Remember to turn on hidden text so that you can see any helpful information that may be a part of this section. You can print hidden text as well if it is desired without having to change it from ‘hidden’ to ‘visible’. Delete this comment once you have finished editing.

This section has been written to specify administrative and coordination expectations of the Contractor, Owner, and Consultant.

It is not meant for CM projects but may be edited for it.

It does not include documentation. Include Section 01 32 00 for photos and schedules.

Consider adding specific meetings to discuss Sustainability Certification, documentation, identification of problems, etc.

# General

## SECTION INCLUDES

### Coordination Work required for timely and synchronized progress of the Project.

### Scheduling, attendance, agenda

### Typical agendas for meetings.

### Procedures for Request for Information (RFI).

## RELATED SECTIONS

This article identifies significant associated specification sections that inter-rely with this section.

### Section 01 32 00 - Construction Progress Documentation.

### Section 01 33 00 - Submittal Procedures.

### [Section 01 74 19 – Construction and Waste Management.]

### Section 01 77 00 – Closeout Procedures.

### [Section 01 91 00 – Commissioning.]

## REGULAR SITE MEETINGS

### Schedule and administer project meetings throughout progress of the Work. Frequency, location and date of regular site meetings are to be established at the first meeting. The Contractor is responsible for taking and distributing minutes of site meetings.

Coordinate the following depending on amount(s) of work being completed under other contracts or by the Owner. .

## COORDINATION OF WORK WITH THE WORK BY OWNER OR OTHER CONTRACTORS

### Refer to the General Conditions and the Supplementary Conditions of the construction contract.

### Refer to Section 01 11 00 Summary of Work.

## ON-SITE DOCUMENTS

### Maintain at job site, one copy each of the following:

#### Issued for [Tender][Construction] Drawings and Specifications.

#### Reviewed shop drawings.

#### Reviewed samples.]

#### Change orders.

#### Other modifications to Contract.

#### Field test reports.

#### Copy of approved Work schedule.

#### Manufacturers' installation and application instructions.

The following item may be onerous.

#### Applicable current editions of municipal regulations and by-laws. Current building codes, complete with addenda bulletins applicable to the Place of the Work.]

#### Contract Administrators, Contractors, and Owners may each take some of the following tasks. Ramifications for the agenda and record of the meetings are possible. Discuss with the principle as to is best to take on each task and if warranted, also discuss with Owner.

## SUBMITTALS

Use either the first paragraph below or the remaining paragraphs.

### Prepare and issue submittals to Consultant for review.

### Submit completed, preliminary schedules for Shop Drawings, product data and samples as specified in Section 01 33 00 and technical sections for review for compliance with Contract Documents; for field dimensions and clearances, for relation to available space, and for relation to Work of other contracts. After review, revise and resubmit for transmittal to Consultant until Consultant is satisfied.

#### Preliminary schedule, as well as revised updated schedules, shall contain dates of anticipated submittal, number of anticipated days for review.

### Submit requests for payment for review, and for transmittal to Consultant.

### Process substitutions through Consultant. Note that substitutions will only be considered in accordance with Section 01 25 00.

### Deliver closeout submittals for review and preliminary inspections, for transmittal to Consultant.

Coordination drawings are those that are created by multiple sub contractors for the purposes of avoiding physical or other conflicts on site.

Carefully edit the following Article for applicability to project.

## COORDINATION DRAWINGS

### It is a requirement of the Contractor to coordinate the Work of this project.

### Provide coordinated shop drawings to the Consultant to show how Work is avoiding physical conflicts. If conflicts are shown to be unavoidable, request clarification from Consultant allowing plenty of time for response.

### Review and approve revised drawings for submittal to Consultant if required.

## CONSTRUCTION ORGANIZATION AND START-UP

### As soon as possible following the acceptance of the Contractor's bid, a first meeting will be set up in order to review the project requirements with all concerned and to turn over the site to the Contractor. The Contractor and key Subcontractors are required to attend the start-up meeting to be agreed to by Owner, Consultant, and Contractor.

### The start-up meeting is meant to review and discuss issues such as:

#### Project Context and Overview

#### Permits, Approval, and Inspection

#### UBC Shutdown and Service Connections

#### Safety

#### Construction Site Policies

#### Contract Administration

#### Coordination with UBC

#### Equity and Inclusion

#### Forms, Departments and Policies

### Establish time and location of meeting and notify parties concerned minimum [five] days before meeting.

### Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.

Edit the following paragraph to suit specific project requirements.

### Agenda to include following:

#### Appointment of official representative of participants in Work.

#### Schedule of Work, progress scheduling as specified in Section 01 32 00.

#### Schedule of submission of shop drawings, samples, colour chips as specified in Section 01 33 00.

#### Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences as specified in Section 01 51 00.

#### Delivery schedule of specified equipment as specified in Section 01 32 00.

#### Site safety and security as specified in Section 01 35 53.

#### Process for proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, and administrative requirements.

#### Process for administration of Owner-Supplied Products. Refer to Section 01 10 00.

#### Process for administration of Maintenance material and data as specified in Section 01 78 23.

#### Take-over procedures, acceptance, and warranties as specified Section 01 77 00.

#### Monthly progress claims, administrative procedures, photographs, and holdbacks.

#### Appointment of inspection and testing agencies or firms as specified in Section 01 45 00.

#### Insurances and transcript of policies.

### Comply with Consultant's allocation of mobilization areas of site; for field offices and sheds, for [\_\_\_\_\_], access, traffic, and parking facilities per approved traffic management plan.

### During construction, coordinate use of site and facilities through Consultant's procedures for intra-project communications: Submittals, reports and records, schedules, coordination of drawings, recommendations, and resolution of ambiguities and conflicts.

### Comply with instructions of Consultant for use of temporary utilities and construction facilities within three working days.

### Record minutes of meetings and circulate to attending parties and affected parties not in attendance within three working days after meeting.

### [Coordinate field engineering and layout work with Consultant.]

## CONSTRUCTION PROGRESS MEETINGS

Modify the following if schedule will not need to change near end of Project. Every two weeks is the usual period of time between meetings. Modify to suit.

### During course of Work and [\_\_\_\_\_] weeks prior to project completion, schedule progress meetings [monthly].

### Contractor, [major subcontractors] involved in Work, Consultant, and Owner are to be in attendance.

### Representative of Contractor, Subcontractor and suppliers attending meetings will be qualified and authorized to act on behalf of party each represents.

### Notify parties minimum [\_\_\_\_\_] working days prior to meetings.

### Provide physical space and make arrangements for meetings.

### Normally, 3 working days is sufficient. Record minutes of meetings and circulate to attending parties and affected parties not in attendance within [\_\_\_\_\_] working days after meeting.

### Agenda to include following:

#### Review, approval of minutes of previous meeting.

#### Review of Work progress since previous meeting.

#### Field observations, problems, conflicts.

#### Problems which impede construction schedule.

#### Review of off-site fabrication delivery schedules.

#### Corrective measures and procedures to regain projected schedule.

#### Revision to construction schedule.

#### Progress schedule, during succeeding work period.

#### Review submittal schedules: expedite as required.

#### Maintenance of quality standards.

#### Review proposed changes for affect on construction schedule and on completion date.

Determine if site safety will be discussed at this meeting. Consultant participation in such discussions may inadvertently impose a degree of responsibility for site safety on them, contrary to the intent of government published safety documents.

#### Review site [safety and] security issues.

#### Other business.

### Long Distance Teleconferencing: Contractor to provide for and facilitate long distance teleconferencing.

### In addition to construction progress meetings, the Owner and Consultant may schedule meetings where the Contractor will be required to attend.

## CONSTRUCTION START UP MEETINGS FOR TRADES

### Schedule and administer start up meetings each time a new trade begins work on site. Invite Consultant and Owner to attend.

### Distribute written notice of each meeting [four] working days in advance of meeting date to Consultant and Owner.

### Provide physical space and make arrangements for meetings.

### Preside at meetings.

### Record minutes. Include significant proceedings and decisions. Identify action by parties.

### Distribute electronic copies of minutes within three days after each meeting and transmit to meeting participants, affected parties not in attendance, Consultant, and Owner.

## CONSTRUCTION COORDINATION MEETINGS

### Schedule and administer pre-installation meetings when specified in sections and when required to coordinate related or affected Work.

### Schedule and administer preinstallation meeting for building envelope subcontractors and Contractor, Include Consultant and Owner. Relevant subcontractors to attend meeting with full size drawings. Each subcontractor to highlight their responsibility for scope of envelope.

#### Conduct mock-ups for tie-ins at this meeting or at a subsequent meeting depending on amount of time required.

### Schedule and administer preinstallation meeting for Security and Door Hardware. Relevant subcontractors to attend meeting with full size drawings. Each subcontractor to highlight their responsibility for scope including devices, wiring, programming, etc.

### Schedule and administer preinstallation meetings for the following areas of Work. In addition to the Contractor and the subcontractors, also invite the [Consultant] [Owner] to attend.

#### [\_\_\_\_\_\_\_\_\_\_\_\_].

#### [\_\_\_\_\_\_\_\_\_\_\_\_].

### Distribute written notice of each meeting [four] working days in advance of meeting date to [Consultant] [Owner].

### Provide physical space and make arrangements for meetings.

### Preside at meetings.

### Record minutes of meetings and circulate to attending parties and affected parties not in attendance within [\_\_\_\_\_] working days after meeting.

#### Include significant proceedings and decisions. Identify action by parties.

### Distribute electronic copies of minutes within three days after each meeting and transmit to meeting participants, affected parties not in attendance, Consultant, and Owner.

* 1. **REQUESTS FOR INFORMATION (RFI)**

### Definition:

* + - 1. Request for Information (RFI): Contractor’s process for seeking interpretation of an issue not already accounted for in other documents from the Consultant where required.

### Requests for substitutions, submittals, responding to notices of non-conformance, transmission of project schedules or other documentation, project correspondence, documentation of conversations, and any other use of RFIs besides obtaining necessary information for the purposes of constructing the Project will be considered abuse of process.

* + 1. Allow as much time as possible for Consultant to review as possible.
    2. The general RFI process is as follows:
       1. Regardless of who poses a question or will ultimately answer a question, all queries and RFIs are to come from Contractor through to Consultant.
       2. Submit RFI as a question including description of Work and clearly identify the issue (using photographs or other documentation as necessary to ensure question can be easily understood) as well as the Contractor’s own interpretation or suggestion for solution if appropriate. Include only one specific question per RFI.
          1. Submit with a reasonable timeframe for response which is demonstrable to Consultant.
       3. The Consultant will forward to other consultants if required, and request further information if required.
       4. The Consultant will return a formal response.
       5. If a Contract Change Notice is required, submit request in accordance with the Agreement

## COMMISSIONING MEETINGS

### Coordinate with requirements of [Section \_\_\_\_\_\_].

### Record minutes of meetings and circulate to attending parties and affected parties not in attendance within [\_\_\_\_\_] working days after meeting.

#### Include significant proceedings and decisions. Identify action by parties.

\*\*\*END OF SECTION\*\*\*