

SECTION 01310 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
1. Administrative and supervisory personnel.
 2. Project meetings.
 3. Requests for Information (RFIs).

1.2 DEFINITIONS

- A. RFI: Request from Contractor seeking interpretation or clarification of the Contract Documents.

1.3 COORDINATION

- 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 installation, connection, and operation.
- B. Coordination with other Contractors: Contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly parts of the Work.
- 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 Deconstruction 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-deconstruction conferences.
 7. Project closeout activities.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

1.4 SUBMITTALS

- A. Key Personnel Names: Prior to starting the Work, submit a list of key personnel assignments, including superintendent, Site Safety Manager with current NY State Site Safety Manager (NYCSSM) License, 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.
 - 1. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

1.5 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. General: In addition to Project superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.
 - 1. Include special personnel required for coordination of operations with other contractors.

1.6 PROJECT MEETINGS

- A. General: Attend meetings 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.
- B. Preconstruction Conference: Attend a preconstruction conference before starting construction, but no later than fifteen (15) days after execution of the Contract.
 - 1. Attendees: Contractor and its superintendent; major subcontractors; suppliers; 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: 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. Procedures for processing field decisions and Change Orders.
 - f. Procedures for RFIs.
 - g. Testing and inspecting.
 - h. Procedures for processing Applications for Payment.
 - i. Distribution of the Contract Documents.
 - j. Submittal procedures.
 - k. Preparation of record documents.
 - l. Use of the Site.
 - m. Work restrictions.
 - n. Construction waste management and recycling.

- o. Office, work, and storage areas.
 - p. Deliveries.
 - q. First aid.
 - r. Security.
 - s. Progress cleaning.
 - t. Working hours.
 - u. The Contract Documents.
 - v. Temporary facilities and controls.
 - w. Space and access limitations.
 - x. Regulations of authorities having jurisdiction.
 - y. Coordination with other work.
 - z. Protection of adjacent property.
 - aa. Protection of Building and personnel.
 - bb. Contractor's Implementation Plan.
3. 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 reconvene the conference at earliest feasible date.

C. Progress Meetings: Conduct progress meetings at **weekly** intervals.

- 1. Attendees: In addition to representatives of LMDC, 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 conference shall be familiar with Project and authorized to conclude matters relating to the Work.
- 2. Agenda: Review and comment on 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 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 Schedule. Determine how Work 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 on time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Sequence of operations.
 - 2) Status of submittals.
 - 3) Deliveries.
 - 4) Access.
 - 5) Site utilization.
 - 6) Temporary facilities and controls.
 - 7) Work hours.
 - 8) Hazards and risks.
 - 9) Progress cleaning.

- 10) Quality and work standards.
- 11) Status of correction of deficient items.
- 12) Field observations.
- 13) RFIs.
- 14) Pending changes.
- 15) Status of Change Orders.
- 16) Pending claims and disputes.
- 17) Documentation of information for payment requests.

1.7 REQUESTS FOR INFORMATION (RFIs)

- A. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI.
1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned 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 interpretation and the following:
1. Project name.
 2. Date.
 3. Name of Contractor.
 4. RFI number, numbered sequentially.
 5. Specification Section number and title and related paragraphs, as appropriate.
 6. Drawing number and detail references, as appropriate.
 7. Field dimensions and conditions, as appropriate.
 8. Contractor's suggested solution(s). If Contractor's solution(s) impact the Project schedule or the Lump Sum, Contractor shall quantify impact in the RFI.
 9. Contractor's signature.
 10. Attachments: Include drawings, descriptions, measurements, photos, and other information necessary to fully describe items needing interpretation.
 - a. Supplementary drawings prepared by Contractor shall include dimensions, structural grid references, and details of affected materials, assemblies, and attachments.
- C. LMDC's Action: LMDC will review each RFI, determine action required, and return it. Allow ten (10) working days for LMDC's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for information already indicated in the Contract Documents.
 - d. Incomplete RFIs or RFIs with numerous errors.

2. LMDC's action may include a request for additional information, in which case LMDC's time for response will start again.
- D. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log at each progress meeting. Include the following:
1. Project name.
 2. RFI number including RFIs that were dropped and not submitted.
 3. Brief RFI description.
 4. Date the RFI was submitted.
 5. Date LMDC's response was received.
 6. Identification of related field order, work change directive, and proposal request, as appropriate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01310