

SECTION 01200**COORDINATION AND MEETINGS****PART 1 GENERAL****1.01 SUMMARY**

- A. This Section includes requirements for preconstruction, progress, and scheduling and coordination meetings with the Authority, and other requirements for coordination and scheduling.

1.02 RELATED SECTIONS

- A. Section 01060 – Permits and Regulatory Requirements
- B. Section 01300 – Submittals
- C. Section 01310 – Progress Schedules

1.03 CODES AND STANDARDS (NOT USED)**1.04 SUBMITTALS**

- A. Submit the following in accordance with Section 01300 – Submittals:
 - 1. Within fourteen (14) days following the preconstruction, and scheduling and coordination meetings, provide a preliminary Critical Path Method (CPM) schedule detailing construction staging, and highlighting activities which impact third parties, potential shut-downs, access restrictions and modifications to existing facility operations.
 - a. CPM schedules shall be in accordance with Section 01310 – Progress Schedules.
 - b. Submit a revised CPM schedule following progress meetings if a revision is made or required.
 - 2. Prior to progress meetings and scheduling and coordination meetings, provide a two-week lookahead as well as a detailed construction schedule for all activities to be completed within the following six (6) weeks, including dates for deliveries of large equipment and proposed dates for any system shut-downs. Where applicable, staging drawings shall be provided for review.

1.05 QUALITY ASSURANCE (NOT USED)**1.06 QUALIFICATIONS (NOT USED)**

1.07 DELIVERY, STORAGE AND HANDLING (NOT USED)

1.08 PROJECT/SITE CONDITIONS (NOT USED)

1.09 DEFINITIONS (NOT USED)

1.10 TOLERANCE (NOT USED)

1.11 PRE-CONSTRUCTION MEETING WITH THE AUTHORITY

A. A pre-construction meeting will be held after Notice to Proceed, but prior to starting work at the Site, at a time and place as determined by the Authority.

B. Attendance:

1. The Authority
2. The Authority's Representatives
3. The Contractor
 - a. Ensure that the same designated person represents the Contractor at all progress meetings and scheduling and coordination meetings throughout the Work. Such representative shall have the authority to act on behalf of the Contractor and to commit the Contractor to any decisions, actions, or solutions agreed upon during the Progress Meetings.
4. Major Subcontractors
5. Safety Representative
6. Representatives of governmental or other regulatory agencies

C. Minimum Agenda:

1. Tentative construction schedule
2. Critical work sequencing
3. Designation of responsible personnel
4. Processing of Field Decisions and Change Orders
5. Adequacy of distribution of Contract Documents
6. Submittal of Shop Drawings and samples

7. Procedures for maintaining record documents
8. Use of Site and the Authority's requirements
9. Major equipment deliveries and priorities
10. Safety and first aid procedures
11. Security procedures
12. Housekeeping procedures
13. Processing of Partial Payment Requests
14. General regard for community relations

1.12 PROGRESS MEETINGS WITH THE AUTHORITY

- A. Progress meetings will be held twice each month during the performance of the Work. Additional meetings may be called by the Authority as the Work dictates.
- B. The Authority will preside at meetings and record minutes of proceedings and decisions. The Authority will distribute copies of minutes to participants.
- C. Attendance:
 1. The Authority
 2. The Authority's Representatives
 3. The Contractor's designated representative
 4. Subcontractors, only with Authority's approval or request, as pertinent to the agenda
- D. Minimum Agenda:
 1. Review and approve minutes of previous meetings
 2. Review affirmative action compliance
 3. Review public affairs issues
 4. Review health and safety, security and fire protection issues
 5. Review progress of Work since last meeting

6. Review proposed two (2) week look-ahead construction schedule and proposed 6-week construction schedule
7. Note and identify problems which impede planned progress
8. Develop corrective measures and procedures to regain planned schedule
9. Revise construction schedule as required, and plan the progress to be achieved in the next work period
10. Maintaining of quality and work standards
11. Completing other current business
12. Coordination of Work with others
13. Status of procurement of equipment and materials
14. Status of Submittals
15. Status of Requests for Information (RFIs)
16. Outstanding actions, decisions, or reviews that affect work activities
17. Status of Operations & Maintenance deliverables
18. Status of Change Orders and Claims
19. Status of pay requests
20. Schedule next progress meeting

1.13 SCHEDULING AND COORDINATION MEETINGS

- A. Attend a minimum of four (4) scheduling and coordination meetings prior to the start of Work, and, at a minimum, two (2) scheduling and coordination meetings per month throughout the duration of the Work. Note that the scheduling and coordination meetings are in addition to the progress meetings of Paragraph 1.12.
- B. Scheduling and coordination meetings shall be held to detail the plans for staging of the Work, detail proposed utility and traffic shutdowns and durations, review coordination drawings, and review proposed schedules and sequences of work.

1.14 COORDINATION AND SCHEDULING

- A. Community valves and hydrants shall only be operated by the Town of Needham Department of Public Works.

- B. Notify the Town of Needham Department of Public Works three (3) weeks prior to the need to open or shut community valves and hydrants. Coordinate with the Authority prior to making notifications.
- C. Work Notification:
 - 1. Notify the Authority, and the Town of Needham in which the work will be performed if the community does not participate in DIG SAFE, in writing, at least three (3) working days prior to the start of Work on site. No Work on site shall be performed prior to obtaining all required permits, including 8(m) Permit(s) and Trench Excavation Permit(s) from the Authority and street opening and excavation permit(s) from the local community, in accordance with Section 01060 – Permits and Regulatory Requirements.
- D. Utilities:
 - 1. Notify DIG SAFE (1-888-344-7233), at least seventy-two (72) hours before digging, trenching, rock removal, demolishing, boring, backfilling, grading, landscaping or other earthmoving operations.
 - a. Note that the Authority does not participate in DIG SAFE. DIG SAFE does not mark out or provide clearance for Authority infrastructure.
- E. Notices to Owners and Authorities:
 - 1. Notify the Authority four (4) weeks in advance of work on each permanent/temporary easement. The Authority will notify property owners.
 - 2. Contact utilities, and local and state authorities at least ten (10) working days prior to cutting or closing streets or other traffic areas or excavating near underground or overhead utilities.
- F. Coordination of Utility Relocations and Protection:
 - 1. Coordinate relocations of existing utilities indicated to be relocated by others with the utility companies, as indicated, prior to start of work on site.
 - 2. Coordinate protection and support of existing utility crossings with respective utility owner.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

PART 4 ATTACHMENTS (NOT USED)

**** END OF SECTION ****