

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION A-7	DATE
CONSTRUCTION OPERATIONS	MID CONTRACT MEETING	09/06/2022

At or near the midpoint in completion of a project (either by cost or specified time, whichever comes first), the RE will arrange for a formal meeting with the Contractor. On short duration projects (Less than 6 month), the RE may omit the meeting with approval of the FM. This meeting may be included in a regular biweekly meeting.

The RE, the FM, the PM, and the Contractor will attend the meeting. The FHWA is to be invited for PODI projects. The Bureau of Traffic Engineering and Mobility Systems Engineering and representatives of other interested parties should be invited, particularly if problems are anticipated, to afford them maximum lead time to accomplish their responsibilities for construction road openings.

Discussions at the meeting should include the future plans of the Contractor and the issues of concern of both the Contractor and the Department relating to the project. Discuss the progress to date and necessary action to assure that the contract will be completed on schedule. Discussion of the DBE/ESBS/SBE goals should also be discussed.

The RE will prepare a memorandum of record pertaining to the meeting with copies distributed to all attendees and the file.