

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.
- B. Related Requirements:
 - 1. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 2. Section 019113 "General Commissioning Requirements" for coordinating the Work with Owner's Commissioning Authority.

1.2 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. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.

1.3 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 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 to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities 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.
8. Startup and adjustment of systems.

1.4 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.

1.5 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, the Contractor shall prepare and submit an RFI in the form specified.
 1. The Architect will return without response those RFIs submitted to the Architect by other entities controlled by Contractor.
 2. Post award RFI's between the Architect and the Contractor, including subcontractors, must include a copy to the Owner's rep.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation.
- C. RFI Forms: Use RFI form issued for questions regarding the-Contract Documents.
- D. Architect's Action: The Architect will review each RFI, determine action required, and respond.
 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 the Architect of additional information.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly during construction with a copy to the owner. Use software log that is part of web-based Project management software Include the following:
 1. Project name.
 2. Name and address of Contractor.

3. Name and address of the Architect.
4. RFI number including RFIs that were returned without action or withdrawn.
5. RFI description.
6. Date the RFI was submitted.
7. Date Architect's response was received.

- F. On receipt of the Architect's action, update the RFI log and immediately distribute the RFI response to affected parties.

1.6 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of the Architect's Digital Data Files: Digital data files of the Architect's electronic drawings will be provided by the Architect for the Contractor's use in preparing coordination and shop drawings after Contract Award. A waiver form issued by the Owner/Architect must be executed before drawings are released.

1.7 PROJECT MEETINGS

- A. General: Owner will schedule and designate location of project construction meetings.
- B. Preconstruction Conference: Owner will schedule a preconstruction conference before starting construction, at a time convenient to Owner , but no later than 15 days after execution of the Agreement.
1. Minutes: Contractor will record and distribute meeting minutes.
- C. Progress Meetings: Contractor will conduct progress meetings at intervals identified in the Owner/Contractor Agreement.
1. Coordinate dates of meetings with preparation of payment requests.
 - a. 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100