

SECTION 01320

PROJECT MEETINGS, SCHEDULES, AND REPORTS

PART 1 - GENERAL

1.1 Summary

This Section includes the following administrative and procedural requirements:

A. Project Meetings

1. Preconstruction conference.
2. Progress/Coordination meetings.

B. Schedules and Reports

1. Initial Project schedules.
2. Weekly Construction progress schedule.
3. Procurement schedule.
4. Construction progress reports.
5. Schedule of values.
6. Special reports.
7. Quality Control Testing Plan and Reports.
8. Health and Safety Plan.

C. Related Work Specified Elsewhere

Submittal Section 01330

1.2 Project Meetings

A. Preconstruction Conference

1. Engineer will conduct a meeting as described in Section 800, Special Provisions, Paragraph 4.0, to review items stated in the following agenda and to establish a working understanding between the parties as to their relationships during performance of the Work.
2. **Preconstruction conference shall be attended by the following.**
 - a. Contractor and his superintendent
 - b. Engineer/Owner
 - c. Utilities
 - d. City Departments
 - e. Representatives of principal Subcontractors and Suppliers.
3. **Meeting Agenda**
 - a. Construction schedules.
 - b. Critical Work sequencing plan/Baseline schedule with milestones
 - c. Designation of responsible personnel
 - d. Project coordination.
 - e. Procedures and Processing of:
 - (1) Field decisions.
 - (2) Substitutions.
 - (3) Submittals.
 - (4) Change Orders.
 - (5) Applications for Payment.

- f. Procedures for testing.
 - g. Procedures for maintaining record documents.
 - h. **Use of Premises:**
 - (1) Office, work, and storage areas.
 - (2) Owner's requirements.
 - i. Construction facilities, controls, and construction aids.
 - j. Temporary utilities.
 - k. Safety and first-aid.
 - l. Security.
4. **Location of Meeting:** To Be Determined.
5. **Reporting:**
- a. Within 5 working days after the meeting, Engineer will prepare and distribute minutes of the meeting to Owner and Contractor.
 - b. Contractor shall provide copies to Subcontractors and major Suppliers.

B. Coordination Schedules

- 1. Engineer will conduct a meeting at least 10 days before submission of the first Application for Payment to finalize the initial coordination schedules requested under ARTICLE 1.3 this Section.
- 2. **The meeting shall be attended by:**
 - a. Contractor and his superintendent.
 - b. Representatives of principal Subcontractors and Suppliers.

- c. Engineer

C. Progress Meetings

1. Engineer will schedule and conduct a weekly meeting, and as necessary, as determined by the Engineer. Representatives of the Owner, Engineer, and Contractor shall be present at each meeting. With Engineer's concurrence, Contractor may request attendance by representatives of Subcontractors, Suppliers, or other entities concerned with the Project or involved with planning, coordination, or performance of future activities. All participants in the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
2. Contractor and each Subcontractor represented shall be prepared to discuss the current construction progress report and any anticipated future changes to the schedule. Each Subcontractor shall comment on the schedules of Contractor and other Subcontractors and advise if their current progress or anticipated activities are compatible with the proposed Work.
3. Contractor shall be responsible for addressing any issues with subcontractors, and provide directions as are necessary to resolve the situation and promote construction progress.
4. **Meeting Agenda:**
 - a. Review of construction progress since previous meeting.
 - b. Field observations, interface requirements, conflicts.
 - c. Problems which impede construction schedule.
 - d. Off-site fabrication.
 - e. Delivery schedules.
 - f. Submittal schedules and status.

- g.** Site use and responsibilities.
 - h.** Temporary facilities and services.
 - i.** Hours of Work.
 - j.** Hazards/Safety.
 - k.** Housekeeping.
 - l.** Quality and Work standards.
 - m.** Change Orders.
 - n.** Documentation of information for payment requests.
 - o.** Corrective measures and procedures to regain construction schedule if necessary.
 - p.** Revisions to construction schedule.
 - q.** Review of proposed activities for succeeding Work period.
 - r.** Review proposed Contract modifications for:
 - (1)** Effect on construction schedule and on completion date.
 - (2)** Effect on other contracts of the Project.
 - s.** Other business.
- 5. Location of Meetings:** Meeting shall be held at the office of the Owner, unless otherwise approved.
- 6. Reporting:**
- a.** Within 5 working days after each meeting, Engineer will prepare and distribute minutes of the meeting to Contractor.

- b. Contractor shall distribute copies to principal Subcontractors and Suppliers.

1.3 Schedules and Reports

A. Initial Coordination Schedules

- 1. Within 10 days after the Effective Date of the Agreement, Contractor shall submit to Engineer for review and acceptance:
 - a. A preliminary procurement schedule of Equipment and Materials.
 - b. A preliminary schedule of values for partial pay purposes.
 - c. A preliminary schedule of Submittals, as stated in Section 01330.
 - d. Preliminary cash requirement prediction.

B. Baseline Construction Schedule

- 1. Within 20 days after issuance of Notice of Award of the Contract, Contractor shall submit to Engineer for review and acceptance a detailed baseline construction schedule employing the critical path scheduling method.
 - a. The schedule shall show the Work in a horizontal bar chart, and indicate the start date, duration, and end date for each activity.
 - b. The Contractor shall submit to the Engineer, 1 electronic copy in approved format for review. Sheet size shall be a minimum 11 x 17-inches.
 - c. No single activity shall be more than 15 days in duration.
 - d. The Contractor shall include all work by Subcontractors in the baseline construction schedule.

- e. The schedule shall be resourced base and include work breakdown structures.
 - f. Within each activity, indicate estimated completion percentage in 10% increments.
2. After the construction schedule is approved, the schedule shall serve as the Contractor's **Baseline Schedule** for all Work on the project. Activity ID's shall not be changed without the Engineer's written permission from this point forward. New activity ID's will be allowed, but only for new work outside the original project baseline schedule activities.
 3. If required by Engineer, the Contractor shall provide subschedules to define in more detail, critical portions of the baseline schedule, including inspections and tests.
 4. The Contractor shall coordinate the baseline construction progress schedule with the schedule of values, Submittal schedule, procurement schedule, progress reports, and payment requests.
 5. The Contractor shall revise the construction baseline schedule after each meeting, event, or activity where revisions have been recognized and accepted in accordance with the GENERAL CONDITIONS.
 6. The Contractor shall update and submit one (1) electronic copy in approved format of the revised schedule to the Engineer at least once each month to show actual progress compared to the originally accepted baseline construction schedule and any proposed changes in the schedule of remaining Work. The revised schedule shall be updated and submitted to the Engineer prior to each payment request. Engineer's approval for payment will not be recommended to be paid by the Owner until the monthly revised schedule is accepted by the Engineer. Include the schedule with construction progress report (See Section 1320.1.3.D).

C. Procurement Schedule

1. After submittal of preliminary procurement schedule as stated above under "Initial Coordination Schedules", submit a detailed schedule for procurement of Equipment and Materials to be furnished by Contractor, Subcontractors, manufacturers, and Suppliers. Do not include minor items which are known to be regularly stocked by local suppliers or readily available upon short notice. Submit to Engineer for review with the construction progress schedule.
2. Engineer will review and comment on the schedule for procurement. Contractor shall make all required revisions as specified, prior to acceptance of schedule.
3. Procurement schedule shall coincide with the construction progress schedule and the Submittal schedule, and shall indicate the date each item will be needed at the Site and the time required for delivery after order is placed.
4. Update the accepted schedule for procurement at least once each month to show the status of orders placed, Submittals, and delivery. Submit with the construction progress report.
5. If requested by Engineer, submit copies of purchase orders placed by Contractor or Subcontractors.

D. Construction Progress Reports

1. Submit a report on actual construction progress on a monthly basis. More frequent reports may be required should the Work fall behind the accepted schedule.
 - a. Submit a weekly report to coordinate with, and supplement the monthly construction progress report, and which details Work scheduled for the following one-week interval, including:
 - (1) Work activities which will occur.
 - (2) Number and size of crews.
 - (3) Construction equipment on Site.
 - (4) Major items of Equipment and Material to be installed.

- (5) CONTRACTOR quality control testing update.
 - (6) Health and safety update.
- b. Format shall be on 11 x 17- inch paper, submitted to Engineer in seven (7) copies.
- 2. Construction progress reports shall consist of the revised construction progress schedule and a narrative report which shall include but not be limited to the following:
 - a. Comparison of actual progress to planned progress shown on originally accepted schedule.
 - b. Summary of activities completed since the previous construction progress report.
 - c. Identification of problem areas and proposed corrective actions.
 - d. A description of current and anticipated delaying factors, if any.
 - e. Impact of possible delaying factors.
 - 3. Submit a construction progress report to Engineer with each application for partial payment. Work reported complete but not readily apparent to Engineer must be substantiated with supporting data when requested by Engineer.
 - 4. If a schedule update reveals that, through no fault of Owner, the Work is likely to be completed later than the Contract completion date, Contractor shall:
 - a. Establish a plan for making up lost time.
 - (1) Increase number of workers, or
 - (2) Increase amount or kinds of tools, or
 - (3) Work overtime or additional shifts, or
 - (4) A combination of the above actions.

- b. Submit plan to Engineer before implementing the plan.
- c. Take actions as accepted to get the Work back on schedule at no additional cost to Owner.

E. Schedule of Values

- 1. Submit as set forth in GENERAL CONDITIONS, based on the preliminary schedule of values.
- 2. Coordinate preparation of schedule of values with preparation and content of construction progress schedule.
- 3. **Content**
 - a. Schedule shall list the installed value of the component parts of the Work in sufficient detail to serve as a basis for computing values for progress payments during construction.
 - b. Follow the construction progress schedule breakdown of Work activities as format for listing component items and assigning values.
 - c. For each major line item, list subvalues of major products or operations under the item.
 - (1) Each item shall include a directly proportional amount of the Contractor's overhead and profit.
 - (2) For items on which progress payments will be requested for stored materials received, but not installed, break down the value into:
 - (a) The cost of the materials delivered and unloaded, including taxes paid, unless taxes are exempted. Contractor shall provide a paid in full invoice.
 - (b) The total installed value.

- d. The sum of all values listed in the schedule shall equal the total Contract Price.

F. Special Reports

1. When an event of an unusual and significant nature occurs at the site, prepare and submit a special report. List the chain of events, persons participating, response by Contractor's personnel, an evaluation of the results or effects, and similar pertinent information. Advise the Owner in advance when such events are known or predictable.
2. Submit original report to Engineer.

G. Quality Control Testing Plan and Reports

1. A Quality Control Testing Plan shall be developed by the CONTRACTOR and submitted to the ENGINEER no later than the Preconstruction Conference. The Plan will include the following items:
 - a. Qualifications of the proposed laboratory including laboratory accreditations and certifications for technicians proposed for the work.
 - b. Test Frequency Table (one table for each specification section requiring CONTRACTOR quality control) establishing the proposed number of tests. The Table shall include columns for:
 - (1) Material Tested
 - (2) Sampling and Testing Points
 - (3) Test Method
 - (4) Minimum Sampling Frequency
 - (5) Estimated Quantity of Materials

- (6) Number of Tests Required
 - (7) The Table shall also include columns for number of tests complete and % of tests complete. These last two columns are for use in periodic reporting of QC testing to the ENGINEER.
2. The CONTRACTOR shall submit reports of Quality Control Testing to the ENGINEER at each Coordination Meeting. The report shall include all Quality Control test reports for testing completed during the prior week, and shall include updated Test Summary Tables. The Tables shall include updated values for cumulative number of tests completed and % of required number of tests completed. One Table shall be submitted for each specification item requiring CONTRACTOR quality control testing, and it shall be updated through the end of the prior week.

PART 2 - PRODUCTS - Not Applicable.

PART 3 - EXECUTION - Not Applicable.

PART 4 - MEASUREMENT AND PAYMENT - Not Applicable.

**** END OF SECTION 01320 ****