

Part 1 General

1.1 PRECONSTRUCTION MEETING

- .1 Within 5 working days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Senior representatives of City of Winnipeg, Contract Administrator, Contractor, major Subcontractors, field inspectors and supervisors will be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum 5 days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include:
 - .1 Appointment of official representative of participants in the Work.
 - .2 Schedule of Work: in accordance with Section 01 32 16 - Construction Progress Schedule.
 - .3 Submission of shop drawings, samples. Submit submittals in accordance with Section 01 33 00 - Submittal Procedures.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 52 00 - Construction Facilities.
 - .5 Site security in accordance with Section 01 56 00 - Temporary Barriers and Enclosures.
 - .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, administrative requirements.
 - .7 Delivery schedule of specified materials.
 - .8 Record drawings in accordance with Section 01 33 00 - Submittal Procedures.
 - .9 Monthly progress claims, administrative procedures, photographs, hold backs.
 - .10 Appointment of inspection and testing agencies or firms.
 - .11 Insurances, transcript of policies.

1.2 JOB MEETINGS

- .1 Refer to Clause D17 of Supplemental Conditions.
- .2 Contract Administrator will be responsible for recording minutes of meetings and circulate to attending parties and affected parties not in attendance within 5 working days after meeting.
- .3 Agenda to include the following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Field observations, problems, conflicts.
 - .4 Problems which impede construction schedule.
 - .5 Review of off-site fabrication delivery schedules.
 - .6 Corrective measures and procedures to regain projected schedule.
 - .7 Revision to construction schedule.

- .8 Progress schedule, during succeeding work period.
- .9 Review submittal schedules: expedite as required.
- .10 Maintenance of quality standards.
- .11 Review proposed changes for affect on construction schedule and on completion date.
- .12 Other business.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION