

Section 01312

COORDINATION AND MEETINGS

PART 1 GENERAL

1.01 SUMMARY

This Section includes general coordination including pre-construction conference, site mobilization conference, and progress meetings.

1.02 MEASUREMENT AND PAYMENT

No payment will be made for this item. Include cost of meetings and project coordination in overhead cost for this project.

1.03 REFERENCES

Coordination is required throughout documents. Refer to Contract Documents, coordinate as necessary.

1.04 – 1.06 NOT USED

1.07 SYSTEM DESCRIPTION

A. Contractor Coordination

1. Coordinate scheduling, submittals, and Work of various Specification sections to assure efficient and orderly sequence of installation of interdependent construction elements.
2. Coordinate completion and clean-up of Work for Substantial Completion and for portions of Work designated for Owner's partial occupancy.
3. Coordinate access to site for correction of nonconforming Work to minimize disruption of Owner's activities where Owner's is in partial occupancy.

B. Pre-Construction Conference

1. Project Manager will schedule pre-construction conference.
2. Attendance Required: Owner's and Project Manager's representatives, Engineer, Special Consultants and Testing Lab representatives as required by Project Manager, Contractor, and major Subcontractors.

3. Agenda:
 - a. Distribution of Contract Documents.
 - b. Designation of personnel representing parties in Contract, Project Manager, and Engineer.
 - c. Discussion of formats for Schedule of Values and Construction Schedule.
 - d. Procedures and processing of shop drawings, substitutions, pay estimates or applications for payment, Requests for Information, Request for Proposal, Change Orders, and Contract closeout, other submittals.
 - e. Scheduling of Work and coordination with other contractors.
 - f. Review of Subcontractors.
 - g. Procedures for testing.
 - h. Procedures for maintaining record documents.

C. Progress Meetings

1. Project Manager will schedule and conduct progress meetings.
2. Progress meetings will be held at Project field office or other location as designated by Project Manager. These meetings will be held at monthly intervals, or more frequently when directed by Project Manager.
3. Attendance Required: Project superintendent, major Subcontractors and suppliers, Project Manager's representatives, Testing Lab representatives and Engineer as appropriate to agenda topics for each meeting.
4. Project Manager or representative will make arrangements for recording minutes of the meeting.
5. Project Manager or representative will prepare the meeting agenda.
6. Provide required information and be prepared to discuss each agenda item.
7. Agenda:
 - a. Review minutes of previous meetings.
 - b. Review of Work progress schedule, pay estimates and record drawings.

- c. Field observations, problems, and decisions.
- d. Identification of problems which impede planned progress.
- e. Review of submittal schedule and status of submittals.
- f. Review of RFI and RFP status.
- g. Review Change Order status.
- h. Effect of proposed changes on progress schedule and coordination.
- i. Review of off-site fabrication and delivery schedules.
- j. Maintenance of construction schedule and corrective actions, as necessary.
- k. Planned progress during succeeding Work period.
- l. Coordination of projected progress.
- m. Quality of Work and compliance with standards.
- n. Maintenance of SWPPP.
- o. Other items relating to Work.

1.08 – 1.13 NOT USED

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION