Generally choose: the contractor will arrange and the contractor will notify the parties of the meeting.

When choosing the time frame before start of work consider when the project was let and when it is anticipated to be started to ensure there is enough time left after the first meeting is held to complete the contract within the requirements of the contract (i.e. completion date contracts and/or contracts with interim completion dates and interim liquidated damages).

Frequency of meetings – consider how the project is to be built (staged or closed to traffic), the number of businesses and the impacts to their access and when or if changes to their access will occur during construction for the delivery of goods and customer access. Large projects may require weekly meetings. Others where access routes don’t change for weeks – one or two meetings per month may be sufficient.

1. Coordination with Businesses

Choose an item. will arrange and conduct a meeting between the contractor, the department, local officials and business people to discuss the project schedule of operations including vehicular and pedestrian access during construction operations. Hold the first meeting ***Choose a time frame for when to hold the first meeting****.* to the start of work under this contract and ***Choose a frequency for the meetings.*** thereafter. Choose an item. shall notify all parties in writing a minimum of 10 days before the first meeting being held.

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