

EXHIBIT M MEETINGS AND PROGRESS REPORTS

1.0 Meetings and Progress Reports Details

1.01 SUMMARY:

A. This section outlines the meeting, scheduling and reporting requirements for the Contract. The Contractor will provide support for these activities as applicable including attending project meetings.

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 and Suppliers.
- c. 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. CFD Physical Flow Modeling Progress Meetings

1. Contractor will conduct meetings as needed to update the Owner on progress or changes concerning the CFD Physical Flow Modeling Study.

2. The Contractor will schedule preliminary testing and final testing visits for the Contractor and Owner at the laboratory performing the CFD Modeling Study. The meetings will be attended by:
 - a. Contractor representative(s)
 - b. Representatives from modeling subcontractor
3. Meeting Agenda
 - a. Progress report
 - b. Planning and schedule review
- C. Engineering Coordination Meetings:
 1. [REDACTED] Meetings will be attended by:
 - a. Contractor representative(s) including engineering personnel.
 - b. . 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: Project Site or teleconference.
 4. Reporting: Contractor will prepare and distribute minutes of the meetings to each party represented.
- D. Preconstruction Conference:
 1. Contractor will conduct a meeting within [REDACTED] days prior to Contractor starting work at the Job Site, to review items stated in the following agenda and to establish a working understanding between the parties as to their relationships during performance of the Site Work.
 2. Preconstruction conference shall be attended by:
 - a. Contractor representative(s) including Project Manager.
 - b. Owner representatives.
 - c. . Others as appropriate.
 3. Meeting Agenda:
 - a. Construction schedules.
 - b. Critical Work sequencing.
 - c. Designation of responsible personnel.
 - d. Project coordination.
 - e. Procedures and processing of:
 - (1) Field decisions.
 - (2) Substitutions.
 - (3) Submittals.
 - (4) Change Orders.
 - (5) Applications for payment.
 - f. Procedures for testing.
 - g. Procedures for maintaining record documents.
 - h. Use of Premises:
 - (1) Office, work, and storage areas.
 - (2) Owner's requirements.
 - i. Construction facilities, controls, and construction aids.
 - j. Temporary utilities.

- k. Safety and first-aid.
- l. Security.

- 4. Location of Meeting: Job Site.
- 5. Reporting:
 - a. Within █ Business Days after the meeting, Contractor will prepare and distribute minutes of the meeting to all parties.

- E. Construction Coordination Meetings:
 - 1. Contractor will schedule and conduct a meeting at least monthly for coordination during construction phase of the Work. Meetings will be attended by:
 - a. Owner's representative(s).
 - 2. Meeting Agenda:
 - a. Safety Topic and Discussion
 - b. Review of action items.
 - c. Review of project schedule
 - d. Review of construction progress since previous meeting.
 - e. Engineering/fabrication/manufacturing schedules.
 - f. Equipment and Material procurement status.
 - g. Field observations, interface requirements, conflicts.
 - h. Problems impeding construction schedule (if any).
 - i. Delivery schedules.
 - j. Submittal schedules and status.
 - k. Hours of Work.
 - l. Hazards and risks.
 - m. Quality and Work standards.
 - n. Change orders.
 - o. Documentation of information for payment request.
 - p. Cash Flows.
 - q. Corrective measures and procedures to regain construction schedule if necessary.
 - r. Revisions to construction schedule.
 - s. Review of proposed activities for succeeding Work period.
 - t. Review proposed Agreement modifications for:
 - (1) Effect on construction schedule and on completion date.
 - (2) Effect on other contracts of the Project.
 - u. DBE procurement
 - v. Other business.
 - w. Requests for information (RFIs).
 - 3. Location of Meetings: Job Site.
 - 4. Reporting: Contractor will prepare and distribute minutes of the meetings to each party represented.

1.03 SCHEDULES AND REPORTS:

Initial Coordination Submittals: █
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B. Work Progress Schedule:
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- [REDACTED]
2. The schedule shall show the Work in a graphic format suitable for displaying scheduled and actual progress.
 - a. Prepare schedules as a horizontal bar chart with separate bar for each major portion of the Work or operation.
 - b. The schedule shall also show the Work broken down into major phases 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: [REDACTED]
 3. Provide sub-schedules to define critical portions of entire schedules.
 4. Coordinate Work progress schedule with Work progress reports and delivery schedule.
 5. Contractor will review and comment on Work progress schedule:
 - a. Contractor shall print and distribute copies of the accepted schedule to Owner, Suppliers, and other parties required to comply with scheduled dates.

- [REDACTED]
7. Submit to Owner an updated schedule at least once monthly. Schedule shall show actual progress and any proposed changes in the schedule of remaining Work.
- C. Work Progress Reports:

- [REDACTED]
3. A Work progress report shall accompany each application for partial payment. Work reported complete but not readily apparent to Owner must be substantiated with supporting data.
- [REDACTED]

D. Delivery Schedule:

E. Accrual Reporting

[REDACTED]

2.0 Meeting Notes Template

GHENT ENVIRONMENTAL AIR COMPLIANCE PROJECT

Document No.:
Date Issued:

Meeting Notes

Meeting Telecom Conference Report

Distribution:	Date, Time & Place:
Subject:	Participants:
Originated By:	Recorded By:

Action Item	Assigned to/Status
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3.0 Progress Report 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 (Including DBE, MBE, WBE, and Local Spend efforts)

C. SAFETY & HEALTH

D. CONSTRUCTION

E. COMMUNITY RELATIONS

F. LABOR RELATIONS

G. STARTUP

3.0 ENVIRONMENTAL

4.0 SCHEDULE

5.0 ISSUES AND CONCERNS

6.0 APPENDICES

A. Milestone Payment Cash Flow Schedule (Exhibit C)

B. Demolition Cost Schedule

C. Scope Change Register

D. Critical Schedule Activities

E. System Cost Breakdown

F. Percent Complete Curves:

- Total Project
- Engineering
- Construction
- Startup

G. Bulk Commodity Curves:

- Concrete
- Structural Steel
- Above Ground large Bore Pipe
- Above Ground Small Bore Pipe
- Cable Tray
- Above Ground Conduit
- Cable
- Terminations

H. System Turnover Curves:

- Construction to Startup
- Startup to Buyer and Owner

I. Staffing Curve

J. Purchase Order and Sub-Contract Award Status

K. Buyer and Owner Inspection Summary

L. Supplier Quality Shop Visits

M. Project Schedule

N. Progress Photos