

GENERAL REQUIREMENTS for CONSTRUCTION

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. The Contract Documents, including but not limited to, the Drawings and individual Specification Sections and Contract Manager, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on the Project including, but not limited to, the following:
 - 1. General project coordination procedures.
 - 2. Administrative and supervisory personnel.
 - 3. Coordination drawings.
 - 4. Requests for Information (RFIs).
 - 5. Contract Manager software site.
 - 6. Project meetings.
- B. Each contractor shall participate in coordination requirements. Refer to Section 011200 – Contract Summary of Work for certain areas of responsibility that are assigned to a specific contractor.
- C. Related Sections:
 - 1. Section 011200 - Contract Summary of Work, for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
 - 2. Section 013200 - Construction Progress Documentation, for preparing and submitting Contractor's construction schedule.
 - 3. Section 017700 – Contract Closeout Requirements, for coordinating closeout of the Contract.
 - 4. Section 019113 - General Commissioning Requirements, for coordinating the Work with Owner's commissioning authority.

1.3 DEFINITIONS

- A. RFI: Request from the Owner, Design Professional, or Contractor seeking information from each other during construction.

1.4 COORDINATION

- A. Coordination for Single Contract Project: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of

GENERAL REQUIREMENTS for CONSTRUCTION

the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.

1. The Contractor shall utilize the bid milestone schedule included in the Contract Documents to prepare a CPM schedule in accordance with Section 013200 – Construction Progress Documentation. The Contractor shall submit the proposed CPM schedule to the Owner within 45 days of the Notice to Proceed.
 2. Schedule construction operations in 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.
 3. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 4. Make adequate provisions to accommodate items scheduled for later installation.
- B. Coordination for Multi Contracts Project: Every Contract associated with the Project may not be executed at the same time and each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the work. Each contractor shall coordinate its operations with operations, included in different Sections that depend on each other for proper installation, connection, and operation.
1. Each Contractor shall utilize the bid milestone schedule included in the Contract Documents to prepare a CPM schedule, of their Work, in accordance with Section 013200 – Construction Progress Documentation. The Owner will furnish the schedule template, in electronic file, to each Contractor after the Notice to Proceed. Each Contractor shall provide CPM schedule requirements, within 15 days after the Notice to Proceed, to the Owner, so the Owner can prepare a fully coordinated CPM schedule. The Owner shall submit the coordinated CPM schedule to each Contractor for signature indicating approval of the CPM schedule by each Contractor. If Contractor refuses to sign schedule, the Owner can impose CPM Schedule and Contractor must comply with schedule.
 2. Schedule construction operations in 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.
 3. Coordinate installation of different components with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
 4. Make adequate provisions to accommodate items scheduled for later installation.
- 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. Coordination of the Owner's P6 Project Management CPM schedule.
 2. Coordination of the commissioning process and activities.
 3. Preparation of the schedule of values.
 4. Entering dates each required submission item listed on the Contractor's Submission Schedule will be submitted, coordinated with the CPM Schedule.
 5. Installation and removal of temporary facilities and controls.
 6. Delivery and processing of submittals.
 7. Progress meetings.
 8. Preinstallation conferences.

GENERAL REQUIREMENTS for CONSTRUCTION

9. Project closeout activities.
 10. Startup and adjustment of systems.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

1.5 COORDINATED COMPOSITE DRAWINGS

- A. Coordinated Composite Drawings, General: Prepare coordinated composite drawings in accordance with requirements in individual Sections, where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordinated composite drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordinated composite drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to the coordinated composite drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
 - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
 - e. Show location and size of access doors required for access to concealed dampers, valves, and other controls, including space required opening the access door.
 - f. Indicate required installation sequences.
 - g. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to the Design Professional indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordinated Composite Drawing Organization: Organize drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire protection, fire alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
 2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on the Drawings. Indicate areas of conflict between light fixtures and other components.

GENERAL REQUIREMENTS for CONSTRUCTION

3. Mechanical Rooms: Provide coordinated composite drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire protection, fire alarm, and electrical equipment.
4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
6. Mechanical and Plumbing Work: Show the following:
 - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
7. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inch diameter and larger.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire alarm locations.
 - c. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
 - d. Location of pull boxes and junction boxes dimensioned from column center lines.
8. Fire Protection System: Show the following:
 - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
9. Review: The Design Professional will review coordinated composite drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are the Contractor's responsibility. If the Design Professional determines that the coordinated composite drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, the Design Professional will so inform the Contractor, who shall make changes as directed and resubmit.]

C. Coordination Digital Data Files: Prepare coordination digital data files in accordance with the following requirements:

1. File Preparation Format: The Contractor shall coordinate with the Design Professional and use the same digital data software program, version, and operating system as the original Drawings.

1.6 KEY PERSONNEL

- A. Key Personnel Names: Within 15 days after receipt of the Notice to Proceed, submit a list of key personnel assignments with resume and job qualifications, including project manager, project scheduler, commissioning agent, superintendent and other personnel in attendance at the Project site. Identify individuals and their duties and responsibilities; list addresses and

GENERAL REQUIREMENTS for CONSTRUCTION

telephone numbers, including home, office, and cellular telephone numbers, and email addresses. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to the Project.

1.7 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, the Contractor shall prepare and submit an RFI in the form specified.
 - 1. Coordinate and submit RFIs in a prompt manner so as to avoid delays in the Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 - 1. Project name.
 - 2. Project number.
 - 3. Date.
 - 4. Name of Contractor.
 - 5. Name of Design Professional.
 - 6. RFI number, numbered sequentially.
 - 7. RFI subject.
 - 8. Specification Section number and title and related paragraphs, as appropriate.
 - 9. Drawing number and detail references, as appropriate.
 - 10. Field dimensions and conditions, as appropriate.
 - 11. Contractor's suggested resolution. If Contractor's solution(s) impacts the date of Substantial Completion or the Contract Sum, Contractor shall state impact in the RFI.
 - 12. Contractor's signature.
 - 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: The Owner's Contract Manager-generated form with substantially the same content as indicated above.
- D. Design Professional's Action: The Design Professional will review each RFI, determine action required, and respond. Allow a reasonable amount of working days for the Design Professional's response for each RFI. RFIs received by the Design Professional after 1:00 p.m. will be considered as received the following working day.
 - 1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.

GENERAL REQUIREMENTS for CONSTRUCTION

- d. Requests for adjustments in the date for Substantial Completion or the Contract Sum.
 - e. Requests for interpretation of the Design Professional's actions on submittals.
 - f. Incomplete RFIs or inaccurately prepared RFIs.
2. The Design Professional's action may include a request for additional information, in which case the Design Professional's time for response will date from time of receipt of additional information.
 3. The Design Professional's action on RFIs that may result in a change to the date of Substantial Completion or the Contract Sum may be eligible for the Contractor to submit a Claim in accordance with procedures in General Conditions, Article 10 – Claims and Disputes.
 - a. If the Contractor believes the RFI response warrants change in the date of Substantial Completion or the Contract Sum, notify the Owner in writing within fifteen (15) days of receipt of the RFI response.
- E. On receipt of the Design Professional's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify the Owner and Design Professional within five days if the Contractor disagrees with response.
- F. RFI Log: Coordinate and cooperate with the Owner to prepare, update and maintain the Owner's use of Contract Manager software log. The software log will include not less than the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Design Professional.
 4. RFI number including RFIs that were dropped and not submitted.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Design Professional's response was received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 9. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.8 CONTRACT MANAGER SOFTWARE SITE

- A. Coordinate and cooperate with the Owner for managing project communication and documentation until Contract Closeout. The Contract Manager software site may include, but is not limited to, the following functions:
1. Project directory.
 2. Project correspondence.
 3. Meeting minutes.
 4. Contract modifications forms and logs.
 5. RFI forms and logs.
 6. Task and issue management.
 7. Submittals forms and logs.

GENERAL REQUIREMENTS for CONSTRUCTION

8. Payment application forms.
9. Online document collaboration.
10. Reminder and tracking functions.
11. Archiving functions.

1.9 PROJECT MEETINGS

- A. General: The Owner and/or Design Professional will schedule and conduct meetings at the Project site, unless otherwise indicated.
 1. Attendees: The Owner and/or Design Professional will inform participants and others involved, and individuals whose presence is required, of date and time of each meeting.
 2. Agenda: The Owner and/or Design Professional will prepare the meeting agenda through the use of the Owner's Contract Manager software and distribute the agenda to all invited attendees.
 3. Minutes: The Owner and/or Design Professional will record significant discussions and agreements achieved in Contract Manager and distribute the meeting minutes to everyone concerned.

- B. Construction Kick-off Meeting: The Owner will schedule and conduct a construction kick-off meeting before starting construction, at a time convenient to the Owner and Design Professional, upon issuance of the Notice to Proceed.
 1. The meeting shall review responsibilities and personnel assignments.
 2. Attendees: The Owner, Owner's Commissioning Authority, Design Professional, and their consultants; the Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the meeting shall be familiar with the Project and authorized to make binding decisions on matters relating to the Work.
 3. Agenda: The meeting agenda will include items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Lines of communications.
 - f. Procedures for processing field decisions and Change Orders.
 - g. Procedures for RFIs.
 - h. Procedures for testing and inspecting.
 - i. Procedures for processing Applications for Payment.
 - j. Distribution of the Contract Documents.
 - k. Submittal procedures.
 - l. Sustainable design requirements.
 - m. Preparation of As-builts and turnover documents.
 - n. Use of the premises.
 - o. Work restrictions.
 - p. Working hours.
 - q. Owner's occupancy requirements.
 - r. Responsibility for temporary facilities and controls.

GENERAL REQUIREMENTS for CONSTRUCTION

- s. Procedures for moisture and mold control.
 - t. Procedures for disruptions and shutdowns.
 - u. Construction waste management and recycling.
 - v. Parking availability.
 - w. Office, work, and storage areas.
 - x. Equipment deliveries and priorities.
 - y. First aid.
 - z. Security.
 - aa. Progress cleaning.
 - bb. Safety.
4. Minutes: The Owner and/or Design Professional will use Contract Manager to record and distribute meeting minutes.
- C. Progress Meetings: The Owner will conduct progress meetings at regular intervals.
- 1. Coordinate dates of meetings with preparation of payment requests.
 - 2. Attendees: The Owner's Commissioning Authority, and Design Professional, each 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 meeting shall be familiar with the Project and authorized to make binding decisions on matters relating to the Work.
 - 3. 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 the Project.
 - a. The P6 Project Management Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to the 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.
 - 1) Review schedule for next scheduled progress meeting period.
 - 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) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of proposal requests.

GENERAL REQUIREMENTS for CONSTRUCTION

- 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
4. Minutes: The Owner and/or Design Professional entity responsible for conducting the meeting will use Contract Manager to record and distribute the meeting minutes to each party present and to parties requiring information.
- a. Schedule Updating: Coordinate with the Owner to revise the P6 Project Manager Schedule after each progress meeting where revisions to the schedule have been made or recognized. The Owner will issue revised schedule concurrently with the report of each meeting.
- D. Preinstallation Meetings: The Owner may conduct preinstallation meetings at the Project site before each construction activity that requires coordination with other construction and major assemblies of the Work requiring tight control and coordination.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow shall attend the meeting. The Owner to advise the Contractor, Design Professional and Owner's Commissioning Authority of scheduled meeting dates.
 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility problems.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written recommendations.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. Protection of construction and personnel.

GENERAL REQUIREMENTS for CONSTRUCTION

3. The Owner and/or Design Professional will use Contract Manager to record significant meeting discussions, agreements, and disagreements, including required corrective measures and actions.
 4. Reporting: The Owner and/or Design Professional will distribute minutes of the meeting to each party present and to other parties requiring information.
 5. Do not proceed with installation if the meeting cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the meeting at earliest feasible date.
- E. Project Closeout Conference: The Owner may schedule and conduct a Project closeout conference, at a time convenient to the Owner and Design Professional, but no later than sixty (60) days prior to the scheduled inspection date for Substantial Completion.
1. The Owner will conduct the conference to review requirements and responsibilities related to the Project closeout.
 2. Attendees: The Owner, Owner's Commissioning Authority, Design Professional, and their consultants; the Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with the Project and authorized to make binding decisions on matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect or delay the Project closeout, including the following:
 - a. Submission of turnover documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Requirements for demonstration and training.
 - d. Preparation of Contractor's punch list.
 - e. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - f. Coordination of separate contracts.
 - g. Owner's partial occupancy requirements.
 - h. Installation of Owner's furniture, fixtures, and equipment.
 - i. Responsibility for removing temporary facilities and controls.
 4. Minutes: The Owner and/or Design Professional conducting meeting will use Contract Manager to record and distribute meeting minutes.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100