

SECTION 01310
PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.01 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. Administrative and supervisory personnel.
 - 3. Project meetings.

- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Section 01320, "Construction Progress Documentation" for preparing and submitting the Contractor's Construction Schedule.
 - 2. Section 01400, "Quality Requirements," for coordination drawings and mock-ups.
 - 3. Section 01700, "Execution Requirements," for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 4. Section 01770, "Closeout Procedures" for coordinating Contract closeout.

1.02 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.

- B. If necessary, 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.

- 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 Contractor's Construction Schedule.
 - 2. Preparation of the Schedule of Values.
 - 3. Installation and removal of temporary facilities and controls.
 - 4. Delivery and processing of submittals.
 - 5. Progress meetings.
 - 6. Preinstallation conferences.
 - 7. Project closeout activities.

1.03 PROJECT MEETINGS

- A. Preconstruction Conference: Hold a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement. Conference will be held at Project site or another convenient location. Meeting will be conducted to review responsibilities and personnel assignments.
1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned 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. Tentative construction schedule.
 - b. Critical work sequencing.
 - c. Designation of responsible personnel.
 - d. Procedures for processing field decisions and Change Orders.
 - e. Procedures for processing Applications for Payment.
 - f. Distribution of the Contract Documents.
 - g. Submittal procedures.
 - h. Preparation of Record Documents.
 - i. Use of the premises.
 - j. Responsibility for temporary facilities and controls.
 - k. Parking availability.
 - l. Office, work, and storage areas.
 - m. Equipment deliveries and priorities.
 - n. First aid.
 - o. Security.
 - p. Progress cleaning.
 - q. Working hours.
 3. Record minutes and distribute copies after meeting to participants, with copies to Owner, Architect, and non-participants who may be affected by decisions made.
- B. Progress Meetings: The Contractor shall conduct progress meetings weekly. Coordinate dates of meetings with preparation of payment requests.
1. Notify the Owner and the Architect of the meeting date, time, and place at least 7 days in advance of the meeting date.
 2. Attendees: Require representatives of each subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities to attend these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 - a. The Owner's representative will attend these meetings.
 - b. The Architect will attend meetings every other week, in accordance with its agreement with the Owner.

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 Project.
 - a. 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 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. 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.
 - c. Record minutes and distribute copies after meeting to participants, with copies to Owner, Architect, and non-participants who may be affected by decisions made.
 - d. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- C. Subcontractor Start-Up Meetings: Before permitting any subcontractor to begin work on the Project site, meet with the subcontractor to preview the work ahead. As a minimum, review the Contract Documents for work pertaining to that subcontractor; review the subcontractor's shop drawings, examine existing conditions affecting the work of the subcontractor, and discuss environmental and other project conditions for conformance to specified requirements.
- D. Subcontractor Progress Meetings: In addition to the monthly Progress Meetings which are intended to keep the Owner and Architect informed about the progress of the Work, schedule and administer weekly subcontractor progress meetings. Record minutes.
 1. Prepare the agenda and distribute written notice of each meeting at least four days in advance of meeting date to parties involved with the items on the agenda and to the Architect and the Owner.

2. Require the following to attend, as a minimum:
 - a. The Contractor's superintendent, who is empowered to make binding commitments on behalf of the Contractor.
 - b. A representative of each subcontractor, sub-subcontractor or supplier whose work is on the agenda. This representative shall be empowered to make binding commitments on matters to be discussed at the meeting.
3. Within three days after each meeting, distribute copies of the minutes to participants and to parties affected by decisions made at the meeting, to the Architect, and to the Owner.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01310