



### **Summary:**

This Directive provides guidance and direction for scheduling and communicating regarding project meetings and responses to phase comments.

### **Overview:**

This Directive clarifies the responsibilities of the Consultant, Coordinator, and attendees with regards to meetings, minutes, and comments on phase submissions.

### **Responsibility:**

The Consultant is responsible for scheduling project meetings, except as noted below in Section 1.a.1. Additional responsibilities of the Consultant include, but are not limited to, drafting meeting minutes, compiling comments, responses, changes from attendees, distributing final minutes. Consultant must also provide written responses to all written comments, unless otherwise directed on phase approval letters, and distribute to all parties as needed.

### **Procedures**

#### **1. Meetings and Meeting Minutes**

- a. Consultant is responsible for scheduling each project meeting held during the design and construction phases of the project. The Consultant shall poll attendees regarding a mutually acceptable time and date, notify attendees of the meeting date, time, and location, and provide timely notification to prospective attendees for all time and location changes.
  - 1) However, during the construction phase, the Fund may engage a construction manager to schedule, run and document meetings. When this occurs, the Fund will determine the roles and responsibilities of the Consultant's staff and those of the construction manager's staff.
- b. For each meeting, the Consultant shall provide a draft Agenda to the Project Coordinator one week prior to the meeting for review and comment. When the Agenda has been agreed to, the Consultant shall email it to all meeting attendees.
- c. Consultant is responsible for administrating project meetings and taking and distributing meeting minutes.
- d. Meeting minutes are an important tool for managing projects. Care should be taken to make them accurate.
- e. The Consultant shall issue draft meeting minutes to the Coordinator within 3 days of the meeting. The attendees will provide comments within 3 days unless a longer duration has been agreed to by the project team.

- f. The Consultant will issue the final meeting minutes within 3 days after receipt of comments or ten days after the date of the meeting, whichever is sooner. Copies shall be emailed to attendees and others on the standard distribution.
- g. The meeting and its minutes shall include the following:
  - 1) All of the information shown on the sample Meeting Minutes Format, attached.
  - 2) Standard agenda items may include:
    - i. Review project schedule. Discuss potential delays due to comments, program changes, laboratory testing, surveys, etc. Discuss ways to prevent delays.
    - ii. Review project budget. Include comments regarding changes that have a significant cost impact to the project budget.
    - iii. Review of project scope items as appropriate to the phase of the project.
    - iv. Review existing documentation, discuss exploratory demolition and other ways to better document existing conditions.
    - v. Review any coordination issues (examples: logistics, phasing, utility shutdowns, schedule, and space availability) with the Campus.
    - vi. Review and assignment of action items and related “Ball in Court” due dates.

## **2. Review of Phase Submittals and Response to Phase Review Comments:**

- a. The Consultant is responsible for providing written responses to all written comments submitted by the Fund and Campus. The review and response process includes the following:
  - 1) Comments will be made in Bluebeam Studio or another format approved by the Fund. For Bluebeam Studio, the following shall apply:
    - i. All drawing sheets must include the drawing title and number in the same location.
    - ii. The Consultant provide pdf documents with compressed bitmap images and remove non-visible document data.
    - iii. Do not submit PDF portfolio files; these will be rejected back to the Consultant for resubmission. To the extent practical, combine all the files with similar sized documents into one PDF.
    - iv. Reduce the file size of the documents and submit one set of drawings and one set of Phase Report/Project Manual exported to scale unless the document size is not manageable, at which time a single set can be split into two sets. See <https://support.bluebeam.com/online-help/revu20/Content/RevuHelp/Menu/Document/Reduce-Repair/Reduce-File-Size--M.htm>

- v. The Fund will invite reviewers for the Fund and Campus and set a due date. The Fund Coordinator will monitor the progress and when the review is completed to the Coordinator's satisfaction, the Consultant will be invited to respond to the comments.
  - vi. The Consultant forwards the email invitation to others on their team and all must do the following:
    - a. read this link: <https://support.bluebeam.com/articles/revu-what-is-view-mode/>
    - b. make a Bluebeam studio account inside the software.
    - c. follow these directions: <https://support.bluebeam.com/articles/revu-how-to-create-bluebeam-id/>
- 2) Responses shall clearly indicate how the comment will be addressed; responses such as "will comply" or "to be determined" or "will review and revise" are not acceptable.
- i. Responses to comments shall be explanatory for clarification and shall provide reasonable supporting information such as sketches, calculations, graphs, manufacturer's product data, performance specifications, and testing requirements as appropriate to the comments.
  - ii. Comments that have significant cost impact should include with the response an estimate of the approximate construction cost required to implement the comment. The level of detail of the cost estimate should be consistent with the project cost estimate for that phase of design.
  - iii. Consultants shall reference the location (sheet and/or specification section number – this is not required in Bluebeam Studio where the location is already identified) of the change they agree to make in their required written response to all comments.
- 3) When the responses are completed and checked by the Consultant for completeness, the Consultant notifies the Fund Coordinator who notifies the review team. For Bluebeam Studio, the following shall apply:
- i. The review team reviews the Consultant responses and marks those requiring further discussion. In Bluebeam Studio the "checkmark" is used. The Fund Coordinator will monitor the progress and when the review is completed to the Coordinator's satisfaction, the Consultant will be notified.
  - ii. At a mutually agreeable time and date, the Consultant schedules a meeting to review the comments requiring further discussion.
  - iii. After the comment review meeting, the Consultant provides any additional information required and the extracts an summary (Excel or other suitable size document) of the comments for the record and for use in future phase submission where documentation of previous comments is required as part of the phase submission. The Fund will independently archive the comments. See this link (<https://support.bluebeam.com/online-help/revu2019/Content/RevuHelp/Menu/Batch/Summary/Summary--MT.htm>)

- 4) Comments, responses to comments and related explanatory material, if any, will be distributed to the project team electronically unless distribution of paper (hard) copies is requested by the Project Coordinator and/or the Campus.

**MEETING MINUTES FORMAT**

Attachment to SUCF Directive 1C-11, Project Meetings and Responses to Phase Comments

MEETING MINUTES  
 SUCF PROJECT NO  
 PROJECT TITLE  
 CAMPUS  
  
 MEETING # 1  
 MEETING DATE  
 MEETING PURPOSE (for ex: progress, schematic review, constructability and phasing )  
 LOCATION

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At the top of the meeting minutes, include at a minimum the information shown at left. The format can be the consultant's standard meeting minute format.

Name	Representing	Email	Phone	Present

In this section list the usual meeting attendees. Insert an X in the Present column if the person attends.

Item No.	Description - Old Items	Responsible Party	Due Date	Date Closed
1				
2				
3				
etc				

This section is for Old Items. Items from previous meetings that are not closed should be included here. Items will stay on the minutes and will be reviewed at each meeting until they are closed. If the Due Date has passed, a new date should be inserted but the original date should remain so that it's obvious how long an item has been open.

**Directive Title: Directive IC-11**  
**Project Meetings and Responses to**  
**Phase Comments using Bluebeam Studio**

Item No.	Description - New Items	Responsible Party	Due Date	Date Closed	This section is for <b>New Items</b> . For each item where it applies, include the responsible party name and the date by which the item is to be completed (Due Date). When the item is closed, insert the Date Closed. Closed items should be removed from the next meeting's minutes.
1					
2					
3					
etc					

Item No. / Date Added	Description - New Items	Responsible Party	Due Date	Date Closed	This section is for <b>Items that Arise Between Meetings</b> . When issues arise between meetings that require follow-up the Consultant will include them here with the date added beside the Item No.
1					
2					
3					
etc					

Project Schedule	Date
PV Submission	
PV approval	
Concept Submission	
Concept Approval	
Schematic Submission	
Schematic Approval	
DM Submission	
DM Approval	
PB Submission	
PB Approval	
Advertisement	
Bid Opening	
Notice of Award	
Executed Contract	

Project Approved Construction Budget: