

SECTION 01310 - PROJECT MANAGEMENT

PART 1 - GENERAL

1.1 SUMMARY

- A. This section includes certain administrative provisions for managing and coordinating construction operations, including but not limited to following:
 - 1. General project coordination.
 - 2. Coordination drawings.
 - 3. Conservation.
 - 4. Administrative and supervisory personnel.
 - 5. Conferences and meetings.
 - 6. Cleaning and protection.
- B. Reference Section 01800 and the commissioning Plan for further requirements relating to the commissioning program.

1.2 GENERAL PROJECT COORDINATION

- A. Coordination of Trades: Coordinate construction operations included in various sections of the Specifications to provide an efficient and orderly installation of each part of the Work. Coordinate construction operations included under different sections of the Specifications that depend on each other for proper installation, connection or operation.
 - 1. Schedule construction operations in sequence required to obtain best results where installation of one part of Work depends on installation of other components before or after that part.
 - 2. Coordinate installation of different components to provide maximum accessibility for required maintenance, service, testing and repair.
 - 3. Accommodate items scheduled for later installation.
 - 4. Provide for coordinated incorporation of Art and Architecture elements, Contractor's accepted Value Engineering proposals and Change Orders.
- B. Notification: Where necessary, prepare and distribute memoranda to each party involved, outlining special procedures required for coordination. When applicable, include notices, reports and meeting minutes as part of the memoranda.
- C. Administrative Procedures: Coordinate scheduling and timing of administrative procedures with other construction activities to avoid conflicts and promote orderly progress of the Work. Administrative procedures include but are not limited to following:
 - 1. Preparation of schedules.
 - 2. Installation and removal of temporary facilities.
 - 3. Delivery and processing of submittals.
 - 4. Progress meetings.
 - 5. Project closeout activities.

1.3 COORDINATION DRAWINGS

- A. Prepare coordination drawings where careful coordination is needed for installation of products and materials fabricated by separate entities, and prepare coordination drawings where limited space availability necessitates maximum utilization of space for efficient installation of different components.
 - 1. Show relationship of components shown on separate shop drawings.
 - 2. Indicate required installation sequences.
 - 3. Provide vertical and horizontal dimensions necessary to locate each component and avoid conflicts within the space.
 - 4. Comply with shop drawing requirements for sheet size and submittal methods specified in Division 1 Section "Submittal Procedures."
- B. Refer to Division 15 Section "Basic Mechanical Requirements" and Division 16 Section "Basic Electrical Requirements" for specific coordination drawing requirements for mechanical and electrical installations.
- C. Provide coordination drawings for equipment and system installations in mechanical and electrical rooms and spaces where two or more entities will provide the work and separate shop drawings are insufficient to show coordination.

1.4 CONSERVATION

- A. Consider conservation of energy, water and materials in conduct of construction operation. Salvage materials and equipment involved in performance of, but not incorporated into, the Work.
- B. Energy Conservation Plan: Develop a program to minimize use of energy. Program shall minimally include following:
 - 1. Designation of an energy conservation officer.
 - 2. Identification of energy conservation measures to reduce energy usage.
 - 3. Establishment of energy usage goals for the project.
 - 4. Means for enforcing energy conservation measures.
- C. Implementation of Energy Conservation Plan: Contractor's energy conservation officer shall provide on-site instruction of workers in methods to conserve energy, and shall manage process for duration of Contract.
 - 1. Contractor shall initiate plan by issuing notices to parties of the project, installation of meters or other instruments to record usage where practical, and other measures to encourage energy conservation.
 - 2. Energy conservation officer shall report monthly, in writing, measures taken to effect energy conservation, records or estimates of usage and savings, and other points of interest. Copies of each report shall be distributed to each significant party of the project, including Contracting Officer.

- D. Waste Management Plan: Establish a program to maximize recycling of waste materials. Program shall minimally include following:
1. Designation of a waste management coordinator.
 2. Identification of recyclable materials.
 3. Identification of available local recycling firms and agencies to receive recyclable materials.
 - a. Recycler Data Base for C and D Materials: <http://www.ciumb.ca.gov/condemo/recyclers>. Contractor not restricted to these parties.
 4. Establishment of quantity goals for collection of each recyclable material.
 5. Designation of one or more locations on project site for collection, sorting and temporary storage of recyclable materials.
 6. Means and schedule for transporting and delivery of recyclable materials to recycling firms and agencies.
- E. Implementation of Waste Management Plan: Contractor's waste management coordinator shall provide on-site instruction of workers in identification, separation and handling of recyclable materials, and shall manage process for duration of Contract.
1. Contractor shall lay out and define specific areas to facilitate separation of materials for recycling, and shall maintain collection bins clearly marked to avoid contamination of recyclable materials.
 2. Waste management coordinator shall report monthly, in writing, quantity of each recyclable material collected during previous month and cumulatively to date, compared to quantity goal, and other points of interest. Copies of each report shall be distributed to each significant party of the project, including Contracting Officer and Construction Manager.

1.5 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. In addition to Project Manager and Superintendent, Contractor shall provide other administrative and supervisory personnel as required for proper performance of the Work.
- B. Project Coordinator: Provide a full-time project manager, experienced in administration and supervision of building demolition, including shoring and right of way work. Project manager shall be authorized to act as coordinator of construction activities, including but not limited to following:
1. Scheduling and sequencing of Work.
 2. Sharing access to work spaces.
 3. Installations.
 4. Protection of work.
 5. Cutting and patching.
 6. Selections for compatibility.
 7. Preparation of coordination of drawings.
 8. Inspection and tests.

9. Temporary services and facilities.

- C. Safety and Health Officer: Provide a safety and health officer whose duties shall consist of developing and implementing safety and health programs specified in Division 1 Section "Safety and Health."
- D. Waste Management Coordinator: Provide a waste management coordinator whose duties shall consist of developing and implementing a program for maximizing recycling of waste.
- E. Security Officer: Appoint a senior official to act as the Security officer. This individual shall interface with the Contracting Officer on all security matters.

1.6 CONFERENCES AND MEETINGS

- 1. Reporting: No later than 3 calendar days after conference, Construction Manager shall distribute minutes of the conference to each party present and to other concerned parties.

- B. Preinstallation or demolition Conferences: Contractor shall conduct a preinstallation conference at Project Site before each construction activity (temporary shoring or dewatering) that requires coordination with other construction.

- 1. Attendees: In addition to Contractor's representative, 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. Prior to conferences, advise Construction Manager and Contracting Officer of scheduled conference dates.

- 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration at each preinstallation conference, including requirements for following.

- a. Contract Documents.
- b. Options.
- c. Related Change Orders, including accepted Value Engineering proposals.
- 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 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.

- s. Safety.
 - t. Testing and inspecting requirements.
 - u. Required performance results.
 - v. Protection.
3. Reporting: Record significant discussions and agreements and disagreements of each conference. No later than 3 calendar days after each conference, Contractor shall distribute minutes of conference to each party present and to other concerned parties, including Contracting Officer and Construction Manager.
4. Do not proceed with installation if conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the work, and reconvene conference at earliest feasible date.
- C. Progress Meetings: Design/Builder shall conduct weekly progress meetings at Project site. Additional meetings shall be coordinated with preparation of payment request.
1. Attendees: In addition to Contractor's and Contracting Officer's representatives, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented. All participants at conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
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 the status of the Project.
- a. Contractor's Construction Schedule: Review progress since last meeting. Determine where each activity is in relation to Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within Contract Time.
- b. Review present and future needs of each entity present, including but not limited to following:
- 1) Interface requirements.
 - 2) Time.
 - 3) Sequences of operations.
 - 4) Status of submittals.
 - 5) Deliveries.
 - 6) Off-site fabrication.
 - 7) Access.
 - 8) Site utilization.
 - 9) Temporary facilities and controls.
 - 10) Hours of work.
 - 11) Hazards and risks.
 - 12) Housekeeping and progress cleaning.
 - 13) Quality and work standards.

- 14) Change Orders.
 - 15) Documentation of information for payment requests.
 - 16) Updating of Record Documents.
3. Reporting: No later than 3 calendar days after each meeting, the Design/Builder shall distribute minutes of meeting to each party present and to other concerned parties, including Contracting Officer. Include a brief summary, in narrative form, of progress since previous meeting and report.
 4. Schedule Updating: Design/Builder shall revise Contractor's Construction Schedule after each progress meeting where revisions to schedule have been made or recognized. Revised schedule shall be issued concurrently with report of each meeting.
- D. Coordination Meetings: Design/Builder shall conduct project coordination meetings at regular intervals, to verify detailed coordination procedures for upcoming construction operations in order to avoid potential problems and misunderstandings.
1. Frequency of Meetings: Weekly.
 2. Attendees: In addition to Contractor's and Contracting Officer's representatives, each subcontractor, supplier or other entity involved in coordination or planning construction activities shall be represented. All participants shall be authorized to conclude matters relating to the Work.
 3. Agenda: Review plans and requirements of each entity present, including but not limited to subjects listed for Progress Meetings.
 4. Reporting: No later than 3 calendar days after each meeting, Design/Builder shall distribute minutes of meeting to each party present and to other concerned parties, including Contracting Officer.

1.7 SUBMITTALS

- A. Coordination Drawings: Comply with shop drawing requirements specified in Division 1 Section 01330 "Submittal Procedures."
- B. Energy Conservation: Within 15 calendar days after commencement of construction, submit energy conservation plan, followed by monthly implementation reports.
- C. Waste Management: Within 15 calendar days after commencement of construction, submit waste management plan, followed by monthly implementation reports.
- D. Staff Names: Within 15 calendar days after commencement of the contract, submit a list of principal staff assignments. Within 15 calendar days after commencement of construction, submit supplemental principal staff assignments, including superintendent and other primary personnel at the Project site. Identify individuals by name, duties and responsibilities, home address, and business and home telephone numbers.
 1. Post copies of this list in project meeting room, temporary field office and at each temporary telephone location.
- E. Conference and Meeting Minutes: Within times specified for reporting, distribute minutes to concerned parties.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 GENERAL COORDINATION PROVISIONS

- A. Inspection of Conditions: Prior to installations, require installer of each major component to inspect both substrate and conditions under which work is to be performed.
 - 1. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.
 - 2. Coordinate temporary enclosures with required inspections and tests to minimize necessity of uncovering completed construction for that purpose.
- B. Construction in Progress: Keep construction in progress, and adjoining materials in place, clean during handling and installation. Apply protective coverings where required for protection from damage or deterioration.
- C. Completed Construction: Clean completed construction, and provide maintenance, as frequently as necessary to prevent damage or soiling or other deterioration through remainder of construction period. Adjust and lubricate operable components as necessary to assure operability without damage.
- D. On-Site document security.

END OF SECTION 01310