

SECTION 013100
PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.01 MULTIPLE CONTRACTOR COORDINATION

- A. The Lead Prime Contractor shall coordinate all work on the project with and by the other Separate Prime Contractors.
 - 1. The Lead Prime Contractor shall coordinate construction operations that are dependent upon each other for proper installation, connection, and operation to ensure efficient and orderly installation of each and all parts of the work. Where installation of one part of the work is dependent on installation of other work or components, either before or after its own installation, the Lead Prime Contractor shall schedule construction activities in the sequence required to obtain the best results.
 - 2. Where availability of space is limited, the Lead Prime Contractor shall coordinate the installation of different work and components to assure maximum accessibility for required construction or installation, and for any required maintenance, service, and repair. The Lead Prime Contractor shall ensure adequate provisions are made to accommodate items scheduled for later installation.
- B. Each Separate Prime Contractor shall be responsible for installing or connecting certain items that will be furnished by other Separate Prime contractors and bear a direct relationship to the installing contractor's work. Such items of work include, but are not limited to, through-wall louvers and grills, flashings for floor drains, flashing for vent pipes, access panels, connections for electric motors and devices, and work of similar nature.
- C. The Lead Prime Contractor shall coordinate with each Separate Prime Contractor all testing on the project.
- D. The Lead Prime Contractor shall coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the work. Such administrative activities include, but are not limited to, the preparation of schedules, the installation and removal of temporary facilities, and Project close-out activities.
- E. When necessary, the Lead Prime Contractor shall schedule and chair meetings, and prepare memoranda for distribution to each party involved, required for coordination of the work by Separate Prime Contractors.

1.02 PROJECT COORDINATION

- A. Within 7 days after notice to proceed, each Separate Prime Contractor shall submit to the University and to all other Separate Prime Contractors the Contractor's principal staff assignments. The list should include the superintendent and all other management and supervisory personnel in attendance at the site, and at least one primary responsible point of contact at the Contractor's home office. The information on the list shall include each individual's duties and responsibilities, their address, and their telephone number(s).
- B. All Separate Prime Contractors shall coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Salvage of all materials and equipment involved in the performance of, but not actually incorporated in, the work shall be maximized.

- C. Each Separate Prime Contractor shall supervise its own construction activities to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to the following:
 - 1. excessively high or low temperatures or humidity
 - 2. thermal shock
 - 3. water or ice
 - 4. heavy traffic
 - 5. soiling, staining, and corrosion
 - 6. misalignment
 - 7. excessive weathering
 - 8. unprotected storage
 - 9. improper shipping or handling
 - 10. theft or vandalism
- D. Each Separate Prime Contractor shall, during handling and installation, clean and protect construction in progress and adjoining materials in place. Protective coverings shall be applied where required to ensure protection from damage or deterioration at substantial completion.
- E. Each Separate Prime Contractor shall clean and maintain completed construction as frequently as necessary through the remainder of the construction period. Operable components shall be adjusted and lubricated to ensure operability without damaging effects.

1.03 COORDINATION DRAWINGS

- A. Coordination Drawings serve to coordinate the Work in an area where two or more Separate Prime Contractors have Work, or in an area that has limited space for the installation of various components and systems. Coordination Drawings show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or function as intended, or that show sequences and relationships of separate components to avoid conflicts in use of space.
- B. Coordination Drawings are a special type of Shop Drawing, and shall be prepared, formatted, and processed in accordance with the requirements for Shop Drawings in Specification Section 013300, Submittal Procedures.
- C. Refer to Technical Specification sections for specific Coordination Drawing requirements for mechanical and electrical installations. Other Technical Specifications sections may also identify requirements for Coordination Drawings.

1.04 REQUESTS FOR INFORMATION (RFI)

- A. In the event that the Contractor determines that some provision or requirement of the drawings, specifications, or other Contract Documents requires clarification or interpretation, the Contractor shall submit an RFI in writing to the University. RFIs may be originated by the Contractor or by any subcontractor or suppliers at any tier, but RFIs shall only be submitted by the Contractor and shall only be submitted on the RFI forms and/or in the manner approved by the University. Each RFI shall be limited to a single subject of inquiry.
- B. The Contractor shall clearly and concisely set forth the issue for which clarification or interpretation is sought, why a response is needed, and when it is needed. In the RFI, the Contractor shall set forth their own interpretation or understanding of the requirement, along with reasons why such an understanding was reached. RFIs shall contain, at a minimum, the following information.

[---edit list as appropriate---]

1. Project Name and Number
 2. Date
 3. Name of Contractor
 4. Name of Professional and/or Construction Manager
 5. RFI number, numbered sequentially
 6. RFI subject
 7. Specification Section number and title and related paragraphs, as appropriate
 8. Drawing number and detail references, as appropriate
 9. Field dimensions and conditions, as appropriate
 10. Contractor's suggested resolution; if the Contractor's solution(s) impacts the Contract Time or the Contract Sum, the Contractor shall state the impact in the RFI
 11. Contractor's signature
 12. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, Coordination Drawings, and/or other information necessary to fully describe items needing interpretation; include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches
- C. The University will review all RFIs to determine whether they are RFIs within the meaning of this term. If the University determines that the document is not a RFI, it will be returned to the Contractor, un-reviewed as to content, for resubmittal on the proper form and via the proper manner. The following will not be considered to be RFIs, and if submitted as RFIs, will be returned without action.
1. Requests for approval of submittals
 2. Requests for interpretation of University's actions on submittals
 3. Requests for approval of substitutions
 4. Requests for coordination information already indicated in the Contract Documents
 5. Requests for adjustments in the Contract Time or the Contract Sum
 6. Incomplete or inaccurately prepared RFIs
- D. Responses to RFIs will be issued within five (5) working days of receipt of the RFI from the Contractor, unless the University determines that a longer time is necessary to provide an adequate response. RFIs received after 1:00 p.m. will be considered as received the following work day. If a longer time is determined necessary by the University, the University will, within five (5) working days of receipt of the request, notify the Contractor of the anticipated response time. The University's action may include a request for additional information, in which case the University's time for response will start from the time of receipt of additional information.
- E. If the Contractor submits an RFI on an activity with five (5) working days or less of float on the current project schedule, the Contractor shall not be entitled to any time extension due to the time it takes the University to respond to the request, provided that the University responds within the five (5) working days set forth above.
- F. Responses from the University will not change any requirement of the Contract Documents, unless so noted by the University in the response to the RFI. In the event the Contractor believes that a response to a RFI will cause a change to the requirements of the Contract Documents, the Contractor shall, within seven (7) days of receipt of the RFI response, give written notice to the University stating that the Contractor considers the response to be a change to the requirements of the Contract. Failure to give such written notice shall waive the Contractor's right to seek additional time and/or cost under Article 6, Changes in the Work, of the General Conditions for the Construction Contract.

1.05 PROJECT WEB SITE

[---If an automated or web-based project management, construction management, reporting, or file management solution is being used, provide the requirements and information needed by the Contractor.---]

1.06 DAILY REPORTS

- A. Each Separate Prime Contractor shall submit a Daily Report for each day of the Contract duration. A Daily Report shall be submitted for each non-work day, and it shall indicate that no work took place.
- B. Daily Reports are a submittal that shall be provided on a daily basis, not later than the close of business of the Monday following the work week for the Daily Reports.
- C. Submittal Procedures (Paragraph 1.03) and Review and Disposition of Submittals (Paragraph 1.04) are not required for Daily Reports. Daily Reports shall be submitted directly to the University, with copies submitted to the Professional. The University will review Daily Reports upon receipt, and will notify the Contractor only if there any problems.
- D. The Daily Report shall contain, at least, the following information concerning activities at the Project:
[---edit list as appropriate---]
 - 1. List of subcontractors at the site
 - 2. Approximate count of personnel at the site
 - 3. Key equipment utilized on site
 - 4. Activities (keyed to Project Schedule) taking place at the site, to specifically include:
 - a. Features of Work started today
 - b. Features of Work completed today
 - 5. Delivery of key materials and equipment to be installed
 - 6. QC tests conducted
 - 7. L&I UCC visits or inspections
 - 8. Special Inspections conducted
 - 9. High and low temperatures, general weather conditions
 - 10. Accidents and unusual events
 - 11. Meetings and significant decisions
 - 12. Stoppages, delays, shortages, losses
 - 13. Meter readings and similar recordings
 - 14. Emergency procedures
 - 15. Orders and requests from the University, its agents, and other authorities
 - 16. Change Orders received, implemented
 - 17. Any changed, unknown, or concealed conditions encountered
 - 18. Any disputes or differences that may arise to a dispute
 - 19. Services connected, disconnected
 - 20. Equipment or system tests and start-ups
 - 21. Partial Completions, occupancies
 - 22. Substantial Completions authorized
- E. The Contractor may use his own forms or format for the Daily Report, but it must contain the information listed above.
- F. Daily Reports shall include information for all subcontractors working for the Prime Contractor. The Prime Contractor has the option of requiring his subcontractors to submit Daily Reports on their own activities, and those may be attached to the Prime Contractor's Daily Report.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 013100