

SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating design and construction operations on Project including, but not limited to, the following:
 - 1. Document Control Software.
 - 2. General coordination procedures.
 - 3. Administrative and supervisory personnel.
 - 4. Coordination drawings.
 - 5. Requests for Information (RFIs).
 - 6. Project meetings.
- B. Related Requirements:
 - 1. Section **013203** "Construction Progress Documentation" for preparing and submitting Design-Build Entity's construction schedule.
 - 2. Section 01 39 00 "Project Forms" for applicable project forms.
 - 3. Section 01 73 00 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 4. Section 01 74 719 "Construction Site Waste Management" for procedures for managing construction waste materials.
 - 5. Section 01 77 00 "Closeout Procedures" for coordinating closeout of the Contract.
 - 6. Section 01 91 13 "General Commissioning Requirements" for coordinating the Work with District's Commissioning Authority.

1.3 DEFINITIONS

- A. RFI: Request from Design-Build Entity seeking information required by or clarifications of the Contract Documents.
- B. Document Control Software: The District has implemented a computerized web-accessed document management and control system for the Project referred to herein as Document Control Software. Use this system for all Project Submittals and RFI's.

The District will provide Design-Build Entity personnel with access, support, and training in the use of the Document Control Software at no cost to the Design-Build Entity.

The Document Control Software includes the following functions:

- 1. Project directory;
- 2. Project correspondence;

3. Meeting minutes;
4. Contract modification forms and logs;
5. RFI forms and logs;
6. Task and issue management;
7. Photo documentation;
8. Schedule and calendar management;
9. Submittal forms and logs;
10. Payment application forms;
11. Drawing and specification document hosting, viewing, and updating;
12. Online document collaboration;
13. Reminder and tracking functions;
14. Archiving functions.

1.4 INFORMATIONAL SUBMITTALS

- A. Key Personnel Names: Within ten (10) days of receipt of the Notice To Proceed (NTP), submit a list of key personnel assignments, including design professionals and construction personnel. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.
 1. Post copies of list in project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

1.5 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate design and construction operations included in different Sections of the Specifications to ensure efficient and orderly progress of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
 1. See the RFP Attachments A1, A2 and A3, for additional coordination requirements.
 2. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 3. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 4. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 1. Prepare similar memoranda for District and separate Design-Build Entitys if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities, including those of the District and separate Design-Build Entitys, to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 1. Preparation of Design-Build Entity's design and construction schedule.

2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as District's property.
 2. Coordinate management and recycling of solid waste generated from construction activities. Refer to Section 01 74 19 "Construction Site Waste Management" for tracking, management and recycling requirements for construction activities related waste.

1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Indicate functional and spatial relationships of components of Criteria Architectural, structural, civil, and electrical systems.
 - c. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
 - d. Indicate required installation sequences.
 - e. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Criteria Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show Criteria Architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
 2. Structural Penetrations: Indicate penetrations and openings required for all disciplines.

3. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inches in diameter and larger.
 - b. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
 - c. Location of pull boxes and junction boxes, dimensioned from column center lines.
4. Review: Criteria Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Design-Build Entity's responsibility. If Criteria Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Criteria Architect will so inform Design-Build Entity, who shall make changes as directed and resubmit.
5. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 01 33 00 "Submittal Procedures."

1.7 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, prepare and submit an RFI using the District's Document Control Software. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Design-Build Entity's work or work of subcontractors.
 1. Design Phase.
 - a. Immediately notify the District Representative, Project Inspector, Project Manager, Criteria Architect, and Document Controls Specialist of all RFIs submitted.
 - b. Criteria Architect will return RFIs submitted by other entities controlled by Design-Build Entity with no response.
 2. Construction Phase.
 - a. DBE to review all construction phase RFI's and attempt to answer them prior to sending to Criteria Architect for review.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 1. Project name.
 2. RFI number, numbered sequentially (for revised RFIs, keep the original RFI number, but add an R1, R2, etc. as a suffix.)
 3. Date of RFI Question.
 4. Name of Design-Build Entity, as well as name of individual from Design-Build Entity submitting the RFI.
 5. Name of Criteria Architect.
 6. RFI subject.
 7. Detailed description of item needing information or interpretation.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Design-Build Entity's suggested resolution, if any. If Design-Build Entity's suggested resolution impacts the Contract Time or the Contract Sum, Design-Build Entity shall state impact in the RFI.
 12. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected

materials, assemblies, and attachments on attached sketches.

- C. RFI Forms: See Section 01 39 00 "Project Forms" for RFI form. This form will be generated electronically by the Document Control Software from the Design-Build Entity's input data.
 - D. Criteria Architect's Action: Criteria Architect will review each RFI, determine action required, and respond. Allow five (5) working days for Criteria Architect's response for each RFI. RFIs received by Criteria Architect after 1:00 p.m. will be considered as received the following working day. Incomplete RFIs or inaccurately prepared RFIs will be returned without action.
1. RFIs will be returned without action if they are used for any purpose other than a request for information. Such uses may include, but are not limited to the following:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Design-Build Entity's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Criteria Architect's actions on submittals.
 2. Criteria Architect's action may include a request for additional information, in which case Criteria Architect's time for response will date from time of receipt of additional information.
- E. RFI Log: The Document Control Software will generate an RFI Log. The Log will be brought to each Project meeting by the District Representative.

1.8 PROJECT MEETINGS

- A. General: Attend all project meetings.
 1. Design Phase. See RFP Attachment A3 for information on design phase meetings.
 2. Construction Phase
 - a. District Representative will schedule and conduct meetings and conferences at Project site unless otherwise indicated.
 - b. Attendees: District Representative will inform participants and others involved, and individuals whose presence is required, of date and time of each meeting.
 - c. Minutes: District Representative will record meeting results.
- B. Preconstruction Conference: District Representative will schedule a preconstruction conference before starting construction, at a time convenient to District, prior to site mobilization.
 1. District Representative will conduct the conference to review responsibilities and personnel assignments.
 2. Attendees: Authorized representatives of District, District's Commissioning Authority, Criteria Architect, and their consultants; Design-Build Entity and its superintendent; major subDesign-Build Entity; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

3. Agenda: Discuss items of significance that could affect progress. Agenda may include, but is not limited to, the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Lines of communications.
 - f. Procedures for processing field decisions and Change Orders.
 - g. Procedures for RFIs.
 - h. Procedures for testing and inspecting.
 - i. Procedures for processing Applications for Payment.
 - j. Distribution of the Contract Documents.
 - k. Submittal procedures.
 - l. Commissioning requirements and procedures.
 - m. Indoor environmental air quality management during construction.
 - n. Preparation of record documents.
 - o. Use of the premises and existing buildings.
 - p. Work restrictions.
 - q. Working hours.
 - r. District's occupancy requirements.
 - s. Responsibility for temporary facilities and controls.
 - t. Procedures for moisture and mold control.
 - u. Procedures for disruptions and shutdowns.
 - v. Construction waste management and recycling.
 - w. Parking availability.
 - x. Office, work, and storage areas.
 - y. Equipment deliveries and priorities.
 - z. First aid.
 - aa. Security.
 - bb. Progress cleaning.
 - cc. Request for Information procedures.
 - dd. Request for Substitution procedures.
 - ee. Use of District's Document Control Software for RFIs.
4. District Representative will record meeting results and distribute them to all parties in attendance within two (2) days of meeting.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Project Inspector of scheduled meeting dates.
 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Submittals
 - c. Options.
 - d. Related RFIs.
 - e. Related Change Orders.
 - f. Purchases.
 - g. Deliveries.
 - h. Review of mockups.

- i. Possible conflicts.
 - j. Compatibility requirements.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written instructions.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. Protection of construction and personnel.
 - z. Commissioning requirements and procedures.
 - aa. Indoor environmental air quality management during construction.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Project Closeout Conference: District Representative will schedule and conduct a project closeout conference, at a time convenient to District and Criteria Architect, but no later than thirty (30) days prior to the scheduled date of Substantial Completion.
1. Conference will be conducted to review requirements and responsibilities related to Project closeout.
2. Attendees: Authorized representatives of District, District's Commissioning Authority, Criteria Architect, and their consultants; Design-Build Entity and its superintendent; major subDesign-Build Entities; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Discuss items of significance that could affect or delay Project closeout including, but not limited to, the following:
- a. Preparation of record documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Submittal of written warranties.
 - d. Requirements for preparing operations and maintenance data.
 - e. Requirements for delivery of additional stock and spare parts.
 - f. Requirements for demonstration and training.
 - g. Commissioning requirements and procedures.
 - h. Preparation of Design-Build Entity's punch list.
 - i. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - j. Submittal procedures.
 - k. The District's partial occupancy requirements.
 - l. Responsibility for removing temporary facilities and controls.

4. Minutes: District Representative will record meeting results and distribute to all parties in attendance within two (2) days of meeting.
- E. Progress Meetings: District Representative will conduct Project Progress Meetings at weekly intervals. Project Progress Meetings are in addition to specific meetings held for other purposes, such as Schedule Review Meetings.
1. Attendees: In addition to representatives of District and Criteria Architect, each Design-Build Entity, Subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: District Representative will review minutes of previous progress meeting. District Representative will review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Schedule Updating: Revise Two Week Look-Ahead Schedule prior to each Progress Meeting. Send (by Email) the revised Two Week Look-Ahead Schedule to the District Representative no later than 24 hours before the next Progress Meeting. The Two Week Look-Ahead Schedule shall be submitted in PDF electronic file format using computer software acceptable to District Representative.
 - b. Review present and future needs of each entity present including, but not limited to, the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Progress cleaning.
 - 11) Quality and work standards.
 - 12) Status of correction of deficient items.
 - 13) Field observations.
 - 14) Status of RFIs.
 - 15) Status of proposal requests.
 - 16) Pending changes.
 - 17) Status of Change Orders.
 - 18) Documentation of information for payment requests.
3. Minutes: District Representative will record meeting results and distribute to all parties in attendance within two (2) days of the meeting.
- F. Monthly Schedule Review Meetings: See Section 013203 "Construction Progress Documentation."

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00

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