

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 GENERAL

1.1 PROJECT COORDINATION

- A. Submit required project submittals electronically in Adobe PDF format.
- B. Coordinate scheduling, submittals, and work of various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- C. Verify that 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.
- D. Coordinate space requirements and installation of utility items that are indicated diagrammatically on Drawings.
 - 1. Follow routing shown as closely as practical; place runs parallel with building lines.
 - 2. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. Coordinate completion and clean up of work of separate Sections in preparation for Substantial Completion.
- F. After Project completion, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents to minimize disruption of ongoing activities.

1.2 PROJECT MEETINGS

- A. Schedule and administer preconstruction conference, progress meetings, and pre-installation conferences.
- B. Make physical arrangements for meetings; notify involved parties at least 4 days in advance.
- C. Record significant proceedings and decisions at each meeting; reproduce and distribute copies to parties in attendance and others affected by proceedings and decisions made.

1.3 PRECONSTRUCTION CONFERENCE

- A. Schedule within 15 days after date of Notice to Proceed at Contractor's Project field office.
- B. Attendance:
 - 1. Contractor.
 - 2. Developer.
 - 3. Landscape Architect.
 - 4. Major subcontractors and suppliers as Contractor deems appropriate.
- C. Review and Discuss:
 - 1. Relation and coordination of various parties, and responsible personnel for each party.
 - 2. Use of premises, including office and storage areas, temporary controls, and security procedures.
 - 3. Construction schedule and critical work sequencing.
 - 4. Processing of:
 - a. Contract modifications.
 - b. Shop Drawings, Product Data, and Samples.
 - c. Applications for Payment.
 - d. Substitutions.
 - e. Requests for Information.
 - f. Other required submittals.

5. Adequacy of distribution of Contract Documents.
6. Procedures for maintaining contract closeout submittals.
7. Installation and removal of temporary facilities.
8. Notification procedures and extent of testing and inspection services.

1.4 PROGRESS MEETINGS

- A. Schedule progress meetings not less often than every other week.
- B. Location: Contractor's Project field office.
- C. Attendance:
 1. Contractor.
 2. Developer.
 3. Landscape Architect.
 4. Subcontractors and suppliers as appropriate to agenda.
 5. Others as appropriate to agenda.
- D. Review and Discuss:
 1. Work progress since previous meeting, including:
 - a. Field observations, deficiencies, conflicts, and problems.
 - b. Progress and completion date.
 - c. Corrective measures needed to maintain quality standards, progress, and completion date.
 2. Status of:
 - a. Requests for information.
 - b. Submittals.
 - c. Contract modifications.
 3. Coordination between various elements of Work.
 4. Maintenance of Project Record Documents.

1.5 PRE-INSTALLATION CONFERENCES

- A. Where required in individual specification Section, convene a pre-installation conference at project site or other designated location.
- B. Require attendance of parties directly affecting or affected by work of the specific Section.
- C. Review conditions of installation, preparation and installation procedures, and coordination with related work.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

END OF SECTION