

SECTION 01 31 13  
PROJECT COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes: Provisions of coordination of the Work of the Contract and requesting clarifications and interpretations of the Contract Documents.
- B. Related Sections:
  - 1. Section 01 31 19 – Project Meetings.
  - 2. Section 01 33 00 – Submittal Procedures.

1.2 GENERAL COORDINATION

- A. Contractor shall be responsible for all project coordination.
- B. Coordinate scheduling, submittals, and work of various sections to assure efficient and orderly sequence of installation of interdependent construction elements.
- C. Coordinate the requirements for operation and maintenance data with suppliers and manufacturers of equipment and systems and the City to ensure timely delivery of required submittals in accordance with Section 01 33 00.

1.3 SUBCONTRACT COORDINATION

- A. Coordinate the Work and do not delegate responsibility for coordination to any Subcontractor.
- B. Anticipate the interrelationship of all Subcontractors and their relationship with the Work.
- C. Resolve differences or disputes between Subcontractors, and other contractors concerning coordination, interference, or extent of work between sections of the specifications including assigned Contract work. Contractor's decisions, if consistent with the Contract Document requirements, shall be final.
- D. Coordinate the work of Subcontractors so that their portions of the work are performed in a manner that minimizes interference with the progress of the Work.

1.4 ADMINISTRATION

- A. General: Prepare a written memorandum on required coordination activities. Include such items as required notices, reports and attendance at meetings. Distribute this memorandum to each trade performing work at the project site. Prepare similar memorandum for separate contractors where interfacing of their work is required.
- B. Coordination Meetings: Conduct general project coordination meetings with Subcontractors at least weekly at regularly scheduled times convenient for all parties involved. These meetings are in addition to specific meetings held for other purposes, such as regular project meetings and special preinstallation meetings. Request representation at each meeting by every party currently involved in coordination or planning for the work of the entire project. Keep the City informed about coordination meetings. Conduct meetings in a manner which will resolve coordination problems.

Record results and minutes of each meeting and distribute copies to everyone in attendance and to the City.

- C. Submittals shall be submitted to the City using the City provided Submittal Control Form using the City numbering system. Requests for Information (RFI) shall be submitted to the City using the City RFI Form and numbered sequentially. All other Contract deliverables shall be submitted via sequentially numbered and dated transmittal. After Notice to Proceed, all other Contract required written communication shall be provided to the City via sequentially numbered letter.

Examples of communication to be provided via sequentially numbered letter include but are not limited to: notice of unforeseen or differing conditions, change order requests, notification before proceeding with force account work, notice of potential, anticipated, and/or actual delay, notification that Contractor considers work substantially complete and request for inspection, notification that Contractor considers work complete and request for certificate of acceptance, designation of responsible competent person, notice of potential claims, and contract claims.

All written communications including but not limited to Submittals, RFIs, transmittals, and letters shall include the Contractor's wet signature. Such written communications may be transmitted as attachments via email to the City Representative, provided wet signature originals are received by the City immediately following and no later than 7 calendar days from date of email.

#### 1.5 REQUEST FOR INFORMATION (RFI)

- A. Requirement: It is Contractor's responsibility to review Contract Documents a minimum of 30 days in advance of the work to be executed, and to request for information so that the City will have sufficient time to respond to Requests for Information prior to the start of actual construction of that part of the Work to which the RFI relates.
- B. Form:
1. When an interpretation or clarification of the Contract Documents is required from the City, make the request on Form obtained from the City Representative.
  2. Fill in all applicable information on the form.
  3. Use one form for each request; limit the subject to one design discipline to expedite reply. Attach supplementary information where necessary.
  4. The City will reply or give summary of reply on the same form and include supplementary information where necessary.
  5. The completed form shall be the written record of each RFI.
  6. Do not use any other RFI form on this Project.
- C. Uses:
1. The RFI form shall be used for interpretation or clarification of the Contract Documents only.
  2. Do not use the RFI form for the following; the City will not reply and will reject the RFI:
    - a. Product or material substitution.
    - b. Questions relating to construction means, methods, techniques, sequences, procedures or safety precautions. (These are Contractor's responsibilities exclusively.)
    - c. Questions relating to construction schedule, coordination between trades, or division of work among subcontractors. (These are also Contractor's responsibilities exclusively.)
    - d. Questions on contract administration procedural matters, unless they require interpretation or clarification of the Contract Documents.

- e. Dimensions or quantities which are shown on the Contract Documents, or which can be measured from the building, or calculated from the information contained in the Contract Documents.
  - f. Confirmation of interpretations or clarifications previously provided by the City.
  - g. The City will reject requests for interpretations or clarifications of the Contract Documents which can reasonably be derived from a review of the Contract Documents.
- D. Reply:
- 1. The City will endeavor to reply to all RFI's promptly, generally no later than 15 days from the day received.
  - 2. When an RFI involves a complex subject, extensive research or development, or substantial input from other governmental agency, the City will inform Contractor and request additional time to prepare the reply. Contractor shall cooperate and agree to a reasonable time extension.
  - 3. The reply shall be a clarification or an interpretation of the Contract Documents; the reply is not an authorization of change in the Contract Sum or Time.
  - 4. Such written interpretation or clarification will be binding on Contractor and City. If Contractor believes that a written interpretation or clarification justifies an adjustment in the Contract Sum or Time, then Contractor shall make a written claim therefore as provided in Paragraph 6.03, Change Order Requests and Proposed Change Orders, of the General Conditions.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION