

SECTION 01310 - PROJECT COORDINATION AND MEETINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings, Contract Provisions, Special Provisions, Supplementary Conditions, and other Division 1 Specification Sections apply to this Section.

1.2 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. Conservation.
 - 3. Coordination Drawings.
 - 4. Administrative and supervisory personnel.
 - 5. Project meetings.
 - a. Pre-award conference.
 - b. Pre-construction conference.
 - c. Pre-installation conference.
 - d. Progress meetings.
 - e. Partnering meetings.
- B. Related Sections include the following:
 - 1. Division 1 Section "Construction Progress Documentation" for preparing and submitting Contractor's Construction Schedule.
 - 2. Division 1 Section "Execution Requirements" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Division 1 Section "Project Closeout" for coordinating Contract closeout.

1.3 COORDINATION

- A. 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.
 - 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 with other contractors to ensure maximum accessibility for required maintenance, service, and repair.

3. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, mechanical, electrical, and otherwise. Contractor is cautioned that, where specific dimensions are not indicated or where Drawings are schematic in nature, as with most Electrical and Mechanical Drawings, Contractor shall have sole responsibility to coordinate the work to meet this requirement. Coordination Drawings shall be prepared and submitted to Architect through COTR for review and approval as provided in "Coordination Drawings" Paragraph in "Submittals" Article.
 4. 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 COTR and separate contractors 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 and completion within the specified Contract duration. 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. Start-up, check-out, and final acceptance of systems.
 8. Project closeout activities.
 9. Protection of existing and new work.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other sections for disposition of salvaged materials that are designated as the Authority's property.
- E. Temporary Utility Outages: Comply with requirements in Section "Supplementary **Conditions**."

1.4 SUBMITTALS

- A. Coordination Drawings: Before start of the Work, prepare Coordination Drawings for areas with limited space availability that necessitate maximum utilization of space for efficient installation of different components, and areas requiring coordination for installation of products and materials fabricated by separate entities.
1. Indicate relationship of components shown on separate Shop Drawings.

2. Indicate all dimensions provided on Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment, minimum clearance requirements, amounts of equipment and material to be installed, or other requirements. Provide alternate sketches for resolution of such conflicts to COTR for review. Minor dimension changes and difficult installations shall not be considered changes to the Contract.
 3. Indicate required installation sequences.
 4. Comply with requirements contained in Division 1 Section "Submittals."
 5. Refer to Division 15 Section "Basic Mechanical Materials and Methods" and Division 16 Section "Basic Electrical Materials and Methods" for specific Coordination Drawing requirements for mechanical and electrical installations.
- B. Key Personnel Names: At the pre-construction meeting, submit a list of Contractor's key personnel assignments. **Key personnel shall include but not necessarily be limited to** Project Manager, **Project** Superintendent, Safety Manager, **Safety** Engineer, Quality Control **Manager**, Project Scheduler, **Soil Excavation Engineers** and other personnel in attendance at Project site **along with alternates**. 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 the 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.

1.6 PROJECT MEETINGS

A. Pre-award Conference:

1. General: At the request of the Contracting Officer, a pre-award conference with Contractor may be held before actual award of the Contract. The meeting will review Contractor's understanding of the Contract Documents, cost and pricing data, contractual requirements, and Contractor's capabilities, financial standing, and past experience prior to award.
 - a. Minutes: COTR will record and distribute meeting minutes.
2. Attendees: The pre-award meeting shall be chaired by the Contracting Officer and attended by COTR, **Authority Design Project Manager**, Architect/**Engineer**, Contractor and its key personnel nominated for assignment to the Contract, and major subcontractors if so requested by the Contracting Officer. Concerned parties shall each be represented by persons thoroughly familiar with and authorized to conclude matters relating to the work described in the Contract Documents.
3. Agenda: Significant discussion items that could affect award include, but are not limited to, the following:

- a. Provision and acceptability of payment and performance bonds.
 - b. LDBE/MBE/WBE/DBE participation.
 - c. Qualifications of key individuals.
 - d. Quality-control experience.
 - e. Percentage of work performed by own forces.
 - f. Contractor's experience with similar work, including previous Authority contracts.
 - g. Scheduling capabilities of Contractor.
 - h. Financial standing of Contractor.
 - i. Mobilization plan.
 - j. Understanding of work described in the Contract Documents and the physical constraints associated with work at the Airport.
 - k. Equipment and manpower availability.
 - l. Cost and pricing data.
4. Representations and commitments made by Contractor or its subcontractors shall be construed as binding to the Contract.

B. Pre-construction Conference:

1. General: COTR will schedule pre-construction conference and organizational meeting with Contractor after **the Contracting Officer issues a notice of intent to award, or actually awards the** Contract. The meeting will review the parties' responsibilities and personnel assignments.
 - a. Minutes: COTR will record and distribute meeting minutes.
2. Attendees: The Contracting Officer, COTR, Architect/**Engineer**, and their **sub-**consultants; 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 Project and authorized to conclude matters relating to the Work.
3. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Airport security.
 - b. LBDE/MBE/WBE/DBE participation and certifications.
 - c. Authority-controlled wrap-up insurance program.
 - d. Airport Operations coordination.
 - e. Preliminary construction schedule.
 - f. Phasing.
 - g. Critical work sequencing.
 - h. Designation of responsible personnel.
 - i. Procedures for processing field decisions and Contract Modifications.
 - j. Procedures for processing Applications for Payment.
 - k. Distribution of the Contract Documents.
 - l. Authority Construction guidelines.
 - m. Submittal procedures.
 - n. Preparation of Record Documents.
 - o. Use of the premises.
 - p. Responsibility for temporary facilities and controls.
 - q. Parking availability.

- r. Office, work, and storage areas.
 - s. Equipment deliveries and priorities.
 - t. Safety procedures.
 - u. Quality-control requirements.
 - v. First aid.
 - w. Progress cleaning.
 - x. Working hours.
 - y. Authority Building Code requirements/permits.
4. Refer to Contract Provision "Pre-construction Requirements" for required submittals due at the pre-construction conference.
- C. Pre-installation Conferences:
- 1. General: COTR will conduct a pre-installation conference at Project site before each construction activity that requires coordination with other construction.
 - a. Minutes: COTR will record and distribute meeting minutes.
 - 2. Attendees: Contractor, Installer, and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded, or will follow, shall attend the meeting.
 - 3. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related Contract Modifications.
 - d. Purchases.
 - e. Deliveries.
 - f. Submittals.
 - g. Review of mockups.
 - h. Possible conflicts.
 - i. Compatibility problems.
 - j. Time schedules.
 - k. Weather limitations.
 - l. Manufacturer's written recommendations.
 - m. Warranty requirements.
 - n. Compatibility of materials.
 - o. Acceptability of substrates.
 - p. Temporary facilities and controls.
 - q. Space and access limitations.
 - r. Governing regulations and permits.
 - s. Safety.
 - t. Testing and inspecting requirements.
 - u. Required performance results.
 - v. Recording requirements.
 - w. Protection of construction and personnel.

4. 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.

D. Weekly Progress Meetings:

1. General: COTR will conduct progress meetings weekly at regularly scheduled times convenient for all parties involved. Progress meetings are in addition to specific meetings held for other purposes, such as coordination and special pre-installation meetings. Additionally, discussions will address administrative and technical issues of concern, determining resolutions, and development of deadlines for resolution within allowable time frames.
 - a. Minutes: COTR will record and distribute meeting minutes.
2. Attendees: As may be required by COTR, in addition to representatives of the Authority and Contractor, each 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.
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.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Safety.
 - 2) Interface requirements.
 - 3) Time.
 - 4) Sequence of operations.
 - 5) Status of submittals.
 - 6) Deliveries.
 - 7) Off-site fabrication.
 - 8) Access.
 - 9) Site utilization.
 - 10) Requests for information.
 - 11) Submittals.
 - 12) Noncompliance notices.
 - 13) Temporary facilities and controls.
 - 14) Work hours.
 - 15) Resource allocation.
 - 16) Hazards and risks.
 - 17) Progress cleaning.
 - 18) Quality and work standards.
 - 19) Contract Modifications.

20) Documentation of information for payment requests.

4. At the weekly progress meeting, Contractor shall submit a two-week look-ahead schedule. This schedule shall include a three-week period, one week showing actual progress from the previous week and two weeks showing planned work for the two weeks after the meeting date. The schedule shall include all activities in sufficient detail as approved by COTR. A two-week look-ahead schedule form will be distributed at the pre-construction conference. In addition, Contractor shall submit a list of subcontractors identifying dates of when subcontractors will be on-site or off-site. A form for this information will be provided by COTR.
5. Schedule Updating: Contractor shall 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.

E. Schedule Update Meetings:

1. Conduct schedule update meetings before submittal of Contractor's Application for Payment. Determine where each activity is, in relation to Contractor's CPM Schedule. Insure the incorporation of all changes made to the sequence of work and all change notices issued by the Contracting Officer. Submit the narrative and information specified in Division 1 Section "Construction Progress Documentation" if applicable.
2. Attendees: This meeting shall be attended by COTR, Contractor's Project manager/superintendent, the individual within Contractor's organization responsible for schedule updates, and the Authority's representative.
3. Contractor shall submit the updated schedule, as bilaterally agreed on, along with the Application for Payment.
4. Contractor's delay claims shall be presented for discussion and, when possible, resolution.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01310