

Coordinate use of this section with Exhibit 4 application for payment.

SECTION 01 31 19 PROJECT MEETINGS

PART 1 - GENERAL

Use the following for Design Build:

1.1 PROJECT MEETINGS

- A. General. Schedule and conduct meetings and conferences at project site, unless otherwise indicated. Attendees at the meeting shall be designated representative(s) of both parties to the Contract, unless otherwise agreed.
- B. Design Progress Meetings. The University's Representative will schedule regular weekly Design Progress Meetings to determine the progress of the development of the Design portion of the Work prior to allowing construction to commence.
 - 1. Attendees shall be the University's Representative and University's Consultants (if any), Design Builder's senior staff assigned to this project, the Design Professionals, and others as directed by the University's Representative.
 - 2. Agenda shall include items of significance that could affect the completion of the construction drawings and specifications, and have a major impact on the quality, cost and overall schedule for the Work.
 - 3. Design Builder's Design Professional shall be responsible for developing the meeting agendas, and documenting and distributing the meeting reports. Meeting agendas shall be approved by the University's Representative prior to the meeting.
 - 4. Review progress subsequent to the previous meeting. Determine whether each activity is on time, ahead of or behind schedule in relation to the approved Contract Schedule. Determine how design behind schedule will be expedited. Discuss whether revisions are needed to ensure that current and subsequent design activities will be completed with the Contract Time.

1.2 PRECONSTRUCTION CONFERENCE

- A. Prior to commencement of Work, a preconstruction conference will be conducted by the University's Representative to discuss procedures that are to be followed during performance of the Work.
- B. Location: As designated by University's Representative.
- C. Attending shall be:
 - 1. University's Representative.
 - 2. University's Consultants and University's Representative's Consultants, as appropriate.
 - 3. Contractor, Contractor's Superintendent, Subcontractors, as appropriate.
 - 4. Others, as appropriate.

Required for all projects with underground work

1.3 PRE-DIG CONFERENCE

- A. Prior to commencement of each excavation activity, a pre-dig construction conference will be conducted by the University's Representative to discuss procedures that are to be followed during performance of the Work, coordinate excavation activities, review emergency response plans and any other contractual requirements.
- B. Location: As designated by University's Representative.
- C. Attending shall be:
 - 1. University's Representative, UCD Inspectors, UCD Utility Representatives.
 - 2. Contractor, Contractor's Superintendent, Subcontractors, as appropriate.
 - 3. USA locators.
 - 4. University's Consultants and University's Representative's Consultants, as appropriate.
 - 5. Others, as appropriate.

Optional, based on scope of work

1.4 PRE-INSTALLATION CONFERENCE

- A. Prior to commencement of particular Work, as determined by the University's Representative, a pre-installation conference will be conducted by the University's Representative to discuss procedures that are to be followed during performance of the Work, coordinate with other work activities, and to review any other contractual requirements.
- B. Location: As designated by University's Representative.
- C. Attending shall be:
 - 1. University's Representative, UCD Inspectors, as appropriate.
 - 2. University's Consultants and University's Representative's Consultants, as appropriate.
 - 3. Contractor, Contractor's Superintendent, Subcontractors, as appropriate..
 - 4. Others, as appropriate.

1.5 BILLING MEETINGS

- A. A billing meeting shall be conducted by University's Representative each month after receipt of the draft Application for Payment and prior to submittal of the Application for Payment. The purpose of the meeting shall be to review the Cost Breakdown (Schedule 1 in the Application for Payment) with the Project Schedule Monthly Update and the As-Built Drawings. This meeting may be combined with the regular construction meeting if approved by the University's Representative.
- B. Location: As designated by University's Representative.
- C. Attending shall be:
 - 1. University's Representative.
 - 2. Contractor's Superintendent, Subcontractors, as appropriate.
 - 3. Others, as appropriate.

1.6 PROGRESS MEETINGS

- A. During the course of construction, weekly progress meetings will be held to discuss and resolve field problems. The duration and number of meetings will be determined by the University's Representative.
- B. Location: A site designated by University's Representative that is convenient for all parties.
- C. Attending shall be:
 - 1. University's Representative.
 - 2. University's Consultants and University's Representative's Consultants, as appropriate.
 - 3. Contractor, Contractor's Superintendent, Subcontractors, as appropriate.
 - 4. Others, as appropriate.

1.7 COORDINATION MEETINGS

- A. Coordination Meetings shall be held as necessary to coordinate the Work.
- B. Location: As designated by University's Representative.
- C. Attending shall be:
 - 1. University's Representative, UCD Inspectors, as appropriate.
 - 2. University's Consultants and University's Representative's Consultants, as appropriate.
 - 3. Contractor, Contractor's Superintendent, Subcontractors, as appropriate.
 - 4. Others, as appropriate.

1.8 COMMISSIONING MEETINGS

PROJECT TITLE
CONTRACT TITLE
UNIVERSITY OF CALIFORNIA, DAVIS
CITY, CALIFORNIA

PROJECT NO: 0000000

A. During the course of construction, commissioning meetings will be held to discuss, coordinate and resolve commissioning issues. The duration and number of meetings will be determined by the University's Representative. See Section 01 91 00 Commissioning.

B. Location: As designated by University's Representative.

C. Attending shall be:

1. University's Representative, UCD Inspectors, as appropriate.
2. Contractor, Contractor's Superintendent, Subcontractors, as appropriate..
3. Others, as appropriate.

1.9 GUARANTEES, BONDS, WARRANTIES, AND SERVICE/OPERATION AND MAINTENANCE CONTRACTS/DATA REVIEW MEETING

A. Eleven months following the date of [Substantial Completion] [Notice of Completion], a meeting shall be conducted by the University's Representative for the purpose of reviewing the guarantees, bonds, and service and maintenance contracts for materials and equipment. The Contractor shall take action as appropriate to implement repair or replacement of defective items, and to extend service and maintenance contracts as required.

B. Attending shall be:

1. University's Representative
2. University's Consultants and University's Representative's Consultants, as appropriate.
3. Contractor, Subcontractors, as appropriate.
4. Others, as appropriate.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 31 19