

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI

SUBSECTION A-3

DATE

CONSTRUCTION OPERATIONS	BIWEEKLY PROJECT MEETING	11/15/2017
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The RE will schedule at the beginning of the project and throughout the duration of construction, formal biweekly meetings with the Contractor (can be weekly on larger, complex projects).

The RE shall make the Project Manager (PM) and Field Manager (FM) aware of all meetings and the topics that will be addressed such as scheduling, budget, submittals, utilities, design issues, safety, environmental issues and other topics which may affect the project. If the RE feels that attendance by the PM or the FM is necessary because of the nature of the topics, they should be so advised.

The FM should periodically attend these meetings and always attend when requested by the RE. The FM will always attend when the project has fallen behind schedule.

The PM should attend these meetings, based on the subject matter and when requested by the RE. The RE will schedule other support staff to attend as necessary such as ROW, Utilities, Environmental, Designer, Traffic Engineering, etc.

The [biweekly project meeting agenda](#) template should be tailored to the specific needs of the project for each specific biweekly meeting. Particular attention should be given to items shown in blue in the template and discussed periodically and when problems arise with regard to these topics.

If it is determined by the RE that the Contractor has fallen behind schedule and there is a potential increase in budget or both, the RE shall immediately notify the PM, if not in attendance. The RE and Contractor will determine reasons why the schedule is not being met and potential solutions as to how to complete the project on time, including but not limited to an increase in shifts, overtime, working weekends and holidays and requiring the Contractor to submit for approval a recovery schedule to show the acceleration is being met.

Written minutes shall be kept of each meeting by the RE or staff. The Contractor is not to provide the meeting minutes. The Contractor will be provided the minutes not more than 5 days after the meeting for review and approval. The approved minutes will be kept in the project files. The completed template may be used for the minutes.