

## SECTION 01 3113 - COORDINATION - MULTIPLE PRIME CONTRACTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of each prime contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. This Section includes administrative and supervisory requirements necessary for coordinating construction operations on the Project to be collectively fulfilled by the Prime Contractors including, but not limited to, the following:
  - 1. General project coordination procedures.
  - 2. Conservation.
  - 3. Coordination drawings.
  - 4. Administrative and supervisory personnel.
  - 5. Cleaning and protection.
- B. Each Prime Contractor shall participate in these coordination requirements. Each Prime Contractor shall advise the Architect of overall coordination progress. When necessary, such as in congested spaces where multiple prime contracts are involved, the Prime Contractors shall meet with the Construction Manager/Architect and other Prime Contractors involved to evaluate critical coordination areas. Specific responsibilities are assigned to each Prime Contractor. The Contractor for General Construction shall be responsible for overall coordination.
- C. In the event of coordination disputes or questions, the Prime Contractors involved shall submit the question or dispute to the Architect and the Architect will provide specific direction relating to the question or dispute. Direction provided to Prime Contractors in response to questions or disputes shall be adhered to by all Prime Contractors. The Owner will not consider requests for additional time or compensation associated with direction provided to Prime Contractors in response to coordination, questions, or disputes. In all matters pertaining to coordination, the decision of the Architect shall be final.
- D. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Division 01 Section "Multiple Contract Summary" for preparing a combined Prime Contractor's Construction Schedule.
  - 2. Division 01 Section "Construction Progress Documentation" for requirements for documenting construction progress.
  - 3. Division 01 Section "Coordination Drawings" for submitting Coordination Drawings.
  - 4. Division 01 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes.
  - 5. Division 1 Section "Submittal Procedures" for submitting schedules and reports.

6. Division 1 Section "Quality Requirements" for submitting a schedule of tests and inspections.
7. Division 1 Section "Closeout Procedures" for submitting photographic negatives as Project Record Documents at Project closeout.

### 1.3 COORDINATION

- A. Coordination: Each Prime Contractor shall coordinate its construction activities with those of other Prime Contractors and other entities involved to assure efficient and orderly installation of each part of the Work. Each Prime Contractor shall coordinate its operations with operations included under different Sections of the Specifications that depend on each other for proper installation, connection, and operation.
  1. Each Prime Contractor shall schedule its construction operations in the 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. The Contractor for General Construction is the sole judge as to the 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. Where availability of space is limited, each Prime Contractor shall coordinate installation of different components with other Prime Contractors to assure maximum accessibility for required maintenance, service, and repair. Where necessary, schedule through the coordination meetings as required to resolve issues that require the Architect's input.
  4. Each Prime Contractor shall make adequate provisions to accommodate items scheduled for later installation.
  5. General Construction Contractor shall act as and assume responsibilities of Lead Contractor or Project Coordinator.
- B. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
- C. Administrative Procedures: Each Prime Contractor shall coordinate scheduling and timing of its required administrative procedures with other construction activities and activities of other Prime Contractors to avoid conflicts and assure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  1. Preparation of schedules.
  2. Installation and removal of temporary facilities.
  3. Delivery and processing of submittals.
  4. Progress meetings.
  5. Project closeout activities.
- D. Conservation: Each Prime Contractor shall coordinate construction activities to assure 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 in, the Work.

### 1.4 SUBMITTALS

- A. Coordination Drawings: Refer to Section 01 3117 Coordination Drawings.

- B. Staff Names: Within 5 days of commencement of construction operations, each Prime Contractor shall submit a list of its principal staff assignments, including the superintendent and/or foreman and other personnel in attendance at the Project Site. Identify individuals and their duties and responsibilities. List their business addresses and telephone numbers.

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

## 1.5 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. General: In addition to its Project superintendent and/or foreman, each Prime Contractor shall provide other administrative and supervisory personnel, as required for proper performance of the Work. Include special personnel required for coordination of operations with other Prime Contractors.

- B. Project Coordinator: The Contractor for General Construction shall provide a full-time project coordinator, experienced in administration and supervision of building construction, including plumbing, HVAC, electrical, and fire protection work. The Project Coordinator shall be authorized to act as the coordinator of construction activities between the separate Prime Contractor.

1. Construction activities requiring coordination by the Project Coordinator include, but are not limited to, the following:
  - a. Scheduling and sequencing the Work.
  - b. Sharing access to work spaces.
  - c. Installations.
  - d. Protection of each Contractor's Work.
  - e. Cutting and patching.
  - f. Selections for compatibility.
  - g. Preparation of coordination drawings.
  - h. Inspections and tests.
  - i. Temporary services and facilities.
  - j. Provide overall coordination of the Work.
  - k. Coordinate product selections for compatibility.
  - l. Coordinate, schedule, and approve interruptions of permanent and temporary utilities, including those necessary to make connections for temporary services.
  - m. Coordinate construction and operations of the work with work performed by each Contract.
  - n. Provide photographic documentation.
  - o. Provide information necessary to adjust, move, or relocate existing utility structures affected by construction.
  - p. Provide field surveys of in-progress construction and site work.
  - q. Coordinate sequencing and scheduling of the work. Include the following:
    1. Initial coordination meeting: At earliest possible date, arrange and conduct a meeting with separate Prime Contractors for sequencing and coordinating the work; negotiate reasonable adjustments to the schedules.
    2. Prepare a combined Prime Contractor's construction schedule for

entire project. Base schedule on preliminary construction schedule. Secure time commitments for performing critical construction activities from separate Prime Contractors. Show activities for each contract on a separate sheet. Prepare a simplified summary sheet indicating combined construction activities of contracts.

3. Distribute copies of schedules to Architect and separate Prime Contractors.
- r. Provide quality assurance and quality control services (as specified in Division 01, section Quality Control).
- s. Coordinate construction layout and locate existing permanent benchmarks, control points and similar reference points on project site for use by all trades.
- t. Coordinate progress cleaning of common areas and coordinate progress cleaning of areas/equipment where more than one Prime Contractor has worked, including but not limited to site areas, mud and debris from all vehicles and equipment leaving site. Progress cleaning shall be performed on a daily basis.
- u. Coordinate final cleaning of building, including commercial cleaning and waxing of floors to make ready for service.
- v. Coordinate fire stopping.
- w. Coordinate record drawings if installations by more than one Prime Contractor are indicated on the same contract drawing or shop drawing.
- x. Coordinate installation, shared use, and removal of temporary facilities

2. Mechanical/Electrical Coordinator: The Mechanical Contractor will be the Mechanical/Electrical Coordinator. The full time Mechanical/Electrical Coordinator shall be experienced in coordination of mechanical, plumbing and electrical construction, including coordination of type of operations required for this project.

- A. Coordination activities of Mechanical/Electrical Coordinator include, but are not limited to, the following:
  - a. Schedule and sequence mechanical, plumbing and electrical activities.
  - b. Coordinate sharing access to work spaces by mechanical, electrical and plumbing contractors.
  - c. Coordinate integration of mechanical, electrical, and plumbing work into limited spaces.
  - d. Coordinate protection of mechanical, electrical, and plumbing contractor's work.
  - e. Coordinate cutting and patching for mechanical, electrical, and plumbing work.
  - f. Coordinate tests and inspections for mechanical, electrical, and plumbing work.
  - g. Coordinate mechanical, electrical, and plumbing temporary services and facilities.
  - h. Coordinate the coordination drawings showing work of all M,E,P trades..
- C. Project Quality Control and Safety Supervisor: Each Prime Contractor shall provide a full-time project Quality Control and Safety Supervisor, experienced in quality control and safety supervision of building construction and the specific work of his Prime Contract. The Project Quality Control and Safety Supervisor shall be responsible for monitoring the construction quality and safety procedures of the work of His Prime

Contract.

1. The General Contractor's Project Quality Control and Safety Supervisor may be the General Contractor's Project Coordinator, provided this individual is qualified in all areas of responsibility. The Quality Control and Safety Supervisor for all other Prime Contracts may be the Project Superintendent provided this individual is qualified in all areas of responsibility.
2. The responsibilities of the Project Quality Control and Safety Supervisor shall include, but are not limited to, the following:
  - a. Review all materials and certification of their conformance with the project specifications.
  - b. Review all submittals and certification of their conformance with the project specifications.
  - c. Review all construction workmanship and certifications of its conformance with project specifications.
  - d. Coordination of activities to be performed by the Prime Contractor's Independent Testing Agency as described in Division 1 Section "Quality Control".
  - e. Coordination of activities to be performed by the Prime Contractor's Independent Testing Agency where individual specification sections indicate that certain inspections, tests, and other quality control services are the Prime Contractor's responsibility.
  - f. Notify the Architect of work not in conformance with project specifications. Include with notification the Prime Contractor's proposed means of correcting defective work.
  - g. Enforcement of all applicable Health and Safety Standards.

## PART 2 - PRODUCTS (Not Applicable)

## PART 3 - EXECUTION

### 3.1 GENERAL COORDINATION PROVISIONS

- A. Inspection of Conditions: The Prime Contractor involved shall require the Installer of each major component to inspect both the substrate and conditions under which work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.
- B. Coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

### 3.2 CLEANING AND PROTECTION

- A. Clean and protect construction in progress and adjoining materials in place during handling and installation. Apply protective covering where required to assure protection from damage or deterioration at Conditional Acceptance.
- B. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable

components to assure operability without damaging effects.

- C. Limiting Exposures: Each Prime Contractor shall supervise its construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:

1. Excessive static or dynamic loading.
2. Excessive internal or external pressures.
3. Excessively high or low temperatures.
4. Thermal shock.
5. Excessively high or low humidity.
6. Air contamination or pollution.
7. Water or ice.
8. Solvents.
9. Chemicals.
10. Light.
11. Radiation.
12. Puncture.
13. Abrasion.
14. Heavy traffic.
15. Soiling, staining, and corrosion.
16. Bacteria.
17. Rodent and insect infestation.
18. Combustion.
19. Electrical current.
20. High-speed operation.
21. Improper lubrication.
22. Unusual wear or other misuse.
23. Contact between incompatible materials.
24. Destructive testing.
25. Misalignment.
26. Excessive weathering.
27. Unprotected storage.
28. Improper shipping or handling.
29. Theft.
30. Vandalism.

- D. Damage to Completed Work: Each Prime Contractor shall take all actions necessary to prevent damage to work in progress or work completed by themselves or other Prime Contractors.

1. Install protective measures where required to prevent damage by construction activities.
2. Remove protective measures when construction activities permit.
3. Restore damaged work to like-new condition or replace.

END OF SECTION 01 3113