

01 03 00 Project Meetings

Revision 01/04/2019

Purpose:

The Architect and/or Engineer shall incorporate the Rice specific requirements indicated in this standard's section into their design. The Architect and/or Engineer shall further produce project specifications in line with industry standards that are updated to reflect these Rice specific requirements.

1. Steering Committee Meetings

- a. Steering committee meetings are special cases of Design Phase Meetings and/or Construction Phase meetings.
- b. Steering Committee meetings are organized and led by the Rice Project Manager for the project. Dissemination of meeting minutes and/or summary of decisions made is the responsibility of the Rice Project Manager.
- c. These meetings are for the purpose of making design and budget decisions as well as keeping the steering committee informed of the project status.
- d. Meetings shall start with the current status of the project schedule and budget.
- e. If any member of the steering committee cannot attend, they shall send a representative who has the authority to make decisions on the member's behalf.
- f. At the end of all meetings, the project is to be on time and within budget.

2. Design Phase Meetings

- a. Architect shall work with the Rice Project Manager to set a regular schedule for meetings.
- b. Architect shall publish agendas for all meetings at least five days prior to meeting.
- c. The Architect shall be responsible to publish meeting minutes within 24-48 hours of all meetings, per Rice contract.
- d. If an external Project Manager is on the project, he/she will control and document all meetings with the University; otherwise, the architect will do so.
- e. Where design decisions are to be made during a meeting, the architect shall come prepared with "decision ready" information to include at a minimum:
 - i. Description of design decision
 - ii. Cost impacts (thoroughly vetted design and construction costs)
 - iii. Schedule impacts (design and construction)

3. Construction Phase Meetings

- a. The contract documents shall require the contractor to conduct regular OAC (Owner, Architect, and Contractor) meetings. The frequency, time and location of the meetings shall be coordinated and approved by the Rice Project Manager.
- b. Contractor shall publish agendas and all pertinent information for all meetings at least 48 hours prior to the meeting.

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- c. The contractor shall be required to have current proposed changes, change orders, RFI and submittal logs.
- d. 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. Schedule shall identify all proposed utility disruptions, outages, and other campus disruptions.
- e. The Contractor shall be required to provide a two-week "look-a-head" schedule of job site activities and proposed utility outages. Contractor responsible for integrating sound sensitive campus events into two-week look-a-head and work around them.
- f. The contractor shall be responsible to publish meeting minutes within 24 hours of all meetings.
- g. Where change requests are to be presented during a meeting, contractor shall come prepared with "decision ready" information and will include at a minimum:
 - i. Description of change requests
 - ii. Reason for change requests
 - iii. Cost impacts
 - iv. Schedule impacts