

Section 01312

COORDINATION AND MEETINGS

PART 1 G E N E R A L

1.01 SECTION INCLUDES

- A. General coordination including pre-construction meeting, site mobilization conference, and progress meetings.

1.02 COORDINATION OF DOCUMENTS

- A. Coordination is required throughout documents. Refer to Contract documents and coordinate as necessary.

1.03 CONTRACTOR COORDINATION

- A. Coordinate scheduling, submittals, and work of various Specification sections to assure efficient and orderly sequence of Installation of interdependent construction elements.
- B. Coordinate completion and clean up of the Work prior to the Date of Substantial Completion and for portions of the Work designated for City's partial occupancy.
- C. Coordinate access to the site for correction of nonconforming work to minimize disruption of the City's activities where the City is in partial occupancy.

1.04 PRE-CONSTRUCTION MEETING

- A. Project Manager will schedule pre-construction meeting.
- B. Attendance Required: City representatives, Design Consultant, special consultants as required by Project Manager, Contractor, and major Subcontractors and Suppliers.
- C. Agenda:
  - 1. Distribution of Contract documents.
  - 2. Designation of personnel representing the Parties and Design Consultant.

3. Review of insurance.
4. Discussion of formats for Schedule of Values and Construction Schedule.
5. Procedures and processing of Shop Drawings, substitutions, pay estimates or Applications for Payment, Requests for Information, Requests for Proposal, Modifications, and the Contract closeout, other submittals.
6. Scheduling of the Work and coordination with other contractors.
7. Review of Subcontractors and Suppliers.
8. Appropriate agenda items listed for the site mobilization conference, Paragraph 1.05.C, when pre-construction meeting and site mobilization conference are combined.
9. Procedures for testing.
10. Procedures for maintaining record documents.

**1.05 SITE MOBILIZATION CONFERENCE**

- A. When required by Contract documents, Project Manager will schedule a conference at the Project site prior to Contractor mobilization.
- B. Attendance Required: City representatives, Design Consultant, special consultants, Superintendent, and major Subcontractors.
- C. Agenda:
  1. Use of premises by the City and Contractor.
  2. Safety and first aid procedures.
  3. Construction controls provided by the City.
  4. Temporary utilities.
  5. Survey and layout.
  6. Security and housekeeping procedures.
  7. Field office requirements.

1.06 PROGRESS MEETINGS

- A. Hold meetings at Project field office or other location designated by Project Manager. Hold meetings at monthly intervals, or more frequently when directed by Project Manager.
- B. Attendance Required: Superintendent, major Subcontractors and Suppliers, City representatives, Design Consultant and its subconsultants as appropriate for agenda topics for each meeting.
- C. Project Manager will make arrangements for meetings, and for recording minutes.
- D. Project Manager will prepare the agenda and preside at meetings.
- E. Provide required information and be prepared to discuss each agenda item.
- F. Agenda:
  - 1. Review minutes of previous meetings.
  - 2. Review of construction schedule, pay estimates, cash flow curve, payroll and compliance submittals.
  - 3. Field observations, problems, and necessary decisions.
  - 4. Identification of problems that impede planned progress.
  - 5. Review of submittal schedule and status of submittals.
  - 6. Review of RFI and RFP status.
  - 7. Modification status.
  - 8. Review of off-site fabrication and delivery schedules.
  - 9. Maintenance of Construction Schedule.
  - 10. Corrective measures to regain Construction Schedule.
  - 11. Planned progress during the succeeding work period.
  - 12. Coordination of projected progress.
  - 13. Maintenance of quality and work standards.

**COORDINATION AND MEETINGS**

14. Effect of proposed Modifications on Construction Schedule and coordination.

15. Review Project Record Contract Drawings.

16. Other item relating to the Work.

PART 2 P R O D U C T S - Not Used

PART 3 E X E C U T I O N - Not Used

END OF SECTION