**Project name**

**Date**

**Location of meeting**

1. Participants in the Project

* Owner (State agency or other contracting entity)
* Owner's Representative
* Consultant (Architect or Engineer)
* Subconsultants
* Clerk-of-the-works
* General Contractor
* Superintendent
* Subcontractors
* Other State agencies
* Construction testing company
* Commissioning agent
* Special Inspections agent
* Bureau of General Services (BGS)

1. General Contractor's Role

* Contracts, bonds and insurance
* Project Schedule
* Schedule of Values
* List of Subcontractors and suppliers
* Progress schedules
* Submittal schedule
* Requests For Information
* Full time Superintendent
* Responsibility for Subcontractors
* Responsibility for coordination
* Record drawings
* Permits

1. Consultant's Role

* Authorized agent of Owner
* Directs administration of the Contract
* Interpreter of content of plans and specifications
* Issues clarifications or revisions as necessary
* Directs Changes to the Work
* Reviews test results with Subconsultants
* Reviews shop drawings

1. Clerks' Role

* Authorized agent of the Consultant
* Observes construction of all phases of work
* Monitors progress against Contractors schedule
* Maintains project diary and daily reports of work and workforce
* Maintains record of changes

1. Owner's Role

* Clearly communicate intent and details of project
* Overall responsibility and accounting of funds
* Discuss and approve Change Orders in a timely manner

1. Owner's Representative Role

* Authorized agent of Owner
* Observes construction of all phases of work
* Monitors progress against Contractors schedule
* Maintains project diary and daily reports of work and workforce
* Maintains record of changes
* Orders and coordinates quality control testing

1. BGS Role

* Authorized agent of Owner
* Observes construction of all phases of work
* Monitors progress against Contractors schedule
* Monitors project diary and daily reports of work and workforce

1. General Issues

* Jobsite safety
* Visitors to jobsite
* Temporary utilities
* Pre-installation and pre-construction meetings by trade
* Testing, Commissioning and Special Inspections

1. Project-specific Issues

* Scope of work
* Parking
* Access
* Lay-down areas

1. Monthly Meetings

* Establish a regular date of month, time of day, and location
* Review work progress against project schedule
* Review Requests for Information (RFIs)
* Review Change Requests
* Review Change Proposals
* Review Change Orders
* Review Requisitions
* Approve documents as needed

1. Submittals

* Maximum time frame for review by Consultant
* Long-lead items
* Approval of finish/color packages
* Substitutions

1. Payment Process

* Cash flow projection
* Requisitions
* Lien waivers
* Stored materials
* Retainage

1. Change Order Process

* Proposal Request
* Change Proposal
* Change Order
* Written authorization to proceed
* Delays, damages and time extensions

1. Close-out Procedures

* Punch list (inspect only after work is completed!)
* Certificate of Substantial Completion
* O & M (operations and maintenance) manuals and training
* Commissioning report
* Special Inspections report
* As-built documents
* Warranty documents and claim process
* Certificate of Occupancy
* Lien releases, Consent of surety