

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 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. Requests for Information (RFIs)
 - 4. Safety
 - 5. Project meetings
 - 6. Daily Construction Reports
 - 7. Schedule of Values
 - 8. Submittals Procedures
- B. Each Contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to specific Contractors.
- C. Related Requirements:
 - 1. Section 013216 "Construction Progress Schedules" for preparing and submitting Contractor's construction schedule
 - 2. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract

1.3 DEFINITIONS

- A. RFI: Request from Owner, Project Manager, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 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, and telephone number of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

- B. Key Personnel Names: Within ten (10) days of the issuance of the Notice of Intent to Award (NOIA), submit a list of key personnel 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, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.
 - 1. Post copies of list in temporary field office. Keep list current at all times.

1.5 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 installations, connections, and operations.

Each Contractor shall coordinate its construction operations with those of other Contractors and entities to ensure efficient and orderly installation of each part of the Work. Each Contractor shall coordinate its operations with other operations, included in different Sections, that depend on each other for proper installations, connections, and operations.

- 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. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 - 1. Prepare similar memoranda for Owner and any other Contractor(s) if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other Contractors 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. Pre-installation conferences
 - 7. Project closeout activities

8. Startup and adjustment of systems
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

1.6 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form as approved by Owner's Representative.
 1. Project Manager will return RFIs submitted to Project Manager by other entities controlled by Contractor with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's Work or Work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 1. Project name
 2. Project number
 3. Date
 4. Name of Contractor
 5. Name of Project Manager
 6. RFI number, numbered sequentially
 7. RFI subject
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate
 10. Field dimensions and conditions, as appropriate
 11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Contractor generated form with substantially the same content as indicated above, acceptable to the Owner's Representative.
 1. Attachments shall be electronic files in Adobe Acrobat PDF format.

- D. Owner's Representative's Action: Owner's Representative will review each RFI, determine action required, and respond. Allow five (5) Working days for Owner's Representative to respond to each RFI.
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 Owner's Representative's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Owner's Representative's action may include a request for additional information, in which case, Owner's Representative's time for response will date from time of receipt of additional information.
 3. If requested information is available from careful study and comparison of Contract Documents, field conditions, other CIHA provided information, coordination drawings, or prior Project correspondence or documentation, Contractor shall reimburse CIHA for such costs that may be incurred by CIHA due to architect review costs.
 4. Owner's Representative's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 007213 "Contract Modification".
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Project Manager in writing within five days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Distribute an updated log at project meetings.
- Log shall include the following:
1. Project name
 2. Name and address of Contractor
 3. Name and address of Project Manager
 4. RFI number including RFIs that were returned without action or withdrawn.
 5. RFI description
 6. Date the RFI was submitted
 7. Date Project Manager's response was received
- F. On receipt of Project Manager's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Project Manager within five (5) days if Contractor disagrees with response. Contractor shall provide the following information:

1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.7 SAFETY

- A. Contractor submission of project safety plan: CONTRACTOR shall, prior to commencement of the Work, submit to Owner, for Owner's information, a Project Safety Plan for the Work in accordance with the following:
1. An emergency management plan for a prompt and controlled response to any emergency with human injury, physical damage potential or fire risk. The plan must clearly state the actions that must be taken and the responsible parties.
 2. Emergency organizations to be contacted, telephone numbers, and the type of information they will need.
 3. Procedures to cover life threatening situations, first aid services and fire.
 4. Access of emergency vehicles to the site.
 5. Provision for an on-site emergency control center.
 6. Provisions for an emergency management team.
 7. A responsibility matrix that describes and names the responsibilities for implementation of the safety plan and emergency plan.
 8. A hazardous material abatement plan which provides for identification of hazardous materials, including the submission of Material Safety Data Sheet (MSDS), as required by Contract and by law.
 9. Provisions for storage of hazardous materials.
 10. A plan for disposal of hazardous wastes in accordance with all applicable federal, state, and local requirements.
 11. A plan for hazard identification and mitigation, personal protection, hazard assessments, and regulatory compliance.
- B. The Contractor shall hold weekly safety meetings with all Subcontractors and shall send a copy of the safety meeting minutes to the Owner with each pay application.

1.8 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.

1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Project Manager of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to all attendees within five days of the meeting.
- B. Preconstruction Conference: Owner will schedule and conduct a preconstruction conference before starting construction.
1. Conduct the conference to review responsibilities and personnel assignments.
 2. Attendees: Authorized representatives of Owner and Contractor, including those that will be responsible for compliance reporting, shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule
 - b. Phasing
 - c. Critical Work sequencing and long-lead items
 - d. Designation of key personnel and their duties
 - e. Lines of communications
 - f. Procedures for processing field decisions and Change Orders
 - g. Procedures for RFIs
 - h. Procedures for testing and inspecting
 - i. Procedures for processing Applications for Payment
 - j. Distribution of the Contract Documents
 - k. Submittal procedures
 - l. Procedures for compliance reporting and submission
 - m. Use of the premises
 - n. Work restrictions
 - o. Working hours
 - p. Owner's occupancy requirements
 - q. Responsibility for temporary facilities and controls
 - r. Procedures for moisture and mold control
 - s. Procedures for disruptions and shutdowns
 - t. Construction waste management and recycling
 - u. Parking availability
 - v. Office, Work, and storage areas
 - w. Equipment deliveries and priorities
 - x. First aid
 - y. Site Security (Reference Section 016000)
 - z. Progress cleaning
 4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

- C. Progress Meetings: Conduct progress meetings at weekly intervals.
1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner and Project Manager, each Contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period
 - b. Review present and future needs of each entity present, including the following:
 - 1) Safety update
 - 2) As-Built progress to date
 - 3) Look ahead schedule
 - 4) Coordination of Work with Owner's own forces
 - 5) Status of submittals
 - 6) Deliveries
 - 7) Off-site fabrication
 - 8) Access
 - 9) Site utilization
 - 10) Temporary facilities and controls
 - 11) Progress cleaning
 - 12) Quality and Work standards
 - 13) Status of correction of deficient items
 - 14) Field observations
 - 15) Status of RFIs
 - 16) Status of proposal requests
 - 17) Pending changes
 - 18) Status of Change Orders
 - 19) Pending claims and disputes
 - 20) Documentation of information for payment requests
 4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.

- 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.

1.9 DAILY CONSTRUCTION REPORTS

- A. Contractor shall be responsible for preparing a daily construction report, recording information concerning events at the site. Contractor shall submit copies the Owner with each Pay Application. The daily construction reports shall include the following information:
 1. List of Subcontractors
 2. Approximate count of personnel
 3. List of equipment and/or specialized machinery
 4. High and low temperatures and general weather conditions
 5. Safety incidents
 6. Formal meetings
 7. Significant decisions
 8. Unusual events (refer to special reports)
 9. Stoppages, delays, shortages, and losses
 10. Meter readings and similar recordings
 11. Order and request of authorities having jurisdiction
 12. Change Orders received and implemented
 13. Construction Change Directives received
 14. Utility services connected and disconnected
 15. Equipment or system tests and startups
 16. Partial completions and occupancies
 17. Substantial completions authorized

2.0 SCHEDULE OF VALUES

- A. The Contractor shall submit a Schedule of Values, the sum of which is equal to the total Contract Price. The Schedule of Values shall serve as a basis for calculating progress payments during construction and shall be presented in such detail to allow CIHA's Representative to accurately verify the amount and value of Work completed as defined in the Contractor's Progress Payment Request. The Schedule of Values shall correspond to activities on the Construction Schedule as defined in Section 013216 Construction Progress Schedules.
 1. The Schedule of Values, to the extent approved shall be submitted in tabular and computerformat as part of the construction schedule submittals following CSI format.
 2. The Schedule of Values must be reviewed and approved by the Owner and Development Finance as the basis of calculating progress payments. If, in the opinion of the Owner, the Schedule of Values is deemed incorrect, the Contractor shall present documentation substantiating the proposed values. If, in the opinion of the Owner, the Schedule of Values lacks sufficient detail to calculate progress payments, the Contractor shall submit additional detail as requested. Progress

payment subsequent to the required submission date for the Construction Schedule shall be withheld until the Owner has accepted the Construction Schedule.

3. Job site overhead expenses shall be assigned (e.g., prorate supervision expenses, temporary utilities, small tools, etc.) to the activities whose start and finish dates are consistent with the actual disbursement of the expenses or over the total period of the job. Cost of bonds, insurance, schedule, etc., shall be assigned to appropriate mobilization activities.
4. Each cost category listed below and the total cost assigned to each activity should be considered in the schedule of values.

General Requirements (MAX 8%)
Labor
Equipment
Material
Subcontractor
Overhead and Profit (MAX 8%)
Total Cost

5. Contractor's Schedule of Values must include line items for "Overhead and Profit" and "General Conditions." The amount allocated for General Conditions cannot exceed 8% of the total Contract price. The amount allocated for Overhead and Profit cannot exceed 8% of the total Contract price. No Overhead and Profit on General Requirements. (See Section 007300 Supplementary Conditions)

END OF SECTION 013100