

**SECTION 01 31 00
PROJECT MANAGEMENT AND COORDINATION**

PART 1 GENERAL

1.1 SECTION INCLUDES:

- A. Coordination and project conditions
- B. Field engineering
- C. Preconstruction meeting
- D. Site mobilization meeting
- E. Progress meetings
- F. Pre-installation meetings
- G. Alteration project procedures

1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate the scheduling, submittals, and Work to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify utility company requirements and characteristics of operating equipment are compatible with building utilities.
 - 1. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical work as indicated diagrammatically on Drawings.
 - 1. Require coordination drawings from each trade identifying routing of work, openings required in or under structure and possible conflicts.
 - 2. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with line of building.
 - 3. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas, except as otherwise indicated, conceal pipes, ducts, and wiring within the construction.
 - 1. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean up of Work of separate sections in preparation for Substantial Completion and for portions of Work designated for Owner's partial occupancy.
- F. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.
- G. Owner will not consider change orders for extra work required by the Contractor due to poor coordination by the Contractor.
- H. Coordinate scheduling of Contractor Startups, submission of Operations & Maintenance Manuals, Commissioning System Readiness Checklists, Functional Performance Testing, Owner's Training, and Demonstration with the Commissioning Authority.

1.3 FIELD ENGINEERING

- A. Employ a Land Surveyor registered in the State of Florida and acceptable to the Architect and Owner.
- B. Contractor shall locate and protect survey control and reference points.
- C. Control datum for survey is that established by Owner provided survey.

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- D. Verify setbacks and easements; confirm drawing dimensions and elevations.
- E. Provide field-engineering services.
 - 1. Establish elevations, lines, and levels, utilizing recognized engineering survey practices.
- F. Submit a copy of site drawing and certificate signed by the Land Surveyor that the elevations and locations of the Work are in conformance with the Contract Documents.

1.4 PRECONSTRUCTION MEETING

- A. Owner will schedule a conference after Notice to Proceed.
- B. Attendance required by the Owner, Architect, Commissioning Authority, and Contractor.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement, if not executed
 - 2. Submission of executed bonds and insurance certificates
 - 3. Distribution of Contract Documents
 - 4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule
 - 5. Designation of personnel representing the parties in Contract, and the Architect
 - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders and Contract closeout procedures
 - 7. Scheduling
 - 8. Scheduling activities of a Geotechnical Engineer
 - 9. Overview of Commissioning requirements
- D. Architect to record minutes and distribute copies within two days after meeting to Owner, participants, and those affected by decisions made.

1.5 SITE MOBILIZATION MEETING

- A. Owner will schedule a meeting at the Project site prior to Contractor occupancy.
- B. Attendance required by the Owner, Architect, Special Consultants, Commissioning Authority, Specialty Contractors, and Contractor, Contractor's Superintendent, and major Subcontractors.
- C. Agenda:
 - 1. Use of premises by Owner and Contractor
 - 2. Owner's requirements and partial occupancy
 - 3. Construction facilities and controls provided by Owner
 - 4. Temporary utilities provided by Owner
 - 5. Survey and building layout
 - 6. Security and housekeeping procedures
 - 7. Schedules
 - 8. Application for payment procedures
 - 9. Procedures for testing and Commissioning
 - 10. Procedures for maintaining record documents
 - 11. Requirements for start-up of equipment
 - 12. Inspection and acceptance of equipment put into service during construction period
- D. Architect to record minutes and distribute copies within two days after meeting to Owner, participants, and those affected by decisions made.

1.6 PROGRESS MEETINGS

- A. Architect shall schedule and administer meetings throughout progress of the work at maximum monthly intervals.
 - 1. Arrange for meetings, prepare agenda with copies for participants, and preside at meetings.

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- B. Attendance Required Job superintendent, major Subcontractors and suppliers if requested, Owner, Architect, as appropriate to agenda topics for each meeting.
 - C. Agenda:
 - 1. Review minutes of previous meetings
 - 2. Review of Work progress
 - 3. Field observations, problems, and decisions
 - 4. Identification of problems that impede planned progress
 - 5. Review of submittals schedule and status of submittals
 - 6. Review of off-site fabrication and delivery schedules
 - 7. Maintenance of progress schedule
 - 8. Review updates to As-Built drawings per work accomplished.
 - 9. Corrective measures to regain projected schedules
 - 10. Planned progress during succeeding work period
 - 11. Coordination of projected progress
 - 12. Maintenance of quality and work standards
 - 13. Effect of proposed changes on progress schedule and coordination
 - 14. Other business relating to work
 - 15. Commissioning related issues (at designated meetings)
 - D. Architect to record minutes and distribute copies within two days after meeting to Owner, participants, and those affected by decisions made.
- 1.7 PREINSTALLATION MEETING
- A. When required in individual specification section, convene a pre-installation meeting at the site prior to commencing work of the section.
 - B. Require attendance of parties directly affecting, or affected by, work of the specific section.
 - C. Notify Owner, Commissioning Authority, and Architect five working days in advance of meeting date.
 - D. Prepare agenda and preside at meeting:
 - 1. Review conditions of installation, preparation and installation procedures.
 - 2. Review coordination with related work.
 - E. Architect to record minutes and distribute copies within two days after meeting to Owner, participants, and those affected by decisions made.
- 1.8 ALTERATION PROJECT PROCEDURES
- A. Materials: As specified in Product sections match existing Products and work for patching and extending work.
 - B. Employ skilled and experienced installer to perform alteration work.
 - C. Close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity.
 - D. Remove, cut, and patch Work in a manner to minimize damage and to provide means of restoring Products and finishes to original or specified condition.
 - E. Refinish existing visible surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent finishes.
 - F. Where new Work abuts or aligns with existing, provide a smooth and even transition.
 - 1. Patch work to match existing adjacent work in texture and appearance.
 - G. When finished surfaces are cut so that a smooth transition with new Work is not possible, terminate existing surface along a straight line at a natural line of division and submit recommendation to the Architect for review.

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- H. Where a change of plane of 1/4" or more occurs, submit recommendation for providing a smooth transition to Architect for review.
- I. Patch or replace portions of existing surfaces, damaged, lifted, discolored, or showing other imperfections.
- J. Finish surfaces as specified in individual Product sections.

PART 2 PRODUCTS

2.1 NOT USED

PART 3 EXECUTION

3.1 NOT USED

END OF SECTION