SECTION 01 31 00

**PROJECT MANAGEMENT AND COORDINATION**

PART 1 - GENERAL

1.01 MULTIPLE CONTRACTOR COORDINATION

1. The Lead Prime Contractor shall coordinate all work on the project with and by the other Separate Prime Contractors.

1. The Lead Prime Contractor shall coordinate construction operations that are dependent upon each other for proper installation, connection, and operation to ensure efficient and orderly installation of each and all parts of the work. Where installation of one part of the work is dependent on installation of other work or components, either before or after its own installation, the Lead Prime Contractor shall schedule construction activities in the sequence required to obtain the best results.
2. Where availability of space is limited, the Lead Prime Contractor shall coordinate the installation of different work and components to assure maximum accessibility for required construction or installation, and for any required maintenance, service, and repair. The Lead Prime Contractor shall ensure adequate provisions are made to accommodate items scheduled for later installation.
3. Each Separate Prime Contractor shall be responsible for installing or connecting certain items that will be furnished by other Separate Prime contractors and bear a direct relationship to the installing contractor’s work. Such items of work include, but are not limited to, through-wall louvers and grills, flashings for floor drains, flashing for vent pipes, access panels, connections for electric motors and devices, and work of similar nature.
4. The Lead Prime Contractor shall coordinate with each Separate Prime Contractor all testing on the project.
5. The Lead Prime Contractor shall coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the work. Such administrative activities include, but are not limited to, the preparation of schedules, the installation and removal of temporary facilities, and Project close-out activities.
6. When necessary, the Lead Prime Contractor shall schedule and chair meetings, and prepare memoranda for distribution to each party involved, required for coordination of the work by Separate Prime Contractors.

1.02 PROJECT COORDINATION

1. Within 7 days after notice to proceed, each Separate Prime Contractor shall submit to the University and to all other Separate Prime Contractors the contractor's principal staff assignments. The list should include the superintendent and all other management and supervisory personnel in attendance at the site, and at least one primary responsible point of contact at the Contractor’s home office. The information on the list shall include each individual’s duties and responsibilities, their address, and their telephone number(s).
2. All Separate Prime Contractors shall coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Salvage of all materials and equipment involved in the performance of, but not actually incorporated in, the work shall be maximized.

C. Each Separate prime Contractor shall supervise its own construction activities to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to the following:

1. excessively high or low temperatures or humidity

2. thermal shock

3. water or ice

4. heavy traffic

5. soiling, staining, and corrosion

6. misalignment

7. excessive weathering

8. unprotected storage

9. improper shipping or handling

10. theft or vandalism

1. Each Separate Prime Contractor shall, during handling and installation, clean and protect construction in progress and adjoining materials in place. Protective coverings shall be applied where required to ensure protection from damage or deterioration at substantial completion.
2. Each Separate Prime Contractor shall clean and maintain completed construction as frequently as necessary through the remainder of the construction period. Operable components shall be adjusted and lubricated to ensure operability without damaging effects.

1.03 COORDINATION DRAWINGS

1. Coordination Drawings serve to coordinate the Work in an area where two or more Separate Prime Contractors have Work, or in an area that has limited space for the installation of various components and systems. Coordination Drawings show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or function as intended, or that show sequences and relationships of separate components to avoid conflicts in use of space.
2. Coordination Drawings are a special type of Shop Drawing, and shall be prepared, formatted, and processed in accordance with the requirements for Shop Drawings in Specification Section 013300, Submittal Procedures.
3. Refer to Technical Specification sections for specific Coordination Drawing requirements for mechanical and electrical installations. Other Technical Specifications sections may also identify requirements for Coordination Drawings.

1.04 PROJECT WEB SITE

*[---If an automated or web-based project management, construction management, reporting, or file management solution is being used, provide the requirements and information needed by the Contractor.---]*

1.05 DAILY REPORTS

1. Each Separate Prime Contractor shall submit a Daily Report for each day of the Contract duration. A Daily Report shall be submitted for each non-work day, and it shall indicate that no work took place.
2. Daily Reports are a submittal that shall be provided on a daily basis, not later than the close of business of the Monday following the work week for the Daily Reports.
3. Submittal Procedures (Paragraph 1.03) and Review and Disposition of Submittals (Paragraph 1.04) are not required for Daily Reports. Daily Reports shall be submitted directly to the University, with copies submitted to the Professional. The University will review Daily Reports upon receipt, and will notify the Contractor only if there any problems.
4. The Daily Report shall contain, at least, the following information concerning activities at the Project:

1. List of subcontractors at the site

2. Approximate count of personnel at the site

3. Key equipment utilized on site

4. Activities (keyed to Project Schedule) taking place at the site

5. Delivery of key materials and equipment to be installed

6. High and low temperatures, general weather conditions

7. Accidents and unusual events

8. Meetings and significant decisions

9. Stoppages, delays, shortages, losses

10. Meter readings and similar recordings

11. Emergency procedures

12. Orders and requests from the University, its agents, and other authorities

13. Change Orders received, implemented

14. Any changed, unknown, or concealed conditions encountered

15. Any disputes or differences that may arise to a dispute

16. Services connected, disconnected

17. Equipment or system tests and start‑ups

18. Partial Completions, occupancies

19. Substantial Completions authorized

1. The Contractor may use his own forms or format for the Daily Report, but it must contain the information listed above.
2. Daily Reports shall include information for all subcontractors working for the Prime Contractor. The Prime Contractor has the option of requiring his subcontractors to submit Daily Reports on their own activities, and those may be attached to the Prime Contractor's Daily Report.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 01 31 00