

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]

[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 (via teleconference)
1. Air Quality Control System Suppliers will conduct weekly meetings to update the Contractor and Owner on progress or changes concerning the CFD Physical Flow Modeling Study.
 2. The Air Quality Control System Suppliers 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. Air Quality Control System Suppliers' representative(s)
 - b. Representatives from modeling subcontractor
 - c. Contractor and Owner's representative(s)
 3. Meeting Agenda
 - a. Progress report
 - b. Planning and schedule review
- C. Engineering Coordination Meetings:
1.  Meetings shall be attended by:
 - a. Contractor representative(s) including engineering personnel.
 - b. Air Quality Control System Suppliers' representative(s) including engineering personnel.
 - c. Representatives of principal contractors and Suppliers.
 - d. 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: engineering Office, Job 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 30 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. Major Subcontractor(s) as appropriate including Air Quality Control System Suppliers.
 - d. 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 10 Business Days after the meeting, Contractor will prepare and distribute minutes of the meeting to all parties.
 - b. Contractor shall provide copies to Subcontractors and major suppliers.
- E. Construction Coordination Meetings:
1. Contractor will schedule and conduct a meeting at least monthly for coordination during construction phase of the Work. Meetings shall be attended by:
 - a. Air Quality Control System Suppliers' representative(s) including engineering personnel.
 - b. Representatives of principal Subcontractors and Suppliers.

- c. Owner's representative(s).
 - d. Contractor
 - 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. W/MBE 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.
- F. Outage Coordination Meeting
- 1. The Contractor and Owner shall jointly conduct onsite coordination meetings during the periods of planned Unit outages. Such meetings may, at the Owner's option, occur as often as daily or twice-daily as necessary to properly monitor and coordinate the efforts of the Contractor's Work with the work the Owner will be performing. Contractor may be required to provide its Work and schedule status on a daily basis as part of its reporting in such meetings. Meetings shall be attended by:
 - a. Contractor and applicable Subcontractors
 - b. Owner's representatives
 - 2. Meeting Agenda
 - a. Safety Review
 - b. Review Outage Plan

- (1) Contractor shall provide to Owner its detailed plan for its Work. The outage plan shall include, though not be limited to:
 - (a) A delineation of and description of all planned Work Contractor intends to perform or requests performing while the Unit is non-operational during outage periods.
 - (b) Identification of equipment and materials Contractor intends to deploy in performance of the Work within the boundaries of the operating Units during the Unit Outage Days.
 - (c) A labor management plan that identifies Contractor's plan for attracting and employing sufficient skilled manpower during the Unit Outage Days, including the Contractor's plan for work hours.
 - (d) Schedule of planned detailed activities during the Unit Outage Days.
 - c. Weekly schedule
 - d. One week look-ahead schedule
 - e. Problems impeding outage schedule
 - f. Change Orders
 3. Location of meetings: Job Site
 - G. Quarterly Executive Meetings
 1. The Contractor and Owner's Executive Sponsors will meet with the Project Execution Team for an update on the Progress of the project. Contractor will be responsible for preparing a Quarterly Report Document to review during the meeting. A draft of the report will be sent to Owner for comment prior to the meeting. Meetings shall be attended by the following:
 - a. Contractor and Owner executive sponsors
 - b. Project management execution team
 - c. Cost control/financial reporting representatives
 - d. Procurement representative (as needed)
 2. Meeting Agenda
 - a. Safety topic
 - b. Safety status
 - c. State of the project (per unit and BOP)
 - (1) Pictures
 - (2) Shared successes
 - (3) Critical issues
 - (4) Plans for next quarter
 - d. Financials
 - (1) Cost summary
 - (2) Change Order status
 - (3) Cash flow
 - e. Schedule overview/outage dates
 - f. W/MBE company usage
 3. Location of Meeting: Rotated between Job Site and Contractor's Home Office
 4. Reporting: Contractor will prepare and distribute minutes of the meetings to each party represented.

H. Weekly Site Meetings

1. Contractor and Owner will participate in a weekly meeting to discuss project progress. The meeting will be attended by the following;
 - a. Contractor
 - b. Owner’s representatives
 - c. Safety leadership
2. Meeting Agenda
 - a. Safety topic
 - b. Safety status
 - c. State of the project (per Unit and BOP)
 - d. Critical issues
 - e. Plan for the week
3. Location of Meeting; Job Site (Owner’s office trailer)
4. Reporting; Contractor will prepare agenda and distribute minutes. Owner will review minutes and provide input prior to distribution of the minutes to the attendees.

1.03 SCHEDULES AND REPORTS:

Initial Coordination Submittals: [REDACTED]

B. Work Progress Schedule:

[REDACTED]

- c. Scale and spacing shall allow space for notations and revisions.
- d. Sheet size: Minimum 11 x 17.

[REDACTED]

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.
6. Contractor shall not change the accepted Work progress schedule without prior concurrence of Owner.
7. Submit to Owner an updated [REDACTED]. [REDACTED] 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]

5. Monthly report will include a financial report by Unit and common systems. Additionally, cash flows will be submitted with the monthly report.

D. Delivery Schedule:

[REDACTED]

E. Accrual Reporting

[REDACTED]

F. Weekly Reports

Contractor shall provide to the Owner a weekly report that includes the following:

- a) Progress review per Unit and BOP with current activities and next week's activities listed (denote if Work is being performed by Contractor or Subcontractor).
 - a. Civil concrete
 - b. Structural steel
 - c. Mechanical
 - d. Piping
 - e. Electrical
 - f. BOP
 - g. Contracts
 - h. Total craft resources by craft code
 - i. Total Subcontractor craft resources

- j. Staff resources on Job Site
- k. Safety statistics/man hours by Unit
- l. Injury types year to date
- m. Near miss types year to date
- n. First aid / medical cases year to date
- o. Construction look ahead schedules

G. Field Progress Measurements

Contractor must implement and utilize Contractor's [REDACTED] quantity tracking system to measure field-made progress and will provide Owner with a [REDACTED] Summary Report updated weekly. The FPMS shall include allocation of predetermined quantities of Work in percentage increments so that progress of the Work can be physically verified in the field. Such increments will be pre-determined as part of and concurrent to the development of the baseline schedule. Examples, which are subject to Owner review and approval, to be measured by the Contractor's [REDACTED] include, but are not limited to, comparison of planned versus actual quantities of the following:

- a) Cubic yards of concrete installed compared to remaining by project area.
- b) Tons of structural steel planned and actually installed by project area.
- c) Linear feet of pipe planned and installed, with reference to section large bore and small bore piping by system.
- d) Number of planned large bore piping welds and number of such welds completed by system.
- e) Linear feet of electrical cable pulling, conduit, installed (by system).
- f) Electrical terminations.
- g) Rework or remediation of previously installed or completed Work.
- h) Or any other measurement approved by Owner that provides confirmation of the physical completion of the Work that can be tangibly measured and verified.

H. Recovery Plan

[REDACTED]

J. Financial Statements



2.0 Meeting Notes Template

MILL CREEK 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. Progress Payment Cash Flow Schedule
- B. Demolition Cost Schedule
- C. Scope Change Register

- D. Critical Schedule Activities
- E. System Cost Breakdown
- F. Target Cost Adjustment Schedule
- G. Fee Calculation Schedule
- H. Percent Complete Curves:
 - Total Project
 - Engineering
 - Construction
 - Startup
- I. Bulk Commodity Curves:
 - Concrete
 - Structural Steel
 - Above Ground large Bore Pipe
 - Above Ground Small Bore Pipe
 - Cable Tray
 - Above Ground Conduit
 - Cable
 - Terminations
- J. System Turnover Curves:
 - Construction to Startup
 - Startup to Buyer and Owner
- K. Staffing Curve
- L. Purchase Order and Sub-Contract Award Status
- M. Buyer and Owner Inspection Summary
- N. Supplier Quality Shop Visits
- O. Project Schedule
- P. Progress Photos