

## TG 01310v0902 v09.02

### Summary of Changes:

1) To add Construction Waste Management and Recycling as an agenda item in the Pre-con meeting for LEED projects.

#### Project Management and Coordination TECHNICAL GUIDE

# TG 01310

#### 1. COORDINATION ISSUES:

1.1 The information contained in and required by this section has serious contract implications. Ensure there are no errors in the final specification section.

#### 2. DESIGN ISSUES: (Not Used)

#### 3. DRAWING NOTES: (Not Used)

#### 4. STANDARD DRAWINGS: (Not Used)

#### 5. SPECIFICATION NOTES: (Not Used)

#### 6. GUIDE SPECIFICATION:

6.1 SECTION 01310 - PROJECT MANAGEMENT AND COORDINATION is attached. Add this section for all projects.

**SPECIFIER'S NOTE:** *Blue colored italicized text is used for notes to the specifier and should be completely deleted from the final text. Where [Red colored text in brackets] is shown in this specification section, insert wording, numbers, etc. as appropriate and delete brackets. Where <Red colored text in brackets> is shown, a choice is indicated. Make the appropriate choice and delete the brackets. Maintain footer notation with the current version used (e.g. TG 01310 v0~~94.028~~). Verify that section titles cross referenced in this Section correspond to this Project's specifications.*

*Do not include the Project Name (etc.) line in the footer. Use the following format for the specification footer.*

TG 01310 v0~~94.028~~  
DAGS Job No. 00-00-0000

Project Management and Coordination  
01310 - 1

End Footer Sample

## SECTION 01310 - PROJECT MANAGEMENT AND COORDINATION

### PART 1 - GENERAL

#### 1.01 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. General project coordination procedures.
  - 2. Project meetings.

#### 1.02 PERFORMANCE AND COORDINATION

- A. Contractor is in charge of the Work within the Project Contract Limits, and shall direct and schedule the Work. Include general supervision, management and control of the Work of this project, in addition to other areas more specifically noted throughout the Specifications. Final responsibility for performance, interface, and completion of the Work and the Project is the Contractor's.
- B. The Contractor is responsible for jobsite Administration. Provide a competent superintendent on the job and provide an adequate staff to execute the Work. In addition, all workers shall dress appropriately and conduct themselves properly at all times. Loud abusive behavior, sexual harassment and misconduct will not be tolerated. Workers found in violation of the above shall be removed from the job site as directed by the Contracting Officer.
- C. The State will hold the Contractor liable for all the acts of Subcontractors and shall deal only with the Prime Contractor in matters pertaining to other trades employed on the job.

***SPECIFIER'S NOTE: Provide other paragraphs if needed. Confirm requirements with the Project Coordinator.***

- D. Coordination: Provide project interface and coordination to properly and accurately bring together the several parts, components, systems, and assemblies as required to complete the Work pursuant to the GENERAL CONDITIONS and SPECIAL CONDITIONS.
  - 1. Provide interface and coordination of all trades, crafts and subcontracts. Ensure and make correct and accurate connections of abutting, adjoining, overlapping, and related work. Provide anchors, fasteners, accessories, appurtenances, and incidental items needed to complete the Work, fully, and correctly in accordance with the Contract Documents.
  - 2. Provide additional structural components, bracing, blocking, miscellaneous metal, backing, anchors, fasteners, and installation accessories required to properly anchor, fasten, or attach material, equipment, hardware, systems and assemblies to the structure.
  - 3. Provide excavation, backfilling, trenching and drilling for trades to install their work.

4. Provide concrete foundations, pads, supports, bases, and grouting for trades as needed to install their work.
5. Provide caulking, sealing, and flashing as required to waterproof the building complete and as required to insulate the building thermally and acoustically. Include sealing, flashing, and related work as required to prevent moisture intrusion, air infiltration, and light leakage.
6. Equipment, appliances, fixtures, and systems requiring plumbing and mechanical services, rough-in, and connections, or other utilities and services shall be provided with such services, rough-in, and final connections.
7. Equipment, appliances, fixtures, hardware, and systems requiring electrical services shall be provided with such electrical services, including outlets, switches, overload protection, interlocks, panelboard space, disconnects, circuit breakers, and connections.
8. Materials, equipment, component parts, accessories, incidental items, connections, and services required to complete the Work which are not provided by Subcontractors shall be provided by the Contractor.
9. 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, included in different Sections, that depend on each other for proper installation, connection, and operation.

***SPECIFIER'S NOTE: Include paragraph 1.03 A. with all projects. Provide other paragraphs if needed.***

#### **1.03 COOPERATION WITH OTHER CONTRACTORS**

- A. The State reserves the right at any time to contract for or otherwise perform other or additional work within the Project Contract Limits. The Contractor of this project shall to the extent ordered by the Contracting Officer, conduct its work so as not to interfere with or hinder the progress or completion of the work performed by the State or other Contractors.

***SPECIFIER'S NOTE: Select "will" when other projects are listed under SECTION 01100 paragraph WORK UNDER OTHER CONTRACTS, otherwise select "may".***

#### **1.04 COORDINATION WITH OTHER PRIME CONTRACTORS**

- A. Multiple prime Contractors performing work under separate agreements with the State <will> <may> be present near the project location, adjacent to and abutting the Project Contract Limits. This Contractor shall coordinate activities, sequence of work, protective barriers and any and all areas of work interfacing with other Prime Contractor's work. Contractor shall provide a continuity of finishes, walks, landscape, etc. at abutting Contract Limits so no additional work will be required. Any damage to other Prime Contractor's Work committed by this Contractor (or its Subcontractor) shall be repaired promptly at no additional cost to the State.
- B. Coordinate Subcontractors and keep them informed of any work from the other Projects that may affect the site or the Subcontractor's work. If the Contractor has any questions regarding its coordination responsibilities or needs clarification

as to the impact in scheduling of its work and the work of other projects, this Contractor shall notify the Contracting Officer in writing.

- C. Subject to approval by the Contracting Officer, this Contractor shall amend and schedule its work and operations to minimize disruptions to the work and operations of other projects.
1. Relocate or remove and replace temporary barriers, fencing supports or bracing to allow work by others to proceed unimpeded. Do not remove required barriers supporting work until specified time or as approved by the Contracting Officer. This does not relieve the Contractor of the responsibility of proper coordination of the work. If directed by the Contracting Officer, leave in place any temporary barriers.
  2. Coordinate work that abuts or overlaps work of the other projects with the Contracting Officer and other Prime Contractors to mutual agreement so that work is 100 percent complete with continuity of all materials, systems and finishes.
  3. When directed by the Contracting Officer, provide access into the construction zone to allow the other project's Contractor(s) to perform their Work and work that must be interfaced.
  4. Contractor shall adjust and coordinate its Work and operations as required by the other projects as part of the Work of this contract without additional cost or delay to the State.
  5. When directed by the Contracting Officer provide a combined Contractor's construction schedule.
- D. Other Contracts: If known, they are listed in SECTION 01100 - PROJECT REQUIREMENTS.

***SPECIFIER'S NOTE: Paragraph 1.04 E. and subparagraphs are examples of wording for multiple Contractor's and phased construction. Delete if not required, or if applicable modify to suit project.***

- E. The State intends to construct INCREMENT 2 work during the execution of this Project. Construction of INCREMENT 2 is scheduled from *[January 20XX thru May 20XX]*. *INCREMENT 2 consists of a [description - example new library building, classroom addition that abuts this classroom building and related site work for both the library and classroom building addition]*. Refer to drawings for location of and limits of INCREMENT 2 work. Contractor shall adjust and coordinate its work and operations as required by INCREMENT 2 work as part of the Work of this Contract without additional cost or delay to the State.
- [1. Contractor shall adjust and coordinate its work and operations as required by INCREMENT 2 work as part of the Work of this Contract without additional cost or delay to the State.*
  - 2. Contractor shall schedule a meeting with the Contracting Officer no later than 30 days after Notice to Proceed to review the INCREMENT 2 contract documents developed as of that date. It is intended this Contractor becomes familiar with the scope of work in INCREMENT 2 and the areas affected.*

3. *The INCREMENT 2 Bidder shall study the work to be performed in INCREMENT 1 and bid on a basis of not interfering with or delaying the INCREMENT 1 Contractor. INCREMENT 2 Contractor shall provide the Contracting Officer a weekly updated schedule and description of its work. This weekly update will be used to inform INCREMENT 1 Contractor of the INCREMENT 2 work schedule and also used by the Contracting Officer to coordinate the efforts of both Increment Contractors.*
4. *This Contractor shall inform and coordinate its Subcontractor (s) on the scope and required areas of work in INCREMENT 2. If the Contractor has any questions regarding its coordination, responsibilities or needs clarification as to the impact in schedule of its Work and the Work of INCREMENT 2, this Contractor shall notify Contracting Officer in writing no later than 7 days after the review meeting.*
5. *Subject to approval by the Contracting Officer, this Contractor shall amend and schedule its work and operations to minimize disruption to the work and operation of INCREMENT 2 Contractor.*
6. *Relocate and/or remove and replace temporary barriers, fencing, supports or bracing to allow work by others to proceed unimpeded. Do not remove required barriers supporting work until specified time or as approved by Contracting Officer. If directed by Contracting Officer, leave in-place any temporary barriers.*
7. *Coordinate work that abuts or overlaps work of INCREMENT 2 with the Contracting Officer and other Prime Contractor to mutual agreement so that work is 100 percent complete with continuity of all materials, systems and finishes.*
8. *When directed by the Contracting Officer, provide access into the construction zone to allow INCREMENT 2 Contractor to perform their work that must be interfaced with INCREMENT 1 work.]*

#### **1.05 SUBMITTALS**

***SPECIFIER'S NOTE: Use for R&M and as needed for other projects.***

- A. Photo Documentation: Prior to the start of jobsite work, the Contractor shall photo document the existing conditions at the site and file with the Contracting Officer one complete set of documents.

***SPECIFIER'S NOTE: Delete if not necessary.***

- B. Combined Contractors Construction Schedule: Provide schedule as determined by Contracting Officer for coordination with other prime Contractors.

***SPECIFIER'S NOTE: Confirm requirements for meetings with Project Coordinators.***

#### **1.06 PROJECT MEETINGS**

- A. General: Schedule and conduct meetings and conferences <as directed by the Contracting Officer.> at the <Contracting Officer's><Contractor's> field office, unless otherwise indicated.

1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Contracting Officer of scheduled meeting dates and times.
  2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  3. Minutes: Contractor record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Contracting Officer, within 7 days of the meeting.
- B. Preconstruction Conference: Contracting Officer shall schedule a preconstruction conference before the start of construction, at a time convenient to the Contracting Officer, but no later than 7 days before the Project start date or jobsite start date whichever is later. Conference will be held at the Project site or another convenient location. The Contracting Officer shall conduct the meeting to review responsibilities and personnel assignments.
1. Attendees: Contracting Officer, and design consultants; Facility Users; Contractor and its superintendent; major Subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the 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 coordination.
    - d. Designation of responsible personnel.
    - e. Use of the premises.
    - f. Responsibility for temporary facilities and controls.
    - g. Parking availability.
    - h. Office, work, and storage areas.
    - i. Equipment deliveries and priorities.
    - j. First aid.
    - k. Security.

I. LEED Requirements (for LEED Projects only) such as:

1. Construction Waste Management and recycling
2. Commissioning
3. Recordkeeping, submittals, etc.

~~m~~. Progress cleaning.

~~n~~. Working hours.

***SPECIFIER'S NOTE: Revise paragraph 1.06 C. below if Project requires holding progress meetings at different intervals. Confirm with Project Coordinator. If required by project, insert special intervals such as "every third Tuesday" to suit special circumstances. Revise subparagraph 1.06 C. 1. and add other attendees as necessary. Delete paragraph 1.06 D. if not appropriate such as small R&M projects attendance by other known entities is necessary.***

- C. Progress Meetings: Conduct progress meetings at monthly or other intervals as determined by the Contracting Officer. Coordinate dates of meetings with preparation of payment requests.
  - 1. Attendees: In addition to Contracting Officer **<and Design Consultant>**, 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.

***SPECIFIER'S NOTE: Revise subparagraph 1.06 C. 2. b. to suit project.***

- 2. 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.
  - b. Review present and future needs of each entity present, including the following:
    - 1) Outstanding Requests for information (clarification).
    - 2) Interface requirements.
    - 3) Sequence of operations.
    - 4) Status of outstanding submittals.
    - 5) Deliveries.
    - 6) Off-site fabrication.
    - 7) Access.
    - 8) Site utilization.

- 9) Temporary facilities and controls.
  - 10) Work hours.
  - 11) Hazards and risks.
  - 12) Progress cleaning.
  - 13) Quality and work standards.
  - 14) Force Account work.
  - 15) Change Orders and Change Proposals.
  - 16) Documentation of information for payment requests.
- c. Corrective Action Plan: Contractor shall provide a plan of corrective action for any item which is delayed or expected to be delayed, then that item impacts the contractual dates.
3. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
- 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.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION