

Section 01310**COORDINATION AND MEETINGS****1.0 GENERAL****1.01 SECTION INCLUDES**

- A Section includes general coordination including Preconstruction Conference, Site Mobilization Conference, and Progress Meetings.
- B References to Technical Specifications:
 - 1. Section 01100 – Summary of Work

1.02 RELATED DOCUMENTS

- A Coordination is required throughout the documents. Refer to all of the Contract Documents and coordinate as necessary.

1.03 ENGINEER AND REPRESENTATIVES

- A The Engineer may act directly or through designated representatives as defined in Section 00700 – General Conditions of Agreement, 1.01 “Owner, Contractor, and Engineer”, and as identified by name at the Preconstruction Conference.

1.04 CONTRACTOR COORDINATION

- A Coordinate scheduling, submittals, and work of the various Technical Specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- B Coordinate completion and clean up of the Work for Substantial Completion and for portions of the Work designated for Owner's partial occupancy.
- C Coordinate access to Project Site for correction of nonconforming work to minimize disruption of Owner's activities where Owner is in partial occupancy.

1.05 PRECONSTRUCTION CONFERENCE

- A Engineer will schedule a Preconstruction Conference.
- B Attendance Required: Engineer's representatives, Consultants, Contractor, and major Subcontractors.
- C Agenda:
 - 1. Distribution of Contract Documents.
 - 2. Designation of personnel representing the parties to the Contract, and the Consultant.
 - 3. Review of insurance.

4. Discussion of formats proposed by the Contractor for Schedule of Values, and Construction Schedule.
5. Discussion of required Submittals, including, but not limited to, Work Plans, Traffic Control Plans, Safety Programs, Construction Photographs.
6. Procedures and processing of Shop Drawings and other submittals, substitutions, Applications for Payment, Requests for Information, Request for Proposal, Change Orders, and Contract Closeout.
7. Scheduling of the Work and coordination with other contractors.
8. Review of Subcontractors.
9. Appropriate agenda items listed in this Section, 1.06 "Site Mobilization Conference", when Preconstruction Conference and Site Mobilization Conference are combined.
10. Procedures for testing.
11. Procedures for maintaining Project Record Documents.
12. Designation of the individual authorized to execute change documents and their responsibilities.
13. Discussion of requirements of a Trench Safety Program.

1.06 SITE MOBILIZATION CONFERENCE

- A When required by Section 01100 – Summary of Work, Engineer will schedule a Site Mobilization Conference at the Project Site prior to Contractor occupancy.
- B Attendance Required: Engineer representatives, Consultants, Contractor's Superintendent, and major Subcontractors.
- C Agenda:
1. Use of premises by Owner and Contractor
 2. Safety and first aid procedures
 3. Construction controls provided by Owner
 4. Temporary utilities
 5. Survey and layout
 6. Security and housekeeping procedures

1.07 PROGRESS MEETINGS

- A Progress Meetings shall be held at Project Site or other location as designated by the Engineer. Meeting shall be held at monthly intervals, or more frequent intervals if directed by Engineer.
- B Attendance Required: Job superintendent, major Subcontractors and suppliers, Engineer representatives, and Consultants as appropriate to agenda topics for each meeting.
- C Engineer or City's representative will make arrangements for meetings, and recording minutes.
- D Engineer or City's representative will prepare the agenda and preside at meetings.

- E Contractor shall provide required information and be prepared to discuss each agenda item.

- F Agenda:
 - 1. Review minutes of previous meeting.
 - 2. Review of Construction Schedule, Applications for Payment, payroll and compliance submittals.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems which impede planned progress.
 - 5. Review of Submittal Schedule and status of submittals.
 - 6. Review status of Requests for Information, Requests for Proposal.
 - 7. Review status of Change Orders.
 - 8. Review of off-site fabrication and delivery schedules.
 - 9. Maintenance of updates to Construction Schedule.
 - 10. Corrective measures to regain projected schedules.
 - 11. Planned progress during succeeding work period.
 - 12. Coordination of projected progress.
 - 13. Maintenance of quality and work standards.
 - 14. Effect of proposed changes on Construction Schedule and coordination.
 - 15. Other items relating to the Work.

2.0 PRODUCTS - Not Used

3.0 EXECUTION - Not Used

END OF SECTION