

SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. General coordination procedures.
  - 2. Requests for Information (RFIs).
  - 3. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. Related Requirements:
  - 1. Division 01 Section "Multiple Contract Summary" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
  - 2. Division 01 Section "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
  - 3. Division 01 Section "Submittals" for requirements for product submittals.
  - 4. Division 01 Section "Coordination Drawings" for requirements for coordination drawings.
  - 5. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
  - 6. Division 01 Section "Closeout Procedures" for coordinating closeout of the Contract.
  - 7. Division 01 Section "General Commissioning Requirements" for coordinating the Work with Owner's Commissioning Authority.

1.3 DEFINITIONS

- A. RFI: Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract and Supplier List: Within 14 days of issuance of the Notice to Proceed, provide a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. The CSI Form 1.5A may be used, or a similar form containing this information. Include the following information in tabular form:
  - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
  - 2. Number and title of related Specification Section(s) covered by subcontract.

3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. Key Personnel Names: Within fourteen (14) days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates 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. Keep list current at all times.
- C. Letter Certifying Review of Procurement Schedule: Within thirty (30) days of the issuance of the Notice to Proceed, Contractor shall review procurement schedule for the project with their subcontractors and suppliers for the project and issue a letter certifying the Contractor's ability to procure materials for the project in a timely manner to meet the project schedule and not impact other scheduled work.
1. Identify materials that have a long lead time.
  2. Identify products identified by the supplier that cannot be incorporated into the work in a timely manner based on the project's construction schedule.
  3. Identify materials that require the Contractor to have temporary facilities and controls in place for installation.
  4. Identify other procurement issues.
  5. Provide recommendations to avoid schedule issues by the procurement issues identified.

#### 1.5 GENERAL COORDINATION PROCEDURES

- A. Administrative and Supervisory Personnel: In addition to Project Superintendent and whatever other administrative and supervisory personnel may be specified or otherwise required for the performance of the work, the Contractor shall provide additional personnel (or extend the duties of the regular supervisory staff) to coordinate the work of all subcontracts and shall be responsible for an efficient integration of all the work. All subcontractors are required to follow the direction of the General Contractor with respect to coordination matters.
1. Include special personnel required for coordination of operations with other contractors.
- B. Coordination: 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. 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.
  2. Coordinate installation of different components with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
  3. Make adequate provisions to accommodate items scheduled for later installation.
  4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical prior to installation of the work.
    - a. Contractor shall remove, coordinate and replace work not coordinated with other Contractors prior to installation at no cost to the Owner.

5. Where Architect identifies inconsistencies in coordination of the work, Architect will require, at no cost to the Owner, the Contractor provide additional management, supervision or manpower to comply with project requirements.
- C. 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 Owner and separate contractors if coordination of their Work is required.
- D. 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 and update of Contractor's construction schedule.
  2. Preparation of the schedule of values.
  3. Installation and removal of temporary facilities and controls.
  4. Preparation of coordination drawings.
  5. Delivery and processing of submittals.
  6. Progress meetings.
  7. Preinstallation conferences.
  8. Project closeout activities.
  9. Startup and adjustment of systems.
- E. 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. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

#### 1.6 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
  1. Architect will return RFIs submitted to Architect 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.
  3. Architect reserves the right to backcharge Contractor for time for costs associated with processing and providing responses to frivolous RFIs. A frivolous RFI is defined as an RFI where most or all of the information requested is contained in the Contract Documents, or an RFI requesting information for responsibilities assigned to the Contractor.
- 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 Architect.

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 suggested resolution impacts the Contract Time 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: Form acceptable to Architect.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
    - a. Requests for approval of submittals.
    - b. Requests for approval of substitutions.
    - c. Requests for approval of Contractor's means and methods.
    - d. Requests for coordination information already indicated in the Contract Documents.
    - e. Requests for adjustments in the Contract Time or the Contract Sum.
    - f. Requests for interpretation of Architect's actions on submittals.
    - g. Incomplete RFIs or inaccurately prepared RFIs.
  2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
  3. Architect'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 Architect in writing within 3 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log monthly. Include the following:
1. Project name.
  2. Name and address of Contractor.
  3. Name and address of Architect.
  4. RFI number including RFIs that were returned without action or withdrawn.
  5. RFI description.
  6. Date the RFI was submitted.
  7. Date Architect's response was received.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected Subcontractors and Prime Contractors. Review response and notify Architect within 3 days if Contractor disagrees with response.

1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
  2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within 7 days of the meeting.
- B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect.
1. Conduct the conference to review responsibilities and personnel assignments.
  2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  3. Agenda: Discuss 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. Procedures for project meetings.
    - k. Distribution of the Contract Documents.
    - l. Submittal procedures.
    - m. Preparation of record documents.
    - n. Use of the premises and existing building.
    - o. Work restrictions.
    - p. Working hours.
    - q. Owner's occupancy requirements.
    - r. Responsibility for temporary facilities and controls.
    - s. Procedures for moisture and mold control.
    - t. Procedures for disruptions and shutdowns.
    - u. Parking availability.
    - v. Office, work, and storage areas.
    - w. Equipment deliveries and priorities.
    - x. First aid.
    - y. Security.
    - z. Progress cleaning.
  4. Minutes: Architect will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer, representatives of affected trades including other Prime Contractors, 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. Advise Architect of scheduled meeting dates.
    - a. Where Architect is indicated to be in attendance, or Contractor requests the Architect to attend the Preinstallation Conference, schedule conference for same date as bi-weekly Progress Meetings.
  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 requirements.
    - k. Time schedules.
    - l. Weather limitations.
    - m. Manufacturer's written instructions.
    - 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.
  3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  4. Reporting: Contractor shall distribute minutes of the meeting to each party present, the Architect, and to other parties requiring information.
  5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Architect will conduct progress meetings at biweekly intervals at the project site.
1. Attendees: Owner, Architect and each Prime Contractor's Project Manager shall be in attendance. Architect may require Contractor's superintendent, subcontractors, suppliers, or other entities concerned with current progress or involved in planning, coordination, or performance of future activities to be represented. All participants at the meeting shall be familiar with Project and shall be prepared 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. Safety and Security: Review and identify issues associated with safety and security.
  - b. Contract/Administrative Documents: Review the progress of submission of administrative requirements and the expiration of insurance requirements.
  - c. Shop Drawings and Materials: Review the status of submittals and the anticipated delivery of materials for the project.
  - d. Changes/Potential Changes: Review issues that may require revisions to the project and status of change requests.
  - e. RFI's: Review status of current RFI's.
  - f. Project Schedule: Review the overall schedule for the project.
  - g. Contractor's Progress of the Work: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to 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. Review schedule for next period.
    - 1) Each Contractor shall provide a written report on the form provided by the Architect.
  - h. General Discussion: Review present and future needs of each entity present, including the following:
    - 1) Coordination requirements.
    - 2) Access.
    - 3) Site utilization.
    - 4) Temporary facilities and controls.
    - 5) Progress cleaning.
    - 6) Quality and work standards.
    - 7) Status of correction of deficient items.
    - 8) Field observations.
    - 9) Work hours.
    - 10) Other project issues.
3. Minutes: Architect will record and distribute the meeting minutes to each party present and to parties requiring information.
  - a. Schedule Updating: Revise Contractor's construction schedule monthly to reflect revisions made to the schedule have been made or recognized. Issue revised schedule.
- E. Project Coordination Meetings: The General Contractor shall conduct Project coordination meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings, coordination drawing meetings, and preinstallation conferences.
  1. Attendees: In addition to representatives of Owner, 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 meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

- a. Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined 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.
  - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
  - c. Review present and future needs of each contractor 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.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.
- F. HVAC Coordination Drawing Meetings: The HVAC Contractor shall conduct coordination drawing meetings at weekly intervals. Coordination drawing meetings are in addition to specific meetings held for other purposes such as progress meetings, project coordination meetings, and preinstallation conferences. First meeting shall be held no later than 30 days from Notice to Proceed and shall continue until the coordination drawings are complete and approved.
1. Attendees: Each Prime Contractor and all subcontractors who have work within the ceiling or adjacent to the HVAC system's requirements. All participants at the meetings shall be familiar with the project and authorized to conclude matters relating to the work.
  2. Agenda: Review the following topics:
    - a. Schedule.
    - b. Identification of coordination issues.
    - c. Resolution of coordination issues.
    - d. Issues that require RFI's to be submitted to the Architect.
    - e. Clearances required around equipment.
    - f. Sequence of installations.
- G. Project Closeout Conference: Architect will schedule and conduct a project closeout conference, at a time convenient to Owner and Architect.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
  2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.

3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
  - a. Preparation of record documents.
  - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
  - c. Submittal of written warranties.
  - d. Requirements for preparing operations and maintenance data.
  - e. Requirements for delivery of material samples, attic stock, and spare parts.
  - f. Requirements for demonstration and training.
  - g. Preparation of Contractor's punch list.
  - h. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
  - i. Submittal procedures.
  - j. Coordination of separate contracts.
  - k. Owner's partial occupancy requirements.
  - l. Installation of Owner's furniture, fixtures, and equipment.
  - m. Responsibility for removing temporary facilities and controls.
  
4. Minutes: Architect will record and distribute meeting minutes.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00