

SECTION 01040

COORDINATION AND MEETINGS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Section includes general coordination including preconstruction conference, and progress meetings.

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 Owner's Representative may act directly and is identified by name at the preconstruction conference.

1.04 CONTRACTOR COORDINATION

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

1.05 PRECONSTRUCTION CONFERENCE

- A. Owner's Representative will schedule a preconstruction conference.
- B. Attendance Required: Owner's Representatives, Consultants, Contractor, and major Subcontractors.
- C. Agenda:
  - 1. Distribution of Contract Documents

2. Designation of personnel representing the parties in Contract, and the Consultant.
3. Review of insurance
4. Discussion of formats proposed by the Contractor for schedule of values, and construction schedule
5. Procedures and processing of shop drawings and other submittals, substitutions, pay estimates or applications for payment, Requests for Information, Request for Proposal, Change Orders, and Contract closeout
6. Scheduling of the Work and coordination with other contractors
7. Review of Subcontractors and Suppliers
8. Procedures for testing
9. Procedures for maintaining record documents
10. Owner's requirements
11. Construction Schedule
12. Storm Water Pollution Prevention Plan
13. Submittals and TPDES Requirements
14. Use of premises by Owner and Contractor
15. Safety and first aid procedures
16. Construction controls provided by Owner
17. Temporary utilities
18. Survey and layout
19. Security and housekeeping procedures

1.06 PROGRESS MEETINGS

- A. Project meetings shall be held at Project field office or other location as designated by the Owner's Representative. Meeting shall be held at monthly intervals, or more frequent intervals if directed by Owner's Representative.

- B. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner's representatives, and Consultants as appropriate to agenda topics for each meeting.
- C. Owner or his representative will make arrangements for meetings, and recording minutes.
- D. Owner or his 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 meetings
  - 2. Review of Work progress schedule submittal, and pay estimates, payroll and compliance submittals
  - 3. Field observations, problems, and decisions
  - 4. Identification of problems which impede planned progress
  - 5. Review of submittals schedule and status of submittals
  - 6. Review of Request for Information and Request for Proposal status
  - 7. Change order status
  - 8. Review of off-site fabrication and delivery schedules
  - 9. Maintenance of progress 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 progress schedule and coordination
  - 15. Other items relating to Work

PART 2 PRODUCTS - NOT USED

PART 3      EXECUTION - NOT USED

END OF SECTION