

~~~~~ **PROJECT NOTE** ~~~~~

AOR/EOR IS RESPONSIBLE FOR REVIEWING THIS SPECIFICATION SECTION IN DETAIL FOR COORDINATION WITH THE PROJECT SCOPE OF WORK.

ALL "PROJECT NOTE" TEXT IS TO BE REMOVED FOLLOWING REVIEW OF THE CONTENT OF EACH NOTE BY THE AOR/EOR.

EDIT THE DOCUMENT FOOTER TO INCLUDE THE PROJECT NAME AND NUMBER.

EDIT THE DOCUMENT HEADER TO INDICATE THE "AOR PROJECT ISSUE" DATE. THE "CPS CONTROL" DATE SHOULD NOT BE EDITED.

ALL DIVISION 00 AND DIVISION 01 SECTIONS ARE TO BE REVIEWED BY THE DESIGN MANAGER/CONSTRUCTION MANAGER FOR THE PROJECT. AOR/EOR TO COORDINATE ACCORDINGLY.

~~~ **END OF PROJECT NOTE** ~~~

SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Electronic document submittal program.
- C. Preconstruction meeting.
- D. Progress meetings.
- E. Sub-contractor meetings.
- F. Construction progress schedule.
- G. Contractor's daily reports.
- H. Construction photographs.

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DELETE COORDINATION DRAWINGS PARAGRAPH(S) IF PROJECT SCOPE DOES NOT WARRANT IT.

~~~ **END OF PROJECT NOTE** ~~~

- I. Coordination drawings.
- J. Submittals for review, information, and project closeout.
- K. Copies of submittals.
- L. Requests for Information (RFI) procedures.
- M. Submittal procedures.

1.02 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Comply with requirements of Section 01 70 00 - Execution Requirements for coordination of execution of administrative tasks with timing of construction activities.

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1.03 SUBMITTALS

- A. Submittal Schedule: Include list of required submittals and time requirements for review and approval in advance of installation.
- B. List of Assigned Personnel: Within fifteen (15) days of Notice of Award, submit to the Board's Representative a list of principal staff assignments, including superintendent and other personnel assigned to the Project. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including office and mobile telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
 - 1. Employ a competent superintendent and necessary assistant personnel consistent with the size and complexity of the project, who shall be in attendance at the project site during the performance of the Work.
 - 2. The superintendent shall have completed a 30-hour OSHA training course and a copy of their training card shall be submitted to the Board's Representative.
 - 3. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.
 - 4. Board reserved the right to reject assigned personnel or assigned sub-contractors.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT SUBMITTAL PROGRAM

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF) format and transmitted via the Board's online contract management software.
 - 1. Besides submittals for review, information, and closeout, this procedure applies to requests for information (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's punchlist, and any other document any participant wishes to make part of the project record.
 - 2. Contractor and Architect/Engineer of Record are required to use this service.
 - 3. It is Contractor's responsibility to submit documents in allowable format.
 - 4. Paper document transmittals will not be reviewed; emailed electronic documents will not be reviewed.
 - 5. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.

3.02 PRECONSTRUCTION MEETING

- A. Contractor's Representative will schedule a meeting no later than 15 days after Notice of Award.
 - 1. Meeting will be held at the Project Site.
- B. Attendance Required:
 - 1. Board's Representative.
 - 2. School Principal.
 - 3. Architect/Engineer of Record.
 - 4. Contractor.
 - 5. Major Subcontractors.
 - 6. All participants shall be familiar with Project and authorized to conclude matters relating to the Work.
- C. Agenda may include:

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1. Distribution of Contract Documents.
 2. Submission of schedule of values, and progress schedule.
 3. Designation of personnel representing the parties to Contract, School Personnel and Architect/Engineer of Record.
 4. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 5. Construction Schedule and Phasing.
 6. Critical work sequencing.
 7. Use of the premises.
 8. Working hours.
 9. Responsibility for temporary facilities and controls.
 10. Parking availability.
 11. Office, work, and storage areas.
 12. Equipment deliveries and priorities.
 13. Security.
 14. Progress cleaning.
- D. Board's Representative will record minutes and distribute copies to participants, and those affected by decisions made.
- 3.03 PRE INSTALLATION MEETINGS
- A. See 01 70 00 - Execution Requirements
- 3.04 PROGRESS MEETINGS
- A. Board's Representative will make arrangements for weekly meetings, prepare agenda with copies for participants, and preside at meetings.
1. Meetings will be held at the Project Site.
 2. Attend additional progress meetings as requested by the Architect/Engineer of Record or Board's Representative or as required by the progress of the work.
- B. Attendance Required:
1. Contractor.
 2. School Principal.
 3. Board's Representative.
 4. Architect/Engineer of Record.
 5. Contractor's superintendent.
 6. Major subcontractors.
 7. All participants shall be familiar with Project and authorized to conclude matters relating to the Work.
- C. Agenda may include the following:
1. Review minutes of previous meetings.
 2. Review of work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of RFIs log and status of responses.
 7. Review of off-site fabrication and delivery schedules.
 8. Maintenance of progress schedule.

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9. Corrective measures to regain projected schedules.
 10. Planned progress during succeeding work period.
 11. Maintenance of quality and work standards.
 12. Effect of proposed changes on progress schedule and coordination.
 13. Other business relating to work.
- D. Contractor requirements for each Progress Meeting include:
1. Project updates: Updates of all Administrative Requirements including Construction Progress Schedule, Submittal Schedule, RFI Log, and Change Requests.
 2. Provide a three-week look-ahead schedule and provide a verbal report on job status and progress.
 3. Advise on the status of permit, utilities, material procurement, long-lead-time item approvals, and other items which may impact the Construction Schedule or critical path.
 4. Provide a "pencil copy" of the Payment Request for review monthly, at a consistent time each month.
- E. Board's Representative will record minutes and distribute copies to participants and those affected by decisions made.

3.05 SUB-CONTRACTOR MEETINGS

- A. Schedule and administer sub-contractor coordination meetings throughout progress of the Work at weekly intervals.
- B. Attendance Required:
1. Contractor.
 2. Subcontractors, as appropriate
 3. Suppliers, as appropriate
 4. All participants shall be familiar with Project and authorized to conclude matters relating to the Work.
 5. Board's Representative and Architect/Engineer of Record may attend Subcontractor meetings held by the Contractor.
- C. Agenda:
1. Arrange for satisfactory coordination of all building trades so as not to impede job progress.

3.06 CONSTRUCTION PROGRESS SCHEDULE- SEE SECTION 01 32 16

3.07 DAILY CONSTRUCTION REPORTS

- A. Include only factual information. Do not include personal remarks or opinions regarding operations and/or personnel.
- B. Create, prepare, and electronically submit via the Board's online contract management software within two (2) days.
- C. Prepare a daily construction report recording the following information concerning events at Project site and project progress:
1. Date.
 2. High and low temperatures, and general weather conditions.
 3. List of subcontractors at Project site.
 4. List of separate contractors at Project site.
 5. Approximate count of personnel at Project site.
 6. Major equipment at Project site.
 7. All visitors the job site. Include each person's name and name of company.

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8. Material deliveries.
 9. Meetings and significant decisions.
 10. Accidents
 11. Unusual events (submit a separate special report).
 12. Stoppages, delays, shortages, and losses. Include comparison between scheduled work activities (in Contractor's most recently updated and published schedule) and actual activities. Explain differences, if any. Note days or periods when no work was in progress and explain the reasons why.
 13. Meter readings and similar recordings.
 14. Emergency procedures.
 15. Directives and requests of Authority(s) Having Jurisdiction (AHJ).
 16. Change Orders received and implemented.
 17. Bulletins received.
 18. Services connected and disconnected.
 19. Equipment or system tests and startups.
 20. All work performed that day on a time and materials basis. Include hours expended for labor and equipment and any material(s).
 21. Any proposed change order work not yet approved, completed that day.
- D. Special Reports: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise the Board in advance when these events are known or predictable.

3.08 CONSTRUCTION PHOTOGRAPHS

- A. Submit new photographs with each daily construction report, within 2 days of taking photograph.
- B. Maintain one set of all photographs at project site for reference; same copies as submitted, identified as such.
- C. Photography Type: Digital; electronic files.
- D. PRE-CONSTRUCTION PHOTOGRAPHS: Take photographs as evidence of existing project conditions prior to the start of construction-related work, including staging of materials or site preparation work.
 1. Provide not less than four (4) photographs of Project site and surrounding properties from different vantage points as required to document all areas impacted by the Work.
 2. Show existing conditions adjacent to the property and adjacent to areas of Work.
- E. PERIODIC CONSTRUCTION PHOTOGRAPHS: Take color photographs daily. Select vantage points to best show status of construction and progress since last photographs were taken.
 1. Retain digital files of periodic photographs in field office at Project site, available at all times for reference. Identify photographs the same as for those submitted to Architect/Engineer of Record and Board Representative
- F. FINAL COMPLETION PHOTOGRAPHS: Take final completion photographs after Preliminary Acceptance for submission as Project Record Documents.
 1. Provide not less than eight (8) photographs.
 2. Architect/Engineer of Record or Board's Representative will select desired vantage points.

- G. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.
 - 1. Delivery Medium: Submit within Board's online contract management software with daily construction reports.
 - 2. File Naming: Include project identification, date and time of view, and view identification.
 - 3. Date Stamp: Unless otherwise indicated, date and time stamp each photograph as it is being taken so stamp is integral to photograph.

3.09 COORDINATION DRAWINGS

- A. The Contractor and all involved Subcontractors shall prepare and submit to the Architect/Engineer of Record and Board's Representative for review, a complete set of composite construction "Coordination Drawings" indicating equipment and systems and the exact routing for all lines such as piping, conduits, racks, bus way, ductwork, etc., including conduit embedded in concrete, which shall be indicated by exact location and dimensioned to column and building lines.
- B. Show the work of all involved trades on a base drawing, to which all other Subcontractors shall add their work. Each "Coordination Drawing" shall be completed and signed off by the involved Subcontractors. Each subcontractor shall prepare shop drawings based upon the approved coordination drawings.
- C. Lay out the mechanical and electrical work in conformity with the Contract Drawings, coordination drawings and other shop drawings, product data and similar requirements, so that all systems shall perform in an integrated manner properly interfaced with Work of other trades.
- D. Refer to Division 21, 22, 23, 25, 26, 27 and 28 Sections for specific Coordination Drawing requirements for mechanical and electrical installations.

3.10 REQUESTS FOR INFORMATION (RFI)

- A. Definition: A request seeking one of the following:
 - 1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
 - 2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
 - 1. Prepare a separate RFI for each specific item.
 - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
 - b. Do not forward requests which solely require internal coordination between subcontractors.
 - 2. Prepare using software provided by the Electronic Document Submittal Service. Complete all fields in the RFI form.
 - 3. Each RFI shall contain specific reference to the drawing number(s), detail number(s), schedule type(s), bulletin number(s), specification section(s) and paragraph number(s), or other related document(s) which are pertinent to the Contractor's question. The date of each referenced document shall be identified. In preparing each RFI the Contractor shall

- verify the applicable dimension(s), field conditions, drawing requirements, and/or specification requirements pertaining thereto.
4. The Contractor is encouraged to suggest solution(s) to its inquiries, if applicable.
 5. Should the Contractor's solution(s) have an impact on Contract Sum or Contract Time it shall be so stated within the RFI.
- C. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included. Coordinate the nature of the inquiry with the requirements of other sections or trades as related thereto, as well as responses to previous RFI's.
1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
 2. Unacceptable Uses for RFIs: Do not use RFIs to request the following::
 - a. Approval of submittals (use procedures specified elsewhere in this section).
 - b. Approval of substitutions (see Section - 01 60 00 - Product Requirements)
 - c. Changes that entail change in Contract Time and Contract Sum (comply with provisions of the Conditions of the Contract).
 - d. Clarification(s) of any required submittal or shop drawing review that was transmitted by the Architect/Engineer of Record to the Contractor.
 - e. Coordination by the Board or the Architect/Engineer of Record which is solely the responsibility of the Contractor per the Contract Documents.
 3. Improper RFIs: Requests not prepared in compliance with requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response, with an explanatory notation.
 4. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, Contract Documents, with no additional input required to clarify the question. They will be returned without a response, with an explanatory notation.
 - a. The Board reserves the right to assess the Contractor for the costs (on time-and-materials basis) incurred by the Architect/Engineer of Record, and any of its consultants, due to processing of such RFIs.
- D. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- E. Review Time: Architect/Engineer of Record will respond and return RFIs to Contractor within five working days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 3:00 PM will be considered as having been received on the following regular working day.
1. If, in the opinion of the Architect/Engineer of Record, additional time is required to review existing field conditions or to confer with consultants, the Architect/Engineer of Record shall notify the Contractor in writing, copying the Board's Representative. Additional time to facilitate a coordinated response shall not constitute a delay of the Work nor shall it be the basis for an extension of time.
- 3.11 SUBMITTAL SCHEDULE
- A. Submit to Architect/Engineer of Record for review a schedule for submittals in tabular format.
1. Submit at the same time as the preliminary schedule specified in Section - 01 32 16 - Construction Progress Schedule.
 2. Coordinate with Contractor's construction schedule and schedule of values.

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3. Format schedule to allow tracking of status of submittals throughout duration of construction.
4. Arrange information to include scheduled date for initial submittal, specification number and title, description of item of work covered, and role and name of subcontractor. Provide blank columns for actual date of submittal, re-submittal, and final-review status.
5. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.

3.12 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 1. Product data.
 - a. Include 01 33 29.01 - Sustainable Material Submittal Cover Sheet
 2. Shop drawings.
 3. Samples for selection.
 4. Samples for verification.
- B. Submit to Architect/Engineer of Record for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
 1. If variation in color, pattern, texture, or other characteristic is inherent in the product represented by a Sample, submit at least 3 sets of paired units that show approximate range of the variations.
 2. Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
- D. Shop drawings are to incorporate coordination with existing and adjacent conditions and all applicable field verified measurements.
- E. Highlight or otherwise identify deviations from the Construction Documents on the Submittals.

3.13 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 1. Sustainability design submittals per Section 01 33 29 - Sustainable Design Requirements.
 2. Certificates.
 3. Test reports.
 4. Inspection reports.
 5. Manufacturer's instructions.
 6. Manufacturer's field reports.
 7. Qualification Data.
 8. Maintenance Data.
 9. Other types indicated.
- B. Informational Submittals may be rejected for not complying with requirements.

3.14 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Preliminary Acceptance.
- B. Submit Final Correction Punch List for Final Acceptance.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 78 00 - Closeout Submittals:
 1. Project record documents.
 2. Operation and maintenance data.

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3. Warranties.
4. Bonds.
5. Other types as indicated.

D. Submit for Board's benefit during and after project completion.

3.15 COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Extra Copies at Project Closeout: See Section 01 78 00 - Closeout Submittals.
- C. Samples: Submit three sets; one of which will be retained by Architect/Engineer of Record. One copy is to be maintained in the field. One copy is to be returned to the Subcontractor
 1. Retained samples will not be returned to Contractor unless specifically so stated.

3.16 SUBMITTAL PROCEDURES

- A. General Requirements:
 1. Transmit using approved form.
 - a. Use Contractor's form, subject to prior approval by Architect/Engineer of Record, including the following:
 - 1) Project name and project number.
 - 2) Date.
 - 3) Destination (To: Architect/Engineer of Record).
 - 4) Source (From: Contractor).
 - 5) Names of subcontractor, manufacturer, and supplier.
 - 6) Category and type of submittal.
 - 7) Submittal number.
 - 8) Submittal purpose and description.
 - 9) Remarks.
 - b. Provide 01 33 29.01 - Sustainable Material Submittal Cover Sheet with each product data submittal.
 2. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.
 3. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
 - a. Submittals from sources other than the Contractor, or without Contractor's stamp will not be acknowledged, reviewed, or returned.
 - b. Submittals received which have not been coordinated may be returned by Architect/Engineer of Record for resubmission following Contractor's coordination.
 - c. If processing of a submittal must be delayed to permit coordination with subsequent submittals Architect/Engineer of Record will advise Contractor of such delay. Delaying submittals to facilitate coordination between submittals shall not constitute a delay of the Work nor shall it be the basis for an extension of time.
 4. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - a. Submittals are to be scheduled to allow for review and possible resubmission and re-review in advance of installation.

- b. For each submittal for review (including re-submittals), allow 10 working days excluding delivery time to and from the Contractor.
 - c. If intermediate submittal is necessary, process it in same manner as initial submittal.
 - d. Allow 10 working days for review of each Resubmittal.
 - e. No extension of the Contract Time shall be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
5. Provide space for Contractor and Architect/Engineer of Record review stamps.
6. When revised for resubmission, identify all changes made since previous submission.
7. Distribute reviewed submittals as appropriate to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Instruct parties to promptly report inability to comply with requirements.
- B. Shop Drawing Procedures:
 1. Electronic copies of CAD Drawings of the Contract Drawings may be provided by the Architect/Engineer of Record upon request by the Contractor for use in preparing shop drawings. Contractor bears all responsibility for information contained in submittals whether or not provided in electronic format to the Contractor.
 2. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.

3.17 SUBMITTAL REVIEW

- A. Submittals for Review: Architect/Engineer of Record will review each submittal, See below for actions to be taken..
- B. Submittals for Information: Architect/Engineer of Record will acknowledge receipt and review. See below for actions to be taken.
- C. Architect/Engineer of Record's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
 1. Architect/Engineer of Record will review each submittal/shop drawing, make marks to indicate corrections or modifications required, and return it. Architect/Engineer of Record will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken:

~~~~~ **PROJECT NOTE** ~~~~~

REVISE LIST BELOW TO COORDINATE WITH LANGUAGE ON AOR/EOR REVIEW STAMP.

~~~ **END OF PROJECT NOTE** ~~~

- a. "Reviewed: No Exceptions Taken." No further review of Submittal required. The Work covered by the submittal may proceed, provided it complies with requirements of the Contract Documents.
- b. "Reviewed: Make Corrections Noted." Incorporate corrections in Work; resubmittal is not required. The Work covered by the submittal may proceed, provided it complies with the notations or corrections indicated on the submittal and with requirements of the Contract Documents. If Contractor cannot comply with corrections as noted, revise to respond to exceptions and resubmit.

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- c. "Rejected: Revise and Resubmit." The submittal is deficient or has been found to deviate or be in conflict with the requirements of the Contract Documents. Revise as noted and resubmit for further review. The Work covered by the submittal may not proceed.
 - d. "Rejected: Not Acceptable for Review." The submittal is deficient or has been found to deviate or be in conflict with the requirements of the Contract, and has not been reviewed. Immediately prepare a new submittal, complying with the requirements of the Contract, and resubmit. The Work covered by the submittal may not proceed.
 - e. "Received for Record Only." Submittal not requested and not reviewed.
2. Notations may be made directly on submitted items and/or listed on appended Submittal Review cover sheet.
- D. Resubmit submittals until they are marked either "No Exceptions Taken" or "Make Corrections Noted", or equivalent language as indicated on Architect/Engineer of Record's review stamp.
- 1. Do not permit Submittals marked "rejected" (or similar markings) to be used at the Site, or elsewhere where Work is in progress.
- E. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 3. Note submission number (e.g. 2nd, 3rd) on transmittal.
 - 4. No new material, other than may be required as part of the correction(s), shall be included as part of a resubmittal. Architect's review of resubmitted items shall be generally limited to revisions.
 - 5. All revisions that are part of a resubmittal shall be clearly highlighted (encircled or otherwise designated).
 - 6. No extension of the Contract Time or change of the Contract Sum shall be allowed in conjunction with Architect's reasonable rejection of submittal(s) or requirement for resubmission of submittal(s).

END OF SECTION