

## **SECTION 01 31 00**

### **PROJECT MANAGEMENT AND COORDINATION**

#### **PART 1 – GENERAL**

##### **1.01 SUMMARY**

- A. This Specification Section establishes the Contractor's Project Management and Coordination responsibilities.
- B. Related Sections include:
  - 1. Section 01 31 19 – Project Meetings
  - 2. Section 01 32 16 – Construction Progress Schedule
  - 3. Section 01 33 00 – Submittal Procedures
  - 4. Section 01 78 39 – Project Record Documents

##### **1.02 PROJECT MANAGEMENT**

- A. During the term of this Contract the Contractor shall maintain a management team which consists, at a minimum, of a Project Manager and Project Superintendent.
- B. The Contractor's Project Manager shall be the duly authorized representative of the Contractor on the Project. The Project Manager shall be authorized to sign all project documents. The Contractor shall provide a description of the role and responsibilities of the Project Manager.
- C. The Contractor's Superintendent shall be responsible for the daily management of the project activities and shall be full time at the Project site. The Contractor shall provide a description of the role and responsibilities of the Project Superintendent.
- D. Depending on the size and complexity of the project, the Contractor shall maintain a management team, including the following functions:
  - 1. Quality Control
  - 2. Site Safety
  - 3. Testing Coordination
  - 4. Scheduling
- E. The Contractor shall demonstrate to the City the qualifications and relative experience for each person charged with the above responsibilities. Refer to the appropriate specification sections for a description of the rules, responsibilities and minimum qualifications for these individuals.

### **1.03 GENERAL COORDINATION**

- A. Contractor shall be responsible for all project coordination. The Contractor shall coordinate the work to complete it in accordance with the Contract requirements including:
  - 1. Coordinate the work of Contractor's employees and subcontractors to assure compliance with the schedule.
  - 2. Coordinate the work with the City Representative to minimize impact on City's operations.
  - 3. Coordinate work with utility companies and other contractors on site and adjacent to site through the City Representative.
  - 4. Coordinate work with the oversight of the appropriate regulatory or permitting agencies. Discuss coordination plans with the City Representative prior to execution to determine if coordination will be performed through the City Representative.
- B. Coordinate scheduling, submittals, and work of various sections to assure efficient and orderly sequence of installation of interdependent construction elements.
- C. Verify that utility requirement characteristics of operation equipment are compatible with building utilities. Coordinate work of various specification sections, subcontractors, suppliers and trades having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.

### **1.04 DUTIES OF CONTRACTOR'S MANAGEMENT TEAM**

- A. Contractor's Project Management responsibilities extend to the completion of the Project in accordance with the Contract but shall include, but not be limited to the following:
- B. Communications with the City Representative, including:
  - 1. Notices of Delay
  - 2. Notices of differing site conditions
  - 3. Contract changes
- C. Maintain approved Construction Schedule as required by the Contract
  - 1. Provide "Three weeks look ahead" schedules
    - a. The schedule shall be prepared in the form of a bar chart breaking down activities on the schedule into subtasks. Subtasks shall identify related activity on the construction schedule and responsibility for completion of the subtask.
    - b. Notify the City Representative in writing of any deviation from the plan, within 24 hours of said deviation.
    - c. Indicate inspections by the Contractor Quality Control, City Representative or regulatory agencies.

2. Update CPM Baseline Schedule:
  - a. Identify potential Variances between schedule and probable dates for each activity.
  - b. Take corrective action to meet the required completion dates.
  - c. Document changes in schedule and submit these changes to the City Representative and to subcontractors and suppliers involved. Contractor should submit any changes in the Baseline schedule to the City Representative for review.
  - d. Verify that labor and equipment are adequate to complete work within the time allowed.
  - e. Verify that product procurement is adequate to complete work in time allowed.
  - f. Report problems with recommendations for correction to the City Representative.
- D. Coordinate shop work with site work.
- E. Maintain site safety including public safety and control of traffic.
  1. Secure from the general public all construction areas which could endanger their safety.
  2. Maintain safe access to public areas.
- F. Daily monitor site clean-up and security.
- G. Obtain all necessary permits.
- H. Maintain reports and records at the jobsite and make them available to the City Representative.
- I. Daily Log of progress of the work.
- J. Implement a Quality Control Plan as required by the Contract.
- K. Records to include but not be limited to:
  1. Correspondence to and from the City Representative.
  2. Request for Information
  3. Monthly Updated Construction Drawings.
  4. Contracts, subcontracts and Purchase Orders.
  5. Permits.
  6. Materials and Equipment records.
  7. Submittals.
  8. Manufacturer's instructions.
  9. Certificates of Compliance.
  10. Test procedures, records and reports.
  11. Obtain information from subcontractors and maintain a file of record documents.

- L. Conduct Safety Meetings in accordance with Section 00 73 19.
- M. Maintain at the place of fabrication or manufacture, and make available to the City Representative, record copies of all submittals, including shop drawings and product data, certificates of compliance, and shop test reports pertaining to the manufacture and fabrication.
- N. Coordinate and arrange for locating and identifying unknown utilities and providing protection of utility facilities, and relocation, connection and installation of utilities. If during the course of the work, an unexpected or unidentified utility interference is discovered, the Contractor shall immediately call this fact to the attention of the City Representative.
- O. Contractor shall coordinate with the City Representative to minimize conflict with and to facilitate ongoing system operations.
- P. Mobilize and direct workers and equipment as needed for emergency work.
- Q. Maintain cost accounting records for work authorized under unit cost force account or other approved basis requiring accounting records.

#### **1.05 UTILITY COORDINATION**

The Contractor shall:

- A. Notify Underground Service Alert (U.S.A.), 4090 Nelson Avenue, Suite A, Concord, CA 94520, (800) 227-2600, after award of the contract so that utility companies and City departments having underground or infrastructure utilities may be advised of the Work and may field mark or otherwise protect and warn Contractor of their utility lines.
- B. Notify the San Francisco Fire Department, 2245 Jerrold Avenue, San Francisco, CA 94124, (415) 558-3557, Attention Mr. Bill Gunn, Facsimile (415) 647-8502, to have their facilities field marked.
- C. Notify the San Francisco Street Lighting Department, Attention Mr. Rod Clavel at (415) 554-1843 or Mr. Robert Kawano at (415) 495-5576, to have their facilities field marked.
- D. The contractor shall notify SFPUC inspector Mike Hou at (415) 254-4846 three days before starting any excavation in the street including pot holing.
- E. Perform utility work and protection in accordance with the requirements of Section 01 71 33 - Protection of Adjacent Construction.

- F. Unless otherwise specified or agreed to in writing by the City, the cost of temporary protection and relocation of interfering conduits, pipes, and similar utility lines required to perform the Work shall be considered as incidental to the appurtenant items of work.

## **1.06 REQUEST FOR INFORMATION (RFI)**

- A. The Contractor shall review Contract Documents a minimum of thirty (30) calendar days in advance of the work to be executed, and to request 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, as well as any consequential work affected by the information requested.
- B. RFI Submittal Requirements:
1. Separate submittals of RFIs should be used for separate topics.
  2. All information required by the RFI transmittal form shall be provided by the Contractor.
  3. If the City requires more than 10 working days to review an RFI, the City Representative will inform Contractor and request additional time to prepare the reply. Contractor shall cooperate and agree to a reasonable time extension.
  4. An RFI shall be rejected if the City Representative determines it is not in compliance with the requirements of the Contract.
  5. The City's response to an RFI may be in the form of a Clarification or Field Order.
  6. The completed transmittal form with all attachments shall be the written record of each RFI.
- C. Uses of RFI's:
1. The RFI shall be used for interpretation or clarification of the Contract Documents only.
  2. The RFI form shall not be used for the following. The City will not reply and will reject the RFI:
    - a. Substitution of or deviation/variance from contract work.
    - b. Questions relating to construction means, methods, techniques, sequences, procedures or safety precautions.
    - c. Questions relating to construction schedule, coordination between trades, or division of work among subcontractors.
    - 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 or calculated from the information contained in the Contract Documents.

- f. Confirmation of interpretations or clarifications previously provided by the City.
- g. Interpretations or clarifications of the Contract Documents, which can reasonably be derived from a review of the Contract Documents.

#### **1.07 PROJECT-SPECIFIC REQUIREMENTS**

The Contractor will be charged at the regular rates for all water used for testing, chlorination, flushing, jetting and all other water necessary to complete the contract work. The charges for water usage and the cost of any required meter repairs will be deducted from any Moneys due the Contractor at the time of final payment.

**PART 2 – PRODUCTS (Not Used)**

**PART 3 – EXECUTION (Not Used)**

**END OF SECTION**