

Technical Specification 005

PROJECT MEETINGS

1.0 Preconstruction Conference

- a) A Pre-Construction Conference (Pre-Con) with Brunswick County Engineering is required prior to beginning any installation of new water, sewer, or pump station utilities that are permitted in the County's name. These meetings are held in the Engineering Department and require a minimum of forty-eight (48) hours notification to schedule. Required attendees are the Engineer, utility contractor's project manager, utility contractor's field superintendent, and the Engineering Inspector assigned to the project.
- b) On occasion the Pre-Con may be allowed, at the County's discretion, to be held at the project site depending upon the nature of the work. These onsite meetings will be scheduled with the Engineering Inspector that is assigned to the project.
- c) If the NCDOT does not, or cannot, attend the scheduled Pre-Construction Conference at County Engineering, then it is the responsibility of the utility contractor, in accordance with the special provisions of the right-of-way encroachment permit, to schedule the required NCDOT pre-construction conference prior to beginning any work in the public ROW. The County Engineering Inspector must be in attendance as this NCDOT Pre-Construction meeting.
- d) The required Pre-Con for County capital improvement projects (CIP) will not be scheduled prior to the utility contractor providing the digital DVD, of good viewable quality, to County Engineering in advance of requesting the Pre-Con so that it can be determined if the video quality is acceptable.

2.0 Monthly Progress Meetings – CIP projects

- a) For County Capital Improvement Program (CIP) projects the County requires a regularly scheduled monthly progress meeting in order to discuss project progress, updated project schedule, material issues, public complaints, and all other issues that need resolution and that may affect project completion within the Contract Time. Article 31 of the Brunswick County General Conditions of the Contract covers the required monthly progress meetings and is considered incorporated in this specification as if fully contained herein.
- b) Required attendees at these meetings are the utility contractor, Engineer, County staff, municipal officials if applicable, and any subcontractors to the prime contractor. Minutes will be taken at these meetings and disseminated to all attendees.