

**READ THIS FIRST**

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [ ] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [ “ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). Most paragraphs will use the style “Numbered Material” and can be promoted (Shift) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to reapply the “Numbered Material” format.

**PART 1 GENERAL**

**1.01 DESCRIPTION**

- A. In general, project meetings will be held weekly at a Port facility specified by the Engineer. The Engineer will conduct project meetings throughout the construction period
- B. The purpose of the project meetings is to enable orderly review of progress during construction and to provide for systematic discussion and analysis of problems that might arise between the Port, Designer or Contractor relative to execution of the Work.

**1.02 AUTHORITY DESIGNATION**

- A. Persons designated by the Contractor to attend and participate in project meetings shall have all required authority to commit the Contractor to solutions as agreed upon in the project meetings.

**1.03 AGENDA DEVELOPMENT**

- A. Agendas will be developed by the Engineer.
- B. Agenda Items: To the maximum extent possible, inform the Engineer at least twenty-four (24) hours in advance of the project meeting regarding any agenda items desired for discussion.

**1.04 MEETINGS**

- A. Pre-construction Meeting
  - 1. The Engineer will conduct this meeting prior to NTP.
  - 2. Attendance:
    - a. Port’s Project team.
    - b. Designer and professional consultants for mechanical, electrical, civil, and structural disciplines, as applicable.
    - c. Contractor's Project Manager and Superintendent

- d. Major Subcontractors, as appropriate
  - e. Major suppliers, as appropriate
- B. Safety Pre-Construction Meeting per 01 35 29 Safety Management
  - 1. Port Construction Safety will conduct this meeting prior to NTP.

Include Paragraph C if Project Labor Agreement applies. Otherwise delete.

- C. PLA Pre-Construction Meeting per 01 12 00 Project Labor Agreement
    - 1. Port Construction Labor Group will conduct this meeting prior to NTP.
  - D. Weekly Project Meetings
    - 1. The Engineer will conduct weekly meetings to coordinate the Work, answer questions, and resolve problems. Meetings will begin weekly after Pre-construction meeting.
    - 2. Attendance:
      - a. Engineer
      - b. Architect and Consultants as needed
      - c. Contractor's project manager and superintendent
      - d. Major subcontractors
      - e. Others, as appropriate
  - E. Special Meetings
    - 1. The Engineer may call special meetings at the project site or at other locations to coordinate the Work, answer questions and resolve problems. The Contractor shall attend.
- 1.05 PRE-INSTALLATION MEETINGS
- A. The Contractor shall schedule Pre-Installation Meetings at least five (5) days prior to commencing any portion of the Work where such meeting is required by the Specifications or as requested by the Engineer.
  - B. Require attendance of parties directly affecting, or affected by the Work.
  - C. Contractor to prepare agenda, lead the meeting, compile record minutes, and distribute copies within two days after meeting to participants.
  - D. Review conditions of installation, preparation and installation procedures, and coordination with related work.
- 1.06 PRE-PROJECT CLOSE OUT MEETING
- A. At approximately 80% of Contract completion or 60-days before the Substantial Completion date, whichever occurs first, the Engineer will hold a meeting with the Contractor to discuss acceptance/closeout process, to schedule the events and to review responsibilities.
- 1.07 MINUTES
- A. The Engineer typically prepares minutes of project meetings and will distribute copies.

- B. The minutes compiled by the Engineer will be the official record minutes and all clarifications or corrections shall be transmitted in writing to the Engineer within three (3) working days of date of receipt of the minutes.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

- A. No separate measurement or payment will be made for the Work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price] bid for the Project.

End of Section
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