

1. GENERAL REQUIREMENTS:

1.1 *Design Phase Meetings*

1.1.1 Architect will coordinate the frequency, agendas and attendees with the University's Project Manager for all project meetings involving University personnel. The University's Project Manager will coordinate the attendance by University personnel and the lead Architect will coordinate attendance of the consultant team members. All meetings should have published agendas. All meetings shall be documented by published minutes. If an external Project Manager is on the project, he will run and document all meetings with the University; otherwise, the Architect will do so.

1.1.2 The Architect shall inform the University's Project Manager of all consultant meetings sufficiently in advance to allow them to attend at their discretion.

1.2 *Construction Phase Meetings*

1.2.1 The contract documents shall require the Contractor to conduct regular project meetings. The frequency, time and location of the meetings shall be coordinated and approved by the University's Project Manager.

1.2.2 The University requires pre-construction meetings with the Contractor, appropriate vendors or subcontractors, the Architect and his consultants and select University personnel. The Architect and consultants shall review and confirm the desired list of special pre-construction meetings for inclusion in the contract documents.

1.2.3 The Contractor shall be required in the contract documents to publish meeting minutes of all construction meetings involving the University's personnel, and to have current proposed change, change order, RFI and submittal logs.

1.2.4 The Contractor shall be required to provide a comprehensive Critical Path Method (CPM) project schedule to be updated monthly or as otherwise required by the University's construction contract. The Architect shall confirm requirements with the University's Project Manager. Schedule shall identify all proposed utility disruptions and outages.

1.2.5 The Contractor shall be required to provide a two-week "look-a-head" schedule of job site activities and proposed utility outages.

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- 1.2.6 The Architect shall be present at all regularly scheduled construction project meetings and is responsible for coordinating construction issues and responses with the other project consultants. Where requested by the University's Project Manager, Architect will arrange for consultant representative to attend the construction project meetings.