

**ADDENDUM TO THE  
CITY OF AKRON  
AKRON ENGINEERING BUREAU  
CONSTRUCTION AND MATERIAL SPECIFICATIONS  
2008 EDITION  
122 CONSTRUCTION PROGRESS MEETINGS**

**The following section is a supplement to CMS General Provisions 100.**

**122.01 DESCRIPTION**

- A. Work Included: The CONTRACTOR will establish and conduct, project progress, coordination and specific-issue meetings with the Owner, Architect, and other project stakeholders as required at the project site. The CONTRACTOR will also be responsible for taking meeting notes, preparing meeting minutes, and distributing minutes to all meeting attendees, and other project stakeholders and regulatory agencies as required.

**122.02 PROGRESS MEETINGS**

- A. In general, Progress Meetings (Meetings) will be conducted by the CONTRACTOR and held every week at the job site with the following agenda:
1. Attendee sign-in sheet (CONTRACTOR)
  2. Introduction of guests (CONTRACTOR)
  3. Review minutes from previous meeting (CONTRACTOR)
  4. Project progress report (CONTRACTOR)
  5. Previous week work performed (CONTRACTOR)
  6. Look-ahead schedule (CONTRACTOR)
  7. Problems encountered (CONTRACTOR)
  8. Submittals, RFI's, CO's – critical to progress (CONTRACTOR)
  9. Safety (CONTRACTOR)
  10. Quality Issues (CONTRACTOR)
  11. Changes, Claims, Disputes (CONTRACTOR)
  12. New business (CONTRACTOR)
- B. This Meeting should not be considered a problem solving session as there is generally a majority of attendees who will not take an active part in addressing a specific problem and their time will subsequently be unproductive. Leaving project issues to be resolved at the Progress Meeting will result in delays to their resolution. Project problems should be resolved as soon as possible during the week to allow the Work to continue.

**122.03 ISSUE-SPECIFIC MEETINGS**

- A. Instances will occur when the CONTRACTOR will call an Issue-Specific Meeting (Meeting) to address a specific issue. The CONTRACTOR will ensure the following.
1. The agenda is set and distributed before the meeting with enough time for attendees to prepare.
  2. The appropriate attendees are invited and present/represented.
  3. The necessary documents are brought to the meeting by the appropriate attendees to comprehensively discuss the issue (i.e., Contract Documents, shop drawings, schedules, work plans, contingency plans, etc.).

4. CONTRACTOR issues a Memorandum of Understanding or Meeting Minutes to summarize agreements or disagreements from the meeting and follow-up action items, deliverables, approvals, acceptances, etc. by the attendees.
- B. Typical subjects for issue-specific meetings are:
5. Starting a new work phase
  6. Shutdowns, outages and tie-ins to existing operating facilities
  7. Non-conforming work/quality control
  8. Safety issues
  9. Schedule issues
  10. Site access and utilization
  11. Project administration/documentation
  12. Submittals
  13. Working hours/days outside of Contract times
  14. Utility interfaces
  15. External CONTRACTOR/project coordination
  16. Offsite work/public relations
  17. Testing and start up
  18. Site tours/visitations
  19. Coordination with regulatory inspections/testing
  20. Coordination with testing firms
  21. Testing and training coordination
  22. Start-up/commissioning coordination
  23. Project Close-Out
- C. Persons designated by the CONTRACTOR to attend and participate in all Meetings shall have all required authority to commit the CONTRACTOR to solutions as agreed upon in the Meetings.
- D. Meetings shall not be held indiscriminately as potential attendees' time is important and should always be used productively.

#### 122.04 MEETING DOCUMENTATION

- E. Agenda Items: To the maximum extent possible, advise the Owner and Architect at least 24 hours in advance of the Meeting regarding all items to be added to the agenda.
- F. Minutes: The CONTRACTOR will compile minutes of each Meeting and will distribute copies to the Owner and Architect. The CONTRACTOR shall make and distribute such other copies as it wishes.
- G. CONTRACTOR will document attendees of meetings with sign-in sheets which will be attached to the distributed meeting minutes.

#### 122.05 MEETING SCHEDULE

- A. CONTRACTOR will coordinate as required to establish a mutually acceptable schedule for Meetings.

#### 122.06 MEETING LOCATION

- A. To the maximum extent practicable, Meetings shall be held at the job site.

122.07 **ATTENDANCE**

- A. To the maximum extent practicable, assign the same person or persons to represent the CONTRACTOR at Meetings throughout the construction period. Subcontractors, materials Suppliers, and others may be invited to attend, as deemed necessary by the CONTRACTOR, those Meetings in which their aspects of the Work are involved.

END OF SECTION