

## **SECTION 013100 – PROJECT COORDINATION**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and General Provisions of the Contract, including Special Requirements, General Conditions and other Division 1 Specifications Sections apply to this Section.

#### **1.2 SUMMARY**

- A. This section specifies administrative and supervisory requirements necessary for project coordination including, but not necessarily limited to:
  - 1. General project coordination
  - 2. Requests for Information (RFI's)
- B. Progress meetings, coordination meeting and pre-installation conferences are included in Section 013105 - Project Meetings.
- C. Requirements for the Contractor's Construction Schedule are included in Section 013200.

#### **1.3 SEPARATE PRIME COORDINATION**

- A. Coordination: The General Contractor shall coordinate construction activities included under various sections of these specifications to assure efficient and orderly installation of each part of the work. Coordinate construction operations included under different sections of the specifications that are dependent upon each other for proper installation, connection and operation.
  - 1. Where installation of one part of the work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
  - 2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
  - 4. The General Contractor shall coordinate all work on the project with all trades and/or with separate Contractors to assure the proper prosecution of the work, additionally installing certain items which will be furnished by other Contractors which bear a direct relationship to the general construction.
  - 5. The General Contractor shall coordinate all testing on the project. Reference Section 014000 - Quality Control Services.
- B. Contractor's Staff and Phone Numbers: Before commencing on-site construction, each Separate Prime Contractor shall submit to the University the Contractor's principal staff assignments. The list should include the superintendent and all other management and supervisory personnel in attendance at the site, and at least one primary responsible point of contact at the Contractor's home office. The information on the list shall include each individual's responsibility and telephone number.

- C. Where necessary, the General Contractor shall 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.
- D. Administrative Procedures: The General Contractor shall coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure 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. Project close-out activities
- E. Conservation: All Contractors shall 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 in, the work. Refer to other sections for disposition of salvaged materials that are designated as System's property.

#### 1.4 REQUESTS FOR INFORMATION (RFIs)

- A. RFI: Request from Owner, Professional, or Contractor seeking information from each other during construction.
- B. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI.
  - 1. The University will return RFIs submitted to University by other entities controlled by Contractor with no response.
  - 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- C. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
  - 1. Project Name and Number
  - 2. Date
  - 3. Name of Contractor
  - 4. Name of Professional and Construction Manager
  - 5. RFI number, numbered sequentially
  - 6. RFI subject
  - 7. Specification Section number and title and related paragraphs, as appropriate.
  - 8. Drawing number and detail references, as appropriate.
  - 9. Field dimensions and conditions, as appropriate.
  - 10. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  - 11. Contractor's signature.

12. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop 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.
- D. University and Professional's Action: RFI's will be reviewed, determine the action required, and respond. Allow seven (7) working days for the University's response for each RFI. RFIs received 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.
    - d. Requests for adjustments in the Contract Time or the Contract Sum.
    - e. Requests for interpretation of Professional's actions on submittals.
    - f. Incomplete RFIs or inaccurately prepared RFIs.
  2. Action may include a request for additional information, in which case Professional's time for response will date from time of receipt of additional information.
  3. The University's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
    - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify the University and Construction Manager in writing within ten (10) days of receipt of the RFI response.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 GENERAL INSTALLATION PROVISIONS

- A. Inspection of conditions: Require the installer of each major component to inspect both the substrate and conditions under which work is performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.
- B. Manufacturer's Instructions: Comply with manufacturer's installation instructions and recommendations to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in the contract documents.
- C. Inspect materials or equipment immediately upon delivery and again prior to installation. Reject damaged and defective items.
- D. Provide attachment and connection devices and methods necessary for securing work. Secure work true to line and level. Allow for expansion and building movement.
- E. Recheck measurements and dimensions before starting each installation.

### 3.2 CLEANING AND PROTECTION

- A. During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from damage or deterioration until Substantial Completion.
- B. Clean and maintain completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

### 3.3 LIMITING EXPOSURES

- A. Each Prime Contractor shall supervise its construction activities to ensure 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. Excessively high or low temperatures
  - 2. Soiling, staining and corrosion
  - 3. Misalignment
  - 4. Thermal shock
  - 5. Excessive weathering
  - 6. Excessively high or low humidity
  - 7. Unprotected storage
  - 8. Improper shipping or handling
  - 9. Water or ice
  - 10. Theft
  - 11. Heavy traffic
  - 12. Vandalism

END OF SECTION 013100