## SECTION 01070 – PROVISIONAL

## PROJECT COORDINATION AND MEETINGS

***Provisional Specification Summary:***
*1.3.02 – Replace the first paragraph as shown below.*
*1.3.02 – Modify the third paragraph as shown below.*
*1.5 – Delete the first paragrap.*

***(Update text as shown.)***
**PART 1 – GENERAL**
1.3.02 Progress Meetings.

The Engineer will schedule and administer progress meetings on a regular basis throughout progress of the work. More frequent progress meeting may be required should the contractor fall behind schedule. The Engineer will prepare agenda, preside at the meeting, record minutes, distribute notice of each meeting to participants, four working days in advance of meeting date and deliver copies of the minutes to participants within one (1) week after the meeting. Meetings shall be held at the contractor's field office, contractor to provide adequate facility to accommodate a minimum of fifteen people.

After the "SUGGESTED AGENDA":
Replace the first sentence (Review and approve minutes of previous meeting) with the following:

> "The contractor shall prepare and submit a 3 week look-ahead schedule in bar chart format for each progress meeting."

Add the following two (2) items:

> The Contractor shall prepare and submit a three (3) week in advance bar chart format schedule at each meeting.
>
> Discuss safety, problems, conflicts, and comments.

End of Provisional Section

*Provisional Specifications—which are issued separately from the Master Specifications on a per contract basis—shall supersede and govern over all other specifications or contract documents. All other wording in the Master Specifications that is not specifically stated to be modified in the Provisional Specifications shall remain in effect as is. The Provisional Specification Summary is included to clarify and/or highlight changes.*

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