

## SECTION 01310 – PROJECT MANAGEMENT AND COORDINATION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### 1.2 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. Conservation.
  - 3. Coordination Drawings.
  - 4. Administrative and supervisory personnel.
  - 5. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to a specific contractor.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Division 1 Section "Execution Requirements" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
  - 2. Division 1 Section 01770 "Contract Closeout Procedures" for coordinating Contract closeout.

#### 1.3 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. Coordinate sequence of work to accommodate Owner's occupancy.
- 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.

## PROJECT MANAGEMENT AND COORDINATION

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 accessibility for required maintenance, service, and repair.
  3. Make adequate provisions to accommodate items scheduled for later installation.
  4. To predict and ascertain the weather conditions, predict abatement productivity to allow for his covering or patching of the roof before the end of the workday. The General Contractor has the final responsibility to keep the interior of the building dry at all times.
  5. Coordinate work, as required per drawings, with the Abatement Contractor.
  6. Coordinate use of project space and sequence of installation of mechanical and electrical work, which is indicated diagrammatically on drawings. Follow routings shown for pipes, ducts, and conduits as closely as practicable, with due allowance for available physical space; make runs parallel with lines of building. Utilize space efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
  7. Conceal pipes, ducts and wiring in finished areas of construction except, as otherwise shown or indicated. Coordinate locations of fixtures and outlets with finish elements.
  8. Coordinate use of project space and sequence of installation of work which is indicated on the drawings.
- C. 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.
- 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 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. Preconstruction Conference
  6. Progress meetings.
  7. Project meetings.
  8. Preinstallation conferences.
  9. Project closeout activities.
- E. Conservation: 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 into, the Work.

## **PROJECT MANAGEMENT AND COORDINATION**

#### 1.4 SUBMITTALS

- A. Schedule and coordinate submittals specified in Section 01330 – Submittal Procedures.
- B. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service such equipment.
- C. Coordinate requests for substitutions to assure compatibility of space, of operating elements, and effect on work of other sections.
- D. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.
  - 1. Indicate relationship of components shown on separate Shop Drawings.
  - 2. Indicate required installation sequences.
  - 3. Refer to Division 15 Section "Basic Mechanical Materials and Methods" and Division 16 Section "Basic Electrical Materials and Methods" for specific Coordination Drawing requirements for mechanical and electrical installations.
- E. Staff Names: Within 15 days of starting construction operations, submit a list of principal staff 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 and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys 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.

#### 1.5 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. General: In addition to Project superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.
  - 1. Include special personnel required for coordination of operations with other contractors.

#### 1.6 PRECONSTRUCTION CONFERENCE

- A. Attend a Pre-construction Conference Meeting at the jobsite. At said meeting, the Contractor shall supply to the Owner and the Engineer, in writing, the name of the Project Foreman and/or Manufacturer's Approved Applicator directing all phases of the installation.

#### 1.7 PROGRESS MEETINGS

- A. The Contractor will schedule and administer monthly construction progress meetings, called meetings, and preinstallation conferences throughout the progress of the work.

### **PROJECT MANAGEMENT AND COORDINATION**

- B. The Contractor will prepare agenda, and distribute a notice of each meeting to participants.
- C. The Contractor will preside at meetings, record minutes, and distribute copies after meeting to participants.
- D. Location of Meetings: Jobsite.
- E. Minimum Agenda:
  - 1. Review of work progress.
  - 2. Field observations, problems and decisions.
  - 3. Identification of problems, which impede planned progress.
  - 4. Review of submittals schedule and status of submittals.
  - 5. Review of off-site fabrication and delivery schedules.
  - 6. Maintenance of progress schedule.
  - 7. Corrective measures to regain projected schedules.
  - 8. Planned progress during succeeding work period.
  - 9. Coordination of projected progress.
  - 10. Maintenance of quality and work standards.
  - 11. Effect of proposed changes on progress schedule and coordination.
  - 12. Other business relating to work.
  - 13. Review of Contractor's Application for Payment.

#### 1.8 PROJECT MEETINGS

- A. General: Hold coordination meetings, and preinstallation conferences with personnel and Subcontractors to assure coordination of work.

#### 1.9 PROJECT CLOSEOUT

- A. Coordinate completion and cleanup of work of separate sections in preparation for substantial completion.
- B. After Owner's occupancy of premises, coordinate access to site by various sections for correction of defective work and work not in accordance with Contract Documents to minimize disruption of Owner's activities.
- C. Assemble and coordinate closeout submittals specified.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01310

### **PROJECT MANAGEMENT AND COORDINATION**