

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

DIRECTIVE 1C-11

Issue date: September 2012

### PROJECT MEETINGS AND RESPONSES TO PHASE COMMENTS

#### 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 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. Consultant shall provide a draft Agenda to the Project Coordinator one week prior to each meeting for review and comment. When the Agenda has been agreed to, the Consultant shall email to all meeting attendees.
- c. Consultant is responsible for administering 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) Review project schedule. Discuss potential delays due to comments, program changes, laboratory testing, surveys, etc. Discuss ways to prevent delays.

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

- 3) Review project budget. Include comments regarding changes that have a significant cost impact to the project budget.
- 4) Review of project scope items as appropriate to the phase of the project.
- 5) Review any coordination issues (examples: logistics, phasing, utility shutdowns, schedule, and space availability) with the Campus.
- 6) Review and assignment of action items and related “Ball In Court” due dates.

### 2. Response to Phase Review Comments:

a. **The Consultant is responsible for providing written responses to all written comments submitted by the Fund and Campus, unless otherwise directed on phase approval letters.** The responses shall include the following:

- 1) 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.
- 2) 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.
- 3) Consultants shall reference the location (sheet and/or specification section number) of the change they agree to make in their required written response to all comments. A response of “will comply” without a reference to the location is not acceptable.
- 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.

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# STATE UNIVERSITY CONSTRUCTION FUND PROGRAM DIRECTIVES

**MEETING MINUTES FORMAT**

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

Page 1 of X

MEETING MINUTES  
 SUCF PROJECT NO  
 PROJECT TITLE  
 CAMPUS

MEETING # 1  
 MEETING DATE  
 MEETING PURPOSE (for ex: progress, schematic review, constructability and phasing )  
 LOCATION

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.

# STATE UNIVERSITY CONSTRUCTION FUND PROGRAM DIRECTIVES

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

This section is for **New Items**. 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.

Item No. / Date Added	Description - New Items	Responsible Party	Due Date	Date Closed	
1					
2					
3					
etc					

This section is for **Items that Arise Between Meetings**. When issues arise between meetings that require follow-up the Consultant will include them here with the date added beside the Item No.

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: