

## SECTION 01300 - ADMINISTRATION

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### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Work in this section consists of all construction related administration, meetings, and all submittals required for construction.

#### 1.2 JOB SITE ADMINISTRATION

- A. The Contractor shall keep an authorized supervisory representative on site during all working hours who shall act as the agent of the Contractor.
- B. The supervisory representative on the contract work shall be a competent English-speaking superintendent capable of reading and thoroughly understanding the drawings and specifications, with full authority to promptly fulfill the Contractor's duties and responsibilities on the job.
- C. The Contractor's supervisory representative shall be subject to the approval of the Owner. The supervisory representative shall not be removed from the work without prior written consent of the Owner. If in the opinion of the Owner or Architect, the supervisory representative or any of his successors, proves incompetent, not conscientious or not industrious, then the Contractor shall replace him within 10 calendar days with another person approved by the Owner at no additional cost to the Owner. Approval shall not, in any way, relieve or diminish the Contractor's responsibility for supervision of the work.

#### 1.3 CONSTRUCTION MEETINGS

- A. Construction meetings shall be held bi-weekly at the site by the Architect, Owner and Contractor. The Contractor and all Subcontractors working on the project within that week shall be in attendance. Meeting minutes will be maintained by the Contractor and forwarded to Architect, the subcontractors and all other Contractors prior to the next weekly meeting. Before initiation of the work a schedule shall be agreed upon for the day, time and place of the weekly construction meetings.
- B. The Rough Agenda for the Bi-Weekly Meeting Will Be as Follows:
  - 1. Review previous meeting notes.
  - 2. Construction schedule (current and planned).
  - 3. Submittals.
  - 4. Problems.
  - 5. New items.
  - 6. Changes.
- C. Submit a Progress Schedule, with a minimum of 100 activities showing the starting and completion dates of each activity, at the Pre-Construction Meeting. The Progress Schedule shall be in the form of a Gant Bar Chart or CPM Chart and shall indicate week numbers, weeks and durations of activities. See sample form at the end of this Section.

#### 1.4 COORDINATION

- A. Coordinate work of the various sections of Specifications to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items installed later.
- B. Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduits, as closely as practicable; make runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- C. In finished areas except as otherwise shown, conceal pipes, ducts, and wiring in the construction. Coordinate locations of fixtures and outlets with finish elements.

## 1.5 REFERENCE STANDARDS

- A. For Products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. The date of the standard is that in effect as of the Bid date, except when a specific date is specified.
- C. Obtain copies of standards when required by Contract Documents. Maintain copy at job site during progress of the specific work.

## 1.6 CHANGE ORDERS REQUEST

- A. Should the Owner request a price for contemplated changes in the work, the Contractor shall promptly advise, within 14 calendar days, the Architect, in writing, as to credit or cost proposed for the described change. The Contractor's written reply shall include a cost breakdown with appropriate back-up by Division of the proposed change in Contract Sum and extension of time required, if any.

## 1.7 SUBMITTALS

- A. General Provisions:
  - 1. Make all submittals including Samples, Shop Drawings, and Project Data within 45 calendar days of Notice of Award.
  - 2. Provisions in this section are mandatory procedures for preparing and submitting Samples, Shop Drawings, and Product Data.
  - 3. Job delays occasioned by requirement of re-submission of samples, Shop Drawings, and Product Data not in accord with Contract Documents are Contractor's responsibility and will not be considered valid justification for extension of time.
  - 4. Heating, pumping, and piping systems shop drawings shall be prepared by the licensed installing contractors, and shall note the name(s), license number(s), and license expiration date(s) of the contractor(s) installing the systems.
- B. Submittals Schedule:
  - 1. Contractor shall submit proposed submittals schedule to Owner and Architect for review within ten calendar days following Notice of Award.
  - 2. Schedule Purpose is to:
    - a. Demonstrate that submittals, shop drawings, data, samples and mock-ups required for Work are addressed by Contractor.
    - b. Assist Architect in scheduling timely review of submittals.
  - 3. Schedule Contents: Description of submitted item, proposed date of submittal and proposed date of requested return by Architect.
  - 4. Contractor shall submit accepted schedule within ten calendar days after joint review date.
- C. Product Data:
  - 1. Contractor shall include product manufacturer's standard printed material, dated, with product description and installation instructions indicated; delete data not related to this Project or mark "VOID" as applicable.
  - 2. Number of Copies Submitted: Number required by Contractor plus four which will be retained by Architect and Owner.
- D. Shop Drawings:
  - 1. Contractor shall conform to the following requirements:
    - a. Number sheets consecutively.
    - b. Indicate working and erection dimensions and relationships to adjacent work.
    - c. Indicate:
      - (1) Arrangements and sectional views, as applicable.
      - (2) Material, gauges, thickness, finishes, and characteristics.
      - (3) Anchoring and fastening details; include information for making connections to adjacent work.
    - d. Cross-reference drawing details and specification paragraphs applicable to submitted data.
  - 2. Contractor shall submit one sepia transparency and three black line prints of shop drawings.

3. Photocopy, autopositive, or other reproduction of Architect's Drawings are not acceptable for Subcontractors' or Vendors' Shop Drawings.

E. Samples:

1. Contractor shall prepare samples in sizes, shapes, and finishes in accord with provisions of individual specification sections.
2. Samples furnished under this section are not to be confused with full-size, on-the-site "Mock-Ups" called for in some specification sections.
3. Number of samples submitted: Number required by Subcontractor, plus two which will be retained by Architect and Owner, unless otherwise indicated. Additional samples shall be furnished as requested.

- F. Quality Control Submittals: Certificates: Contractor shall submit certificates from manufacturers for each product indicating materials supplied or installed are asbestos-free.

- G. Operations and Maintenance Manuals: Submit to Architect for review. All copies will be returned to contractor for final distribution to Owner. See Section 01700 - PROJECT CLOSEOUT for more information.

H. Review:

1. Contractors:

- a. Review submittals and stamp with approval action stamp containing Contractor's name, word "Approved," signed initials of approving agent, date of approval action, review notes, comments, and corrections required prior to submission to Architect. By so noting, Contractor indicates that he has reviewed and approves materials, equipment, quantities, and dimensions represented by particular submittal.
- b. Contractor represents by submitting samples, Shop Drawings, and Product Data that he has complied with provisions specified. Submissions made without Contractor's approval indicated thereon will be returned without being reviewed for compliance with this requirement.
- c. Date each submittal; indicate name of Project, Contractor, Subcontractor, as applicable; description or name of equipment, material, or product; and identify Work use location.
- d. Accompany submittal with transmittal letter containing Project name, Contractor's name, number of samples or drawings, titles, and other pertinent data. Outline deviations, if any, in submittals from requirements of Contract Documents.

2. Architects:

- a. Review submittals within ten calendar days of receipt from Contractor.

- I. Resubmission: Contractor shall make corrections and changes indicated for rejected submissions; resubmit in same manner specified above until Architect no longer requires re-submission.

- J. Distribution: Contractor is responsible for obtaining and distributing copies of submittals to his Subcontractors and Material Suppliers. Make prints of reviewed Shop Drawings from transparencies imprinted with Architect's appropriate stamp.

1. Contractor shall maintain at the present site an orderly file of all approved submittals bearing Architect's stamp for Project duration.

## 1.8 REQUEST FOR INFORMATION

- A. Should the Contractor require additional information or clarification regarding the work, a written request using the R.F.I. form attached at the end of this Section shall be submitted to the appropriate party.

PART 2 - PRODUCTS (Not applicable)

PART 3 - EXECUTION (Not applicable)

**END OF SECTION 01300**