

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. Coordination Drawings.
 - 2. Administrative and supervisory personnel.
 - 3. Project meetings.
- B. Related Sections include the following:
 - 1. Division 1 Section "Construction Progress Documentation" for preparing and submitting Contractor's Construction Schedule.
 - 2. Division 1 Section "Execution Requirements" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Division 1 Section "Closeout Procedures" for coordinating Contract closeout.

1.3 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly demolition of each part of the Work. Coordinate construction 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.
- B. 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. Special meetings.

1.4 PROJECT MEETINGS

- A. General: Architect will schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
1. Agenda: The Architect will prepare the meeting agenda and distribute the agenda to all invited attendees.
 2. Minutes: The Architect will record significant discussions and agreements achieved and distribute the meeting minutes to everyone concerned, including Owner and Contractor.
- B. Preconstruction Conference: Architect will schedule a preconstruction conference before start of construction, at a time convenient to Owner and Contractor. Conference will be held at Project site. The architect will conduct the meeting to review responsibilities and personnel assignments.
1. Attendees: Representatives of Owner, Architect, and Contractor.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Critical work sequencing.
 - c. Designation of key personnel and their duties.
 - d. Procedures for processing field decisions and Change Orders.
 - e. Procedures for requests for interpretations (RFIs).
 - f. Procedures for testing and inspecting.
 - g. Procedures for processing Applications for Payment.
 - h. Submittal procedures.
 - i. Use of the premises.
 - j. Work restrictions.
 - k. Owner's occupancy requirements.
 - l. Responsibility for temporary facilities and controls.
 - m. Construction waste management and recycling.
 - n. Parking availability.
 - o. Office, work, and storage areas.

- p. Equipment deliveries and priorities.
 - q. Security.
 - r. Progress cleaning.
 - s. Working hours.
- C. Progress Meetings: Architect will schedule Progress Meetings as determined necessary. Coordinate attendance of a special meeting(s) with the Owner and Architect. Architect will conduct and record meetings as follows:
- 1. Attendees: Representatives of Owner, Architect and Contractor.
 - 2. Agenda: Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress. 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. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 3. Reporting: The Architect will distribute minutes of the meeting to each party present and to parties who should have been present.
 - a. Schedule Updating: Revise Contractor's Construction Schedule for each special meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01310