

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 and Supplementary 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. Single Prime Contractor Coordination.
 - 3. Coordination drawings.
 - 4. RFIs.
 - 5. Digital project management procedures.
 - 6. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. Related Requirements:
 - 1. Section 011200 "Single Contract Summary" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
 - 2. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
 - 3. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 4. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare 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. Include the following information in tabular form:
 - 1. Company name, address, and telephone number, and primary contact's name, telephone number and email address, of all entities 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 seven 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, 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. Architect may post the names and contact information in web-based Project software. Notify Architect of any changes to Key Personnel.

1.5 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different 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.
 - 1. Schedule construction operations in sequence required to obtain the best results, whereas 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 to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Coordination of Single Contracts: Each contractor shall cooperate with Architect, who shall coordinate the work of the Contractors and other entities to ensure efficient and orderly installation of each part of the Work. Each Contractor shall coordinate its own 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, whereas installation of one part of the Work depends on installation of other components, before or after its own installation.

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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.
- C. Contractor shall prepare memoranda for distribution to each party involved, outlining special coordination required for its Work. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Owner and Architect and separate contractors if coordination of their Work is required.
- D. Modifications to the Work made necessary by a Contractor's failure to properly coordinate the Work shall be made by that Contractor, at no cost to the Owner.
- E. Each Prime Contractor shall, where installation of one part of the work is dependent on installation of other components, either before or after its own installation, schedule its construction activities in the sequence required to obtain the best results.
- F. Remove Work installed out of sequence that prohibits a separate Prime Contractor the ability to install Work that is dependent on their prior installation of materials or equipment. No additional compensation or time extension will be considered for the uncovering or removal of the out of sequence Work.
- G. Each Prime Contractor shall coordinate space requirements and installation of mechanical and electrical work indicated diagrammatically on the Contract Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- H. Where availability of space is limited, the General Contractor and each Sub Contractor shall coordinate installation of different components with other Prime Contractors to assure maximum accessibility for required maintenance, service, and repair, and to meet governing code requirements.
- I. Each Prime/Sub Contractor shall make adequate provisions to accommodate items schedule for later installation.
- J. Each Prime/Sub Contractor shall, in finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements provided by other Contractors.
- K. Each Prime/Sub Contractor shall verify utility requirement characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.

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- L. Each Prime/Sub Contractor shall coordinate Testing and Inspection Services:
- M. Verify required laboratory personnel are present.
- N. Verify tests are made in accord with specified standards.
- O. Review test reports for compliance with specified standards.
- P. Recommend and administer any required retesting.
- Q. Submit copies to Architect/Engineer and Owner.
- R. Coordinate with Owner's Geotechnical Engineer for compaction and moisture content testing. Notify Geotechnical Engineer in advance of need for testing in accord with project construction schedule.
- S. Coordinate with Owner's Inspection Agency for concrete, masonry, and steel testing and inspection. Notify agency in advance when testing and inspection is required.
- T. Each Prime/Sub Contractor shall coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion, and for portions of Work designated for Owner's partial occupancy.
- U. Each Prime/Sub Contractor shall, after Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accord with Contract Documents, to minimize disruption of Owner's activities.
- V. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and Architect 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 Start-Up and Construction Schedules.
 - 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.
 - 8. Startup and adjustment of systems.

1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or

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if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
 - c. Indicate functional and spatial relationships of components of architectural, structural, civil, plumbing, mechanical, and electrical systems.
 - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.

B. Coordination Drawing Organization: Organize coordination drawings as follows:

1. Floor Plans: Show architectural and structural elements.

C. Coordination Drawing Process: Prepare coordination drawings in the following manner:

1. Contractor shall perform the final coordination review. As each coordination drawing is completed, Contractor will meet with Architect to review and resolve conflicts on the coordination drawings.

D. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:

1. File Preparation Format:
 - a. Current version of AutoCAD, producing DWG files, operating in Microsoft Windows operating system.
2. File Submittal Format: Submit or post coordination drawing files using PDF format.

1.7 REQUEST FOR INFORMATION (RFI)

A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.

1. Only RFIs submitted by Prime Contractors will be responded to. Architect will return without response those RFIs submitted to Architect by other entities controlled by Prime Contractor.
2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.

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- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
 2. Owner name.
 3. Name of Architect and Construction Manager.
 4. Date.
 5. Name of Contractor.
 6. Contractor's 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. Detailed description of the subject issue.
 12. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 13. Contractor's signature.
 14. 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: Submit RFIs using the electronic project management system.
1. Attachments shall be electronic files in PDF format.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven 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 by Architect 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 Request for

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Change (RFC) according to Section 012600 "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 5 days of receipt of the RFI response.
- E. Contractor RFI Log: Each Prime Contractor shall prepare, maintain, and submit a tabular log of RFIs organized by the RFI number, indicating which RFIs are awaiting a response, and which have been responded to or are otherwise closed. Submit log bi-weekly to Architect.
- F. Project RFI Log: The Prime Contractor and Architect will maintain an RFI log for all Prime Contractor RFIs using the electronic project management system. This log will indicate the Contractor RFI number and assign a Project RFI number.
- G. On receipt of the RFI response immediately distribute the RFI response to affected parties. Review response and notify Architect within three days if Contractor disagrees with response.

1.8 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Architect's Digital Data Files: Digital data files of Architect's CAD drawings will be provided by Architect for Contractor's use during construction.
 1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.
 2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
 3. Digital Drawing Software Program: Contract Drawings are available in AutoCAD, latest version.
 4. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.
 - a. Subcontractors and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of Agreement acceptable to Owner and Architect.
 5. The following digital data files will be furnished for each appropriate discipline:
 - a. Floor plans.
- B. Electronic Project Management System (EPMS): Due to the limited scope of the project EMPS will not be employed by the Architect for this work.
- C. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:
 1. Assemble complete submittal package into a single indexed file, incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.

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2. Name file with submittal number or other unique identifier, including revision identifier.
3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.9 PROJECT MEETINGS

- A. General: The Architect will 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. For routine project meetings, notify Owner and Architect of scheduled meeting dates and times a minimum of 5 days prior to meeting.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Reporting: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within 3 days of the meeting.
 4. Attendees' Review of Minutes: Attendees will review meeting minutes. If comments or corrections are required, submit comments or questions to Construction Manager within 3 days after receipt of meeting minutes.
- B. Preconstruction Conference: The Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of all Prime Contractors' Agreements or issuance of the Notice to Proceed, whichever occurs later.
 1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; major 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.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule and actions required for the preparation of the Start-Up and Construction Schedules.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Procedures for processing field decisions and Change Orders.
 - h. Procedures for submittals.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.

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- k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - 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. Construction waste management and recycling.
 - v. Parking availability.
 - w. Office, work, and storage areas.
 - x. Equipment deliveries and priorities.
 - y. First aid.
 - z. Security.
 - aa. Progress cleaning.
 - 3. Reporting: The Architect will record and distribute the meeting minutes to each party present and to parties requiring information.
- C. Preinstallation Conferences: The Architect will schedule and conduct preinstallation conferences at Project site before each significant construction activity when required by other Sections and when required for coordination with other construction.
- 1. Attendees: Installer 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.
 - 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. Related RFIs.
 - c. Related Change Orders.
 - d. Submittals.
 - e. Review of mockups.
 - f. Possible conflicts.
 - g. Acceptability of substrates.
 - h. Compatibility requirements.
 - i. Compatibility of materials.
 - j. Scheduled delivery date.
 - k. Scheduled installation date.
 - l. Required preceding work.
 - m. Coordination with other preceding work and follow-on work.
 - n. Weather and other environmental conditions (exterior or interior) restrictions and limitations
 - o. Manufacturer's written instructions.

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- p. Warranty requirements.
 - q. Temporary facilities and controls.
 - r. Space and access requirements and limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Required performance results.
 - w. Protection of adjacent work.
 - x. Protection of construction and personnel.
- 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 - 4. Reporting: Construction Manager will record and distribute the meeting minutes to each party present and to parties requiring information.
 - 5. Unless otherwise directed by the Construction Manager, do not proceed with installation if conditions exist that interfere with the proper installation of the Work.
- D. Project Closeout Conference: The Architect will schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior to the scheduled date of Substantial Completion.
- 1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 - 2. Attendees: Authorized representatives of Owner, Construction Manager, Architect, and their consultants; Contractor and its superintendent; major subcontractors and 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. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - b. Contractor's punch list and list of incomplete work.
 - c. Preparation of Record Documents.
 - d. Submittal of written warranties.
 - e. Requirements for preparing operations and maintenance data.
 - f. Requirements for delivery of attic stock and spare parts.
 - g. Requirements for demonstration and training.
 - h. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - i. Certified payroll requirements
 - j. Submittal procedures.
 - k. Coordination of separate contracts.
 - l. Owner's partial occupancy requirements.
 - m. Installation of Owner's furniture, fixtures, and equipment.
 - n. Responsibility for removing temporary facilities and controls.
 - o. Final cleaning.

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4. Reporting: Construction Manager will record and distribute the meeting minutes to each party present and to parties requiring information.
- E. Progress Meetings: The Architect will conduct bi-weekly progress meetings.
 1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner and Architect, each contractor, major subcontractor, 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 meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: 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 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.
 - 1) Review schedule for next period (look-ahead schedule).
 - b. Review present and future needs of each entity present, including the following:
 - 1) Coordination requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) RFIs
 - 5) Upcoming deliveries.
 - 6) Access and site use.
 - 7) Temporary facilities and controls.
 - 8) Progress cleaning.
 - 9) Quality and work standards.
 - 10) Status of correction of deficient items.
 - 11) Field observations.
 - 12) Status of Proposal Requests.
 - 13) Pending changes.
 - 14) Status of Change Orders.
 - 15) Pending delays, claims, and disputes.
 - 16) Documentation of information for payment requests.
 4. Reporting: The Architect will record and distribute the meeting minutes to each party present and to parties requiring information.

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- 1.10 Coordination Meetings: The Architect will conduct Project coordination meetings as needed for Work that requires multi-Contractor coordination, when requested by any Contractor, or when Architect or Owner determines it to be necessary. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: In addition to representatives of Owner and Architect, each contractor, affected subcontractor 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 other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Work to be coordinated.
 - b. Progress of coordination drawings.
 - c. Coordination conflicts.
 - d. Schedule for installation of coordinated Work is to commence.
 3. Reporting: The Architect will record and distribute the meeting minutes to each party present and to parties requiring information.

1.11 SINGLE PRIME COORDINATION

- A. Each Prime Contractor that has rough-in requirements in the slab shall provide on-site personnel while slabs are being poured to direct, supervise, locate, mark, and configure rough-in requirements.
- B. Each Prime Contractor who fails to properly coordinate their demolition work in decommissioning process and whose work requires an opening, or recess, in existing construction shall be responsible to provide that alteration; to furnish and install lintels and structural supports required; and to patch the construction to match the existing unaltered.
- C. Each Prime Contractor requiring access above existing ceilings to perform their Work shall be responsible for removal and replacement of the ceiling tiles, grids, and any ceiling mounted fixtures and devices. Damages to any such item shall be the responsibility of the offending contractor and shall require repair or replacement of same as directed by the Architect / Engineer.
- D. Plumbing Contractor shall make final connections and shall provide valved connections to properly cap and seal existing make-up water feeders as indicated.
- E. HVAC Contractor shall cap existing ductwork within the building scheduled for removal.
- F. General, Plumbing; HVAC; and Electrical Contractors shall disconnect items of swimming pool service equipment scheduled for demolition.

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- G. Electrical Contractor shall remove all electric power wiring from removed swimming pool support equipment scheduled for demolition. Electrical Contractor shall remove power wiring to source of power, disconnect/starter switch, or equipment control panel from equipment or equipment motor connections as required unless indicated or specified otherwise.
- H. Plumbing and HVAC Contractors to remove all equipment with pre-wired single point electrical power connection including disconnects, disconnect/starters and control panels where indicated.

1.12 SUBSTRATE ACCEPTANCE

1.13 CONTRACTOR'S DAILY REPORTS

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

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