

SECTION 01 31 00

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations for the Project including, but not limited to, the following:
 - 1. General project coordination procedures.
 - 2. Coordination Drawings.
 - 3. Administrative and supervisory personnel.
 - 4. Project meetings.

1.2 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 that depend on each other for proper installation, connection, and operation.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with construction activities and activities of other contractors (where applicable) to avoid conflicts and to ensure orderly progress of the Work.
- C. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

1.3 SUBMITTALS

- A. Coordination Drawings:
 - 1. The Contractor and all involved Subcontractors shall prepare and submit to the Architect of Record and Board Authorized 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.
 - 2. 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.
 - 3. 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.

4. Refer to Division 21, 22, 23, 25, 26, 27 and 28 Sections for specific Coordination Drawing requirements for mechanical and electrical installations.

1.1 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- B. Staffing the Project - 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. The superintendent shall have completed a 30-hour OSHA training course and a copy of their training card shall be submitted to the Board Authorized Representative. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.
- C. Staff Names: Within fifteen (15) days of Notice of Award, submit to the Board Authorized Representative 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.
- D. CPS or their representative reserves the right to reject with cause any subcontractor engaged by the Contractor.

1.4 PROJECT MEETINGS

- A. Construction Progress Meetings: Attend weekly meetings and conferences at Project site, unless otherwise notified. Attend additional progress meetings as requested by the Architect or Board Authorized Representative or as required by the progress of the work. All participants shall be familiar with Project and authorized to conclude matters relating to the Work.
 1. Attendees: User (School Principal), Architect, Board Authorized Representative, and General Contractor.
 2. Agenda: Board Authorized Representative shall prepare the meeting agenda, and distribute the agenda to all invited attendees.
 3. Minutes: Board Authorized Representative shall record significant discussions and agreements achieved, and distribute the meeting minutes to everyone concerned.
 4. General Contractor Requirements for each progress meeting include:
 - a. Project updates: Updates of all administrative materials including Construction Progress Schedule, Submittal log, RFI log, and Change Requests are to be distributed by the Contractor at each Construction Progress Meeting.
 - b. Provide a three-week look-ahead schedule and provide a verbal report on job status and progress.
 - c. Advise on the status of Permit, Utilities, Material Procurement, Fire Alarm and Sprinkler drawing approvals, and other items which may impact the Construction Schedule or critical path.
 - d. Provide a "pencil copy" of the Payment Request for review monthly, at a consistent time each month.
- B. Preconstruction Conference: The Board Authorized Representative shall schedule and conduct a preconstruction conference before starting construction, at a time convenient to the Board,

Board Authorized Representative, and Architect, but no later than fifteen (15) days after Notice of Award. Attend the conference at Project site to review project requirements, responsibilities, and personnel assignments.

1. Attendees: Authorized representatives of the Board, User (School Principal), Board Authorized Representative, Architect, major subcontractors; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discussion shall cover items of significance that could affect progress, including the following:
 - a. Construction schedule.
 - b. Phasing.
 - c. Critical work sequencing.
 - d. Designation of responsible personnel.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for processing Applications for Payment.
 - g. Distribution of the Contract Documents.
 - h. Submittal procedures.
 - i. Preparation of Record Documents.
 - j. Use of the premises.
 - k. Responsibility for temporary facilities and controls.
 - l. Parking availability.
 - m. Office, work, and storage areas.
 - n. Equipment deliveries and priorities.
 - o. Security.
 - p. Progress cleaning.
 - q. Working hours.
- C. Pre-installation Conferences: Conduct a pre-installation conference at Project site before each construction activity that requires coordination with other construction, where required by the Contract Documents, as requested by the Architect or Board Authorized Representative, or as required by the progress of the work.
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. Advise User (School Principal), Board Authorized Representative, Program Manager and Architect of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda and distribute the agenda to all invited attendees. Review progress of other construction activities and preparations for the particular activity under consideration.
 3. Coordinate submittal preparation and review with the Pre-installation Conference.
 4. Record significant conference discussions, agreements, and disagreements, and distribute the meeting minutes to everyone concerned, including the Architect of Record within five (5) days of the meeting.
 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and if necessary, reconvene the conference at earliest feasible date.

- D. Subcontractor Meetings: Conduct weekly coordination meetings with subcontractors and suppliers as appropriate to progress of the Work. The Contractor shall have responsible representation as appropriate at these weekly coordination meetings, held to arrange for satisfactory coordination of all buildings trades so as not to impede job progress.
1. Owner, Board Authorized Representative, and/or Architect will not attend Subcontractor Meetings unless specifically requested by the Contractor.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION