

SECTION 01041 PROJECT COORDINATION

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Engineer will coordinate the work between Prime Contractors as required.
- B. [The] [Each Prime] Contractor shall:
 - 1. Coordinate work of his [own] employees and subcontractors.
 - 2. Expedite his work to assure compliance with schedules.
 - 3. [Coordinate his work with that of other Prime Contractors and work by Owner.]
 - 4. Comply with orders and instructions of Engineer.

1.2 RELATED REQUIREMENTS

- A. Section 01152: Applications for Payment.
- B. Section 01200: Project Meetings.
- C. Section 01310: Construction Schedules.
- D. Section 01340: Shop Drawings, Product Data and Samples.
- E. Section 01700: Contract Closeout.

1.3 CONSTRUCTION ORGANIZATION AND START-UP

- A. Engineer shall establish on-site lines of authority and communications:
 - 1. Schedule and conduct pre-construction meeting and progress meetings as specified in Section.
 - 2. Establish procedures for [intra-project communications]:
 - a. Submittals
 - b. Reports and records
 - c. Recommendations
 - d. Coordination of drawings
 - e. Schedules
 - f. Resolution of conflicts
 - 3. Interpret Contract Documents:

- a. Transmit written interpretations to [Prime] Contractors, and to other concerned parties.
- 4. Assist in obtaining permits and approvals:
 - a. Verify that contractor[s] and subcontractors have obtained inspections for Work and for temporary facilities.
- 5. Control the use of Site:
 - a. Allocate space for [each Prime] Contractor's use for field offices, sheds, and work and storage areas.
- 6. Inspection and Testing:
 - a. Inspect work to assure performance in accord with requirements of Contract Documents.
 - b. Administer special testing and inspections of suspect Work.
 - c. Reject Work which does not comply with requirements of Contract Documents.

1.4 CONTRACTOR'S DUTIES

A. Construction Schedules:

- 1. Prepare a detailed schedule of basic operations.
- 2. Monitor schedules as work progresses:
 - a. Identify potential variances between scheduled and probable completion dates or each phase.
 - b. Recommend to Owner adjustments in schedule to meet required completion dates.
 - c. Document changes in schedule; submit to Owner, Engineer and to involved subcontractors.
- 3. Observe work of each subcontractor to monitor compliance with schedule.
 - a. Verify that labor and equipment are adequate for the work and the schedule.
 - b. Verify that product procurement schedules are adequate.
 - c. Verify that product deliveries are adequate to maintain schedule.
 - d. Report noncompliance to Engineer, with recommendation for changes.

B. Process Shop Drawings, Product Data and Samples:

- 1. Prior to submittal to Engineer, review for compliance with Contract Documents:
 - a. Field dimensions and clearance dimensions.
 - b. Relation to available space.
 - c. Effect of any changes on the work of any subcontractor.

- C. Prepare Coordination Drawings as required to resolve conflicts and to assure coordination of the work of, or affected by, mechanical and electrical trades, or by special equipment requirements.
 - 1. Submit to Engineer.
 - 2. Reproduce and distribute copies to concerned parties after Engineer review.
- D. Maintain Reports and Records at Job Site, available to Engineer and Owner.
 - 1. Daily log of progress of work.
 - 2. Records
 - a. Contracts
 - b. Purchase orders
 - c. Materials and equipment records
 - d. Applicable handbooks, codes and standards
 - 3. Maintain file of record documents

1.5 CONTRACTOR'S CLOSE-OUT DUTIES

- A. At completion of Work, conduct an inspection to assure that:
 - 1. Specified cleaning has been accomplished.
 - 2. Temporary facilities have been removed from site.
- B. Substantial Completion:
 - 1. Conduct an inspection to develop a list of Work to be completed or corrected.
 - 2. Assist Engineer in inspection.
 - 3. Supervise correction and completion of work of subcontractors.

1.6 ENGINEER'S CLOSE-OUT DUTIES

- A. Final Completion:
 - 1. When [each] Contractor determines that Work is finally complete, conduct an inspection to verify completion of Work.
- B. Administration of Contract closeout:
 - 1. Receive and review contractor's final submittals.
 - 2. Transmit to Owner with recommendations for action.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION 01041

