in built facility. Keep list current at all times.

* + - 1. GENERAL COORDINATION PROCEDURES

Requirements in this article expand requirements in the General Conditions. Delete if the General Conditions suit Project requirements and specific actions required.

Retain "Coordination" or "Coordination of Multiple Contracts" Paragraph below. Retain first paragraph for work performed under a single contract.

Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.

Schedule construction operations in sequence required to obtain the best results, where installation of one part of the Work depends on installation of other components, before or after its own installation.

Schedule construction operations in sequence required to prevent deleterious exposure of building elements during construction.

Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.

Make adequate provisions to accommodate items scheduled for later installation.

Retain "Coordination of Multiple Contracts" Paragraph below for work performed under multiple contracts. Retain option if applicable to Project. Coordinate with Section  01 12 00 "Multiple Contract Summary."

Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.

Prepare similar memoranda for Government and separate contractors if coordination of their Work is required.

Retain first option in "Administrative Procedures" Paragraph below for projects with multiple contracts. For second option, coordinate with requirements for Project coordinator in Section 01 12 00 "Multiple Contract Summary" and identification of Project coordinator in Section 01 10 00 "Summary." Revise description of administrative activities below to suit Project.

Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and scheduled activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

Review of Contract Documents well in advance of scheduled Work.

Preparation of Contractor's construction schedule.

Preparation of short interval schedules.

Preparation of phasing plan for addition/alteration projects.

Preparation of the schedule of values.

Installation and removal of temporary facilities and controls.

Delivery and processing of submittals.

Progress meetings.

Preinstallation conferences.

Quality control meetings and activities.

Commissioning activities.

Project closeout activities.

Startup and adjustment of systems.

* + - 1. COORDINATION DRAWINGS

Delete requirements for coordination drawings in "Coordination Drawings, General" Paragraph below if installation is completely indicated and adequately coordinated on Shop Drawings prepared by a single fabricator. Coordinate with individual Sections.

Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than 1 entity.

Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:

Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.

Retain first subparagraph below for projects requiring integrated coordination drawings showing information prepared by multiple contractors.

Coordinate the addition of trade-specific information to coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.

Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.

Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.

Show location and size of access doors required for access to concealed dampers, valves, and other controls.

Indicate required installation sequences.

Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Government indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

Coordination Drawing Organization: Organize coordination drawings as follows:

Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.

Plenum Space: Indicate sub framing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.

Mechanical Rooms: Provide coordination drawings for mechanical rooms, showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.

Structural Penetrations: Indicate penetrations and openings required for all disciplines.

Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.

Mechanical and Plumbing Work: Show the following:

Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.

Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.

Fire-rated enclosures around ductwork.

Electrical Work: Show the following:

Runs of vertical and horizontal conduit 1-1/4 inches (32 mm) in diameter and larger.

Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.

Panel board, switchboard, switchgear, transformer, busway, generator, and motor-control center locations.

Location of pull boxes and junction boxes, dimensioned from column center lines.

Fire-Protection System: Show the following:

Locations of fire riser valves, mains piping, branch lines, pipe drops, and sprinkler heads.

Review: Government will review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Government determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Government will so inform Contractor, who shall make suitable modifications and resubmit.

Retain "Coordination Drawing Prints" Subparagraph below if submittal of prints is adequate for review of coordination drawings and electronic file submittal for review or record is not required.

Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 01 33 00 "Submittal Procedures."

Retain and revise "Coordination Drawing Process" Paragraph as required if Government elects to guide coordination drawing process.

Coordination Drawing Process: Prepare coordination drawings in the following manner:

Schedule submittal and review of Fire Sprinkler, Plumbing, HVAC, and Electrical Shop Drawings to make required changes prior to preparation of coordination drawings.

Commence routing of coordination drawing files with HVAC Installer, who will provide drawing plan files denoting approved ductwork. HVAC Installer will locate ductwork and piping on a single layer, using orange color. Forward drawings to Plumbing Installer.

Plumbing Installer will locate plumbing and equipment on a single layer, using blue color.

Fire Sprinkler Installer will locate piping and equipment, using red color. Fire Sprinkler Installer shall forward drawing files to Electrical Installer.

Electrical Installer will indicate service and feeder conduit runs and equipment in green color. Electrical Installer shall forward drawing files to Communications and Electronic Safety and Security Installer.

Communications and Electronic Safety and Security Installer will indicate cable trays, cabling runs, and equipment in purple color. Communications and Electronic Safety and Security Installer shall forward completed drawing files to Contractor.

Contractor shall perform the final coordination review. As each coordination drawing is completed, Contractor will meet with Government to review and resolve conflicts on the coordination drawings.

Retain "Coordination Digital Data Files" Paragraph below and delete "Coordination Drawing Organization" Paragraph above if requiring electronic files for coordination drawings submittal for review and for record.

Retain one of two subparagraphs below.

Retain "BIM File Incorporation" Subparagraph below when Project uses BIM through the construction stage and Contractor is required to prepare coordination drawings for incorporation into the BIM and to perform component conflict analysis and resolution. Revise as required to reflect Project scope agreements and Contract.

Revise subparagraph below to reflect office practice for release of electronic files for use by Contractor.

* + - 1. REQUEST FOR INFORMATION (RFI)

Revise this article to suit Project, special Government requirements, and office practice.

General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified on web-based Project management software website.

Government will return without response those RFIs submitted to Government by other entities controlled by Contractor.

Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.

If needed, insert requirements to define frivolous RFIs. Some owners and design professionals include a provision that assesses the cost of the design professional's time and materials to Contractor for unnecessary or frivolous RFIs.

Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:

Project name.

Date.

Name of Contractor.

RFI number, numbered sequentially.

RFI subject.

Specification Section number and title and related paragraphs, as appropriate.

Drawing number and detail references, as appropriate.

Field dimensions and conditions, as appropriate.

Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.

Contractor's signature.

Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.

Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.

RFI Forms: AIA Document G716 or Software-generated form with substantially the same content as indicated above, acceptable to Government.

Attachments: Electronic files in PDF format.

Government's Action: Government will review each RFI, determine action required, and respond on web-based Project management software website. Allow 14 days for Government's response for each RFI. RFIs received by Government after 1:00 p.m. will be considered as received the following working day.

The following Contractor-generated RFIs will be returned without action:

Requests for approval of submittals.

Requests for approval of substitutions.

Requests for approval of Contractor's means and methods.

Requests for coordination information already indicated in the Contract Documents.

Requests for adjustments in the Contract Time or the Contract Sum.

Requests for interpretation of Government's actions on submittals.

Incomplete RFIs or inaccurately prepared RFIs.

Government's action may include a request for additional information, in which case Government's time for response will date from time of receipt by Government of additional information.

Government's action on RFIs that may result in a change to the Contract Time, or the Contract Sum may be eligible for Contractor to submit a Request for Equitable Adjustment (REA) according to procedures required for Contract modification as described in Contract.

If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Government in writing within 5 days of receipt of the RFI response.

Formally close RFIs that are incorporated into a proposed Contract Modification and subsequently refer to the matter as a pending modification.

On receipt of Government's action, immediately distribute the RFI response to affected parties. Review response and notify Government within 3 days if Contractor disagrees with response.

* + - 1. DIGITAL PROJECT MANAGEMENT PROCEDURES

Retain "Government's Data Files Not Available" or "Use of Government's Digital Data Files" Paragraph below. Contractors may save costs of creating their own files if they are available; however, there are risk-management issues related to providing Government's files to Contractor. See the Evaluations.

* + - * 1. Use of Government's Digital Data Files: Digital data files will be provided by Government for Contractor's use during construction.

Retain or revise remaining subparagraphs below if additional Project-specific limitations and restrictions are required, including limitations on incorporating revisions, limitations on availability of Government's consultant files, limitation of digital drawing or model formats, limitation on digital drawing entity attributes and layering, restrictions on Contractor's use, cost of providing files, mode of transmittal, and delivery time.

Revise first subparagraph below if greater limitations (or fewer) are to be placed on use of Government's data files.

Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.

Government makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.

Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Government.

Revise first subparagraph below if Government's instruments of service are to be used by other entities and are not covered by another data licensing agreement. Coordinate with provisions of Government/Government Agreement and Supplementary Conditions.

Subcontractors and other parties granted access by Contractor to Government's digital data files shall execute a data licensing agreement in the form of Agreement acceptable to Government.

Retain subparagraph below, and revise list, if limited types of CAD files are to be provided to Contractor. Delete subparagraph if providing BIM models.

Retain "Web-Based Project Management Software Package" Paragraph below if Contractor is required to use or to provide and administer web-based Project software. Revise to suit Project.

Web-Based Project Management Software Package: Use Government's web-based Project management software package for coordination and purposes of hosting and managing Project communication and documentation until Final Completion.

Comply with Government's requirements for training and file naming.

Web-based Project management software includes, at a minimum, the following features:

Compilation of Project data, including Contractor, subcontractors, Government, Government's consultants, quality control manager, and other entities involved in Project. Include names of individuals and contact information.

Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.

Document workflow planning, allowing customization of workflow between project entities.

Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, Construction Change Directives, and Contract Modifications.

Track status of each Project communication in real time, and log time and date when responses are provided.

Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.

Processing and tracking of payment applications.

Processing and tracking of Contract Modifications.

Creating and distributing meeting minutes.

Document management for Drawings, Specifications, and coordination drawings, including revision control.

Management of construction progress photographs.

PDF Document Preparation: Where PDFs are required to be submitted to Government, prepare as follows:

Assemble complete submittal package into a single indexed file, incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.

Name file to comply with Government requirements with submittal number or other unique identifier, including revision identifier.

Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

Provide fillable fields where appropriate on forms and correspondence requiring further action by Government.

Provide copies in native formats such as Excel and Word when requested by Government.

* + - 1. PROJECT MEETINGS

General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.

Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Government of scheduled meeting dates and times a minimum of 7 days prior to meeting.

Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.

Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Government, within 3 days of the meeting.

Action Items: Identify action items resulting from the meeting and indicate the individual responsible for resolving each action item.

Retain "Preconstruction Conference" Paragraph below if a preconstruction meeting is required. Determine entity responsible for meeting, which is typically the same entity responsible for chairing the meeting and recording minutes. If required, revise number of days to suit Project.

Preconstruction Conference (PRECON): Government will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Government after Notification of Award.

Revise "Attendees" and "Agenda" subparagraphs below to suit Project.

Attendees: Authorized representatives of Government, Government's Commissioning Authority, Contractor and its superintendent, Project quality control manager, major Subcontractors, major suppliers, Installation's fire protection, and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

Agenda: Discuss items of significance that could affect progress, including the following:

Responsibilities and personnel assignments.

Tentative construction schedule.

Phasing.

Critical work sequencing and phasing and long lead items.

Designation of key personnel and their duties.

Lines of communications.

Use of web-based Project software.

Significant matters of interest in accordance with FAR 236.212.

Significant Contract terms and conditions.

Procedures for processing field decisions and Contract Modifications.

Procedures for RFIs.

Procedures for testing and inspecting.

Procedures for processing Applications for Payment.

Distribution of the Contract Documents.

Submittal procedures.

Retain first subparagraph below for projects with sustainable design documentation requirements. Delete below if separate sustainable design coordination conference is required.

Sustainable design requirements.

Preparation of Record Documents.

Use of the premises and existing building.

Work restrictions.

Working hours.

Government's occupancy requirements.

Storage of Government-furnished equipment.

Responsibility for temporary facilities and controls.

Procedures for disruptions and shutdowns.

Construction waste management and recycling.

Parking availability.

Office, work, and storage areas.

Equipment deliveries and priorities.

First aid.

Security.

Progress cleaning.

Retain "Sustainable Design Requirements Coordination Conference" Paragraph below if a separate sustainable design coordination conference is required.

Revise "Attendees," "Agenda," and "Minutes" subparagraphs below to suit Project.

Revise first six subparagraphs below to suit Project.

Retain "Preinstallation Conferences" Paragraph below if Project requires preinstallation conferences. Limit preinstallation conferences to major assemblies if the Work requires tight control and coordination. If necessary, individual Sections should specify preinstallation conferences as a requirement and should reference this Section.

Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other Sections and when required for coordination with other construction.

Attendees: Project quality control manager and 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 Government, and Government's Commissioning Authority of scheduled meeting dates.

Revise "Agenda" Subparagraph below to suit Project.

Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:

Contract Documents.

Options.

Related RFIs.

Related Contract Modifications.

Purchases.

Deliveries.

Submittals.

Retain first subparagraph below for projects with sustainable design documentation requirements.

Sustainable design requirements.

Review of mockups.

Possible conflicts.

Compatibility requirements.

Time schedules.

Weather limitations.

Manufacturer's written instructions.

Warranty requirements.

Compatibility of materials.

Acceptability of substrates.

Temporary facilities and controls.

Space and access limitations.

Regulations of authorities having jurisdiction.

Testing and inspecting requirements.

Installation procedures.

Coordination with other work.

Required performance results.

Protection of adjacent work.

Protection of construction and personnel.

Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.

Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.

Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

Retain "Project Closeout Conference" Paragraph below if a project closeout conference is required. Revise number of days to suit Project.

Red Zone Meetings: Government will schedule and conduct initial red zone meeting when Project reaches 80 percent completion and no later than 120 days prior to the scheduled date of Substantial Completion for new commissary Projects and 60 days prior to the scheduled date of Substantial Completion for addition and alteration Projects. Government will subsequently schedule and conduct weekly red zone meetings and special meetings as needed to monitor performance and address impediments to Project completion on schedule.

Preparation: Before initial meeting and subsequently as needed, update Contractor's Construction Schedule to include activities and milestones necessary to achieve final completion and final payment by the Contract date (Red Zone Schedule). Include items of significance listed in "Agenda" paragraph below.

Objectives:

Review schedule activities and milestones necessary to achieve final completion and final payment by the Contract date (Red Zone Schedule).

Review requirements and responsibilities related to Project closeout.

Secure commitments for performing critical activities from entities involved.

Attendees: Participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work. Initial meeting attendees shall include all concerned parties and the following:

Government will invite Government representatives and may include the following:

Project Manager.

Contracting Officer.

Operations Monitor.

Store Director.

Zone Manager.

Region Manager.

Region Engineer.

Communications representative.

Point of sale management representative.

Equipment representative.

Installation fire department representative.

Installation Civil Engineer or Public Works representative.

Installation environmental representative.

Installation safety representative.

Installation security representative.

Program Management Assistance Manager (PMAC).

PMAC Area Manager.

PMAC Technical Inspector.

PMAC specialty inspectors.

PMAC Program Manager.

Government's Commissioning Authority.

Project Quality Control Manager.

Representatives of Contractor including superintendent.

Representatives of major Subcontractors and suppliers.

Architect of Record at Government's discretion.

Revise "Agenda" Subparagraph below to suit Project.

Agenda and Red Zone Schedule: Include items of significance that could affect or delay Project closeout, including the following:

Outstanding Contract Modifications.

Release of claims.

Communications systems installation.

Installation of permanent lock cores and keying.

Landscaping and irrigation complete.

Preparation of Record Documents.

Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.

Procedures for completing and archiving web-based Project software site data files.

Submittal of written warranties.

Retain first subparagraph below for projects with sustainable design documentation requirements.

Requirements for preparing operations and maintenance data.

Requirements for delivery of material samples, attic stock, and spare parts.

Requirements for demonstration and training.

Requirements for Commissioning.

Requirements for HVAC testing and balancing.

Refrigeration and HVAC maintenance meetings and transfer.

Inspections of fire, safety, and security systems by installation departments.

Preparation of Contractor's punch list.

Final cleaning.

Preparation of DD Form 1354, "Transfer and Acceptance of Military Real Property."

Procedures for processing Applications for Payment at Substantial Completion and for final payment.

Submittal procedures.

Retain first subparagraph below for projects with separate contracts that may impact Contractor's work and procedures at Project closeout.

Government's partial occupancy requirements.

Installation of Government's furniture, fixtures, and equipment.

Installation of Government's point of sale system.

Responsibility for removing temporary facilities and controls.

Grand opening or re-opening.

Subsequent Red Zone Meetings: Government will modify required attendees and agenda as necessary to achieve Project completion on schedule except the following shall attend all meetings.

Government's Store Director.

Contractor's superintendent.

Project Quality Control Manager.

Representatives of major subcontractors and suppliers.

PMAC Technical Inspector.

Punch List: Government may provide a list of deficiencies to be resolved.

Minutes: Record and distribute meeting minutes to attendees and all concerned parties.

Revise "Progress Meetings" Paragraph below if Project requires holding progress meetings at different intervals. Insert special intervals, such as "every third Tuesday," to suit special circumstances.

Progress Meetings: Government will conduct progress meetings at monthly intervals.

Retain first subparagraph below if conducting meetings is the responsibility of Contractor.

Coordinate dates of meetings with preparation of payment requests.

Revise "Attendees" Subparagraph below if attendance by other known entities is necessary.

Attendees: In addition to representatives of Government, Government's Commissioning Authority, Project quality control manager, each contractor, subcontractor, supplier, and 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 meeting shall be familiar with Project and authorized to conclude matters relating to the Work.

Require attendance of Contractor personnel and subcontractors deemed necessary by Government.

Government representatives may include any Government personnel deemed necessary by Government.

Revise "Agenda" Subparagraph below to suit Project.

Agenda: Distribute agenda to attendees not less than 7 days prior to each meeting. Include topics for discussion as appropriate to status of Project.

Review and correct or approve minutes of previous progress meeting.

Review other items of significance that could affect progress.

Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.

Review schedule for next 3-week period.

Review present and future needs of each entity present, including the following:

Interface requirements.

Sequence of operations.

Retain first subparagraph below if Project uses BIM in construction stage.

Resolution of conflicts.

Status of submittals.

Retain first subparagraph below for projects with sustainable design documentation requirements.

Status of sustainable design documentation.

Deliveries.

Off-site fabrication.

Access.

Site use.

Work hours.

Temporary facilities and controls.

Safety, hazards, and risks.

Progress cleaning.

Quality and work standards.

Status of correction of deficient items.

Field observations.

Status of RFIs.

Status of Proposal Requests.

Pending changes.

Status of Contract Modifications.

Pending claims and disputes.

Documentation of information for payment requests.

Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information within 3 days after meeting.

Schedule Updating: Revise Contractor's construction schedule after each progress meeting, where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

Retain "Coordination Meetings" Paragraph below if Project is constructed under multiple contracts or if some unusual circumstance requires tighter control than normal. Under multiple contracts, Government often assigns responsibility for scheduling and conducting meetings to Project coordinator, who prepares the combined contractors' construction schedule. Insert special intervals, such as "every third Tuesday," to suit special circumstances.

Revise "Attendees" Subparagraph below if Project requires coordination meetings on a monthly or weekly basis.

Revise "Agenda" Subparagraph below to suit Project.

Retain first subparagraph below if Project uses BIM in construction stage.

If special meetings, such as site mobilization conferences, special inspections conferences, or sustainable design coordination conferences, are required, insert articles here specifying requirements.

1. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

END OF SECTION