

SECTION 01 3100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General project coordination procedures.
 - 2. Conservation.
 - 3. Coordination Drawings.
 - 4. Administrative and supervisory personnel.
 - 5. Project meetings.
- B. Related Sections:
 - 1. Division 01 Section "Multiple Contract Summary" for preparing a combined Prime Contractor's Construction Schedule.
 - 2. Division 1 Section "Application for Payment" for submitting the Schedule of Values.
 - 3. Division 1 Section "Submittal Procedures" for submitting schedules and reports.
- C. Each Prime Contractor shall be solely responsible for their coordination requirements. Including all Subcontractors, Sub-sub contractors and beyond.
- D. The meetings described herein are to be conducted in addition to those specified in other Sections.
- E. Each Prime Contractor shall follow protocol regarding communications with the owner.

1.3 COORDINATION

- A. Coordination: Coordinate construction operations included in various Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.

1. Schedule construction operations in a sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
 4. Comply with the Phasing Plans and sequential work where specified in the Contract Documents.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Architect and Owner's representatives and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Prime Contractor's Construction Schedule.
 2. Preparation of the Schedule of Values.
 3. Installation, adjustment and removal of temporary facilities, utilities and controls.
 4. Delivery and processing of submittals.
 5. Progress and coordination meetings.
 6. Pre-installation conferences.
 7. Project closeout activities.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work.

1.4 SUBMITTALS

- A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.
1. Indicate relationship of components shown on separate Shop Drawings.
 2. Indicate required installation sequences.
- B. Staff Names: Within 7 days of starting construction operations, submit a list of principal staff assignments, including superintendent *and/or foreman* and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers.

Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.

1. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone.

1.5 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. General: In addition to Project superintendent and/or foreman, provide other administrative and supervisory personnel as required for proper performance of the Work.

1. Include special personnel required for coordination of operations with other contractors.

1.6 PROJECT MEETINGS

- A. Preconstruction Conference: The Owner's representative will schedule a preconstruction conference before starting construction, at a time convenient to Owner, Architect, and Prime Contractor(s). The conference will held at Project site or another convenient location. The meeting will review responsibilities and personnel assignments and other pertinent issues to the project.

1. Attendees: Authorized representatives of Owner, Architect and their consultants; Prime Contractor(s) and their superintendent and/or Foreman; major subcontractors and other Owner pre-approved parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Discuss items of significance that could affect progress, including the following:

- a. Preliminary and Final CPM construction schedule assembly and submittal and updating process.
- b. Phasing.
- c. Critical work sequencing.
- d. Designation of responsible personnel.
- e. Procedures for processing field decisions and Change Orders.
- f. Procedures for processing Applications for Payment.
- g. Distribution of the Contract Documents.
- h. Submittal procedures.
- i. Preparation of Record Documents.
- j. Equipment deliveries and priorities.
- k. First aid.
- l. Progress cleaning.
- m. Working hours.

- B. Utility Coordination Meetings: The Lead Contractor shall schedule and chair a meeting prior to commencing work to coordinate the installation of temporary and permanent underground utilities for storm water, sewage, water, fire protection, electrical services and all other underground items.
1. Attendees: Authorized representatives of Owner, Architect and their consultants; Prime Contractor(s) and their superintendent and/or foreman; major subcontractors and other Owner pre-approved parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Identifying the best time for each utility installer to perform their work.
 - b. Identifying the requirements for temporary and final utility installations.
 - c. Identifying temporary utility outages or temporary means to maintain utilities.
 - d. Identifying the schedule and methods for the abandonment or removal of existing utilities.
 - e. Identifying the interface with other utility providers for work that must occur concurrently.
 - f. Establishing how long each utility installation work will take.
 - g. Establishing new or temporary site traffic patterns to accommodate the work.
 - h. Establishing how much notification (lead time) each utility installer will require to mobilize.
 - i. Determining or confirming who will do the locating work for each utility provider.
 - j. Identifying special inspection requirements.
 - k. Project phasing or sequencing.
- C. Progress Meetings: Attend progress meetings as scheduled or when notified by the Architect. Meeting will be generally held bi-weekly unless progress or significant issues arise in the progress or lack thereof of the work.
1. Attendees: In addition to representatives of Owner, Architect and their consultants, each Prime Contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Prime Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Prime Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure

commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time. Each Prime Contractor is to provide a written four (4) week look-ahead schedule identifying upcoming work at the site.

b. Review present and future needs of each entity present, including the following:

- 1) Interface requirements.
- 2) Sequence of operations.
- 3) Status of submittals.
- 4) Deliveries.
- 5) Off-site fabrication.
- 6) Access.
- 7) Site utilization.
- 8) Temporary facilities and controls.
- 9) Work hours.
- 10) Hazards and risks.
- 11) Progress cleaning.
- 12) Quality and work standards.
- 13) Change Orders.
- 14) Documentation of information for payment requests.

3. Reporting: The Lead Contractor shall distribute minutes of the meeting to each party present and to parties who should have been present.

F. Weekly Coordination Meetings: Attend weekly coordination meetings scheduled and chaired by the Lead Contractor.

1. Attendees: In addition to representatives of the Owner, Architect and each Prime Contractor and subcontractor responsible for work in the upcoming two weeks is to be represented.

2. Agenda: Review the work planned in the next two weeks and other items that may affect work in the short term including:

- a. Deliveries
- b. Site traffic patterns
- c. Subcontractors working at the site.
- d. Maintenance of erosion and sediment control features.
- e. Site cleanliness
- f. Planned work hours
- g. Coordination items

3. At each coordination meeting, each Prime Contractor is to provide a written two week "look-ahead" schedule to the Lead Contractor for review and comment. The Lead Contractor shall update the schedule after each meeting and distribute to all parties electronically.

4. The Lead Contractor shall write meeting minutes for each coordination meeting and distribute them to each Prime Contractor for review within one week of the meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3100