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:

1. Preliminary Conference.
   a. Contractor will conduct a meeting within [date] 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 for coordination during the engineering and design phase of the Work. Meetings shall be attended by:
   a. Contractor’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: Contractor 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), Contractor shall submit to Owner for review and acceptance:
   1. A preliminary Work progress schedule.
   2. A preliminary schedule of Submittals, as stated in Exhibit X-1.
   3. Certification of insurance.

B. Work Progress Schedule:
   1. After submittal of preliminary Work progress schedule, submit to Owner a detailed Work progress schedule within the time period(s) defined in Exhibit X-1. Base the schedule on the preliminary Work progress schedule and incorporate review comments and other feedback.
   2. The schedule shall show for each major portion of the Work or operation:
      a. Prepare for each major portion of the Work or operation.
      b. The 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.
   4. Coordinate Work progress schedule with Work progress reports and delivery schedule.
   5. Owner will review and comment on:
      a. Contractor shall print and distribute copies to Owner and other parties required to comply with scheduled dates.
   6. Contractor shall not change the accepted without prior concurrence of Owner.
   7. Submit to Owner an. Schedule shall show actual progress and any proposed changes in the schedule of remaining Work.

C. Work Progress Reports:
1. Submit a report on actual work progress. More frequent reports may be required should the work fall behind the accepted schedule.

2. Work progress reports shall consist of a narrative report which shall include:
   a. A description of current and anticipated delaying factors, if any.
   b. Impact of possible delaying factors.
   c. Proposed corrective actions.

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

4. Should operations fall behind the accepted schedule to an extent that completion of work appears doubtful, Contractor shall report the recovery plan and corrective actions to get back on schedule to the Owner.

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