

EXHIBIT M – MEETINGS AND PROGRESS REPORTS

1 MEETINGS AND PROGRESS REPORTS DETAILS

1.01 SUMMARY

A. This section outlines the meeting, scheduling and reporting requirements for the EPC Contract.

B. Project Meetings:

[REDACTED]

D. Related Work Specified Elsewhere:

[REDACTED]

1.02 PROJECT MEETINGS:

A. Preliminary Conference:

1. Contractor will conduct a meeting within [REDACTED] after the Effective Date of Contract, to review items stated in the agenda and to establish a working understanding between the parties as to their relationships during performance of the Work. The conference shall be attended by:
 - a. Contractor.
 - b. Representatives of principal Subcontractors.
 - c. Owner and/or Owner's representative(s).
2. Meeting Agenda:
 - a. Projected fabrication/construction schedules.
 - b. Project coordination.
 - c. Procedures and processing of:
 - (1) Substitutions.
 - (2) Submittals.
 - (3) Change Orders.
 - (4) Applications for Payment.
 - d. Procedures for testing.
3. Location of Meeting: Owner's office or by teleconference.
4. Reporting: Contractor will prepare and distribute minutes of the meeting to each party represented.

B. Engineering Coordination Meetings:

1. Contactor will schedule and conduct a meeting [REDACTED] for coordination during the engineering and design phase of the Work. Meetings shall be attended by:
 - a. Contactor's representative(s) including engineering personnel.
 - b. Representatives of principal Subcontractors.
 - c. Owner and/or Owner's representative(s).
2. Meeting Agenda:
 - a. Review of action items.
 - b. Facility design interfaces.
 - c. Equipment and Material procurement status.
 - d. Engineering/fabrication/manufacturing schedules.
 - e. Requests for information (RFIs).
3. Location of Meetings: Job Site or teleconference.
4. Reporting: Contactor will prepare and distribute minutes of the meetings to each party represented.

1.03 **SCHEDULES AND REPORTS:**

- A. Initial Coordination Submittals: Within the time period(s) [REDACTED], Contactor shall submit to Owner for review and acceptance:
 1. A preliminary [REDACTED].
 2. A preliminary [REDACTED].
 3. Certification of insurance.
- B. Work Progress Schedule:
 1. After submittal of preliminary Work progress schedule, submit to Owner a [REDACTED]. Base the schedule on the preliminary Work progress schedule and incorporate review comments and other feedback.
 2. The schedule shall show [REDACTED].
 - a. Prepare [REDACTED] for each major portion of the Work or operation.
 - b. The [REDACTED] and key items with the dates Work is expected to begin and be completed. Sequence of listings shall be in the chronological order of the start of each item of Work.
 - c. Scale and spacing shall allow space for notations and revisions.
 - d. Sheet size: Minimum 11 x 17.
 3. Provide [REDACTED].
 4. Coordinate Work progress schedule with Work progress reports and delivery schedule.
 5. Owner will review and comment on [REDACTED]:
 - a. Contactor shall print and distribute copies [REDACTED] to Owner and other parties required to comply with scheduled dates.
 6. Contactor shall not change the accepted [REDACTED] without prior concurrence of Owner.
 7. Submit to Owner an [REDACTED]. Schedule shall show actual progress and any proposed changes in the schedule of remaining Work.
- C. Work Progress Reports:

1. Submit [REDACTED] More frequent reports may be required should the [REDACTED] the accepted schedule.
2. Work progress reports shall consist of [REDACTED] which shall include but not be limited to the following:
 - a. A description of current and anticipated delaying factors, if any.
 - b. Impact of possible delaying factors.
 - c. Proposed corrective actions.
3. A [REDACTED] shall accompany each [REDACTED]. Work reported complete but not readily apparent to Owner must be substantiated with supporting data.
4. Should operations fall behind accepted schedule to an extent that completion of Work [REDACTED] appears doubtful, Contractor shall, report the recovery plan and corrective actions to get back on schedule to Owner.
5. [REDACTED] Table Of Contents:

1.0 EXECUTIVE SUMMARY

2.0 DESCRIPTION OF SERVICES

A. ENGINEERING ACTIVITIES

1. Architectural
2. Civil
3. Control Systems
4. Electrical
5. Mechanical
6. Plant Design

B. PROCUREMENT

C. SAFETY & HEALTH

D. CONSTRUCTION

E. COMMUNITY RELATIONS

F. STARTUP

3.0 ENVIRONMENTAL

4.0 SCHEDULE

5.0 ISSUES AND CONCERNS

6.0 APPENDICES

- A. Payment Schedule
- B. Scope Change Register
- C. Critical Schedule Activities
- D. Project Schedule Milestone Dates
- E. Percent Complete Curves:
 - Total Project
 - Engineering
 - Construction
 - Startup
- F. Bulk Commodity Curves:
 - Concrete
 - Structural Steel
 - Above Ground large Bore Pipe
 - Above Ground Small Bore Pipe

- Cable Tray
- Above Ground Conduit
- Cable
- Terminations
- G. System Turnover Curves:
 - Construction to Startup
 - Startup to Owner
- H. Staffing Curve
- I. Purchase Order and Sub-Contract Award Status
- J. Owner Inspection Summary
- K. Supplier Quality Shop Visits
- L. Project Schedule
- M. Progress Photos