PART 1 – GENERAL

1.1 SUMMARY

A. This Section specifies administrative and procedural requirements for project management and coordination during construction, in addition to the requirements specified elsewhere in the Contract Documents.

B. Owner's forms referenced in this Section include (see Appendix A):

1. Request for Information (RFI)

2. Non-Conformance Report (NCR)

C. The Owner utilizes an internet-based construction management system (CMS) for communications and documents controls with the Contractor and A/E on this Project (see Section 01 35 00 "Electronic Controls").

1.2 GENERAL COMMUNICATION

A. The Owner shall designate, in writing, the Owner's Representative for this Project.

B. All verbal communications between Owner, A/E, and Contractor shall be for clarification and collaboration purposes and are not binding unless issued in writing through the Owner's Representative.

C. Contractor communications by and with A/E's consultants shall be through the A/E, and A/E's communications by and with the Contractor's Subcontractors shall be through the Contractor.

D. In case of an emergency:

1. Contact the Owner's Representative; and

2. Follow emergency procedures in accordance with Section 01 35 23 "Safety."

1.3 CORRESPONDENCE

A. Address all correspondence to Owner's Representative.

B. All correspondence to and from Contractor will be routed through the Owner's Representative.

1.4 CONTRACTOR REQUEST FOR INFORMATION

A. When field conditions or Contract Documents require clarification or verification by the A/E or A/E's consultants, a written RFI is to be submitted per the following:

1. Identify the nature and location of each requested clarification and/or verification using the RFI form. Provide as a minimum the following information:

    a. Project name and number
    b. Date
    c. Date response required by
    d. RFI number
    e. Subject
    f. Initiator of the question
    g. Indication of costs, if known
    h. Location on site
    i. Contract Drawing reference
    j. Contract Specification section and paragraph reference
    k. Descriptive text

2. Number each RFI sequentially beginning with #001. Submit only one question per RFI. Also, RFI's shall be categorized as ARCH, MECH, ELEC, etc.

1.5 CLARIFICATIONS

A. Clarifications may be discussed with A/E, or A/E's consultants, with concurrence of Owner. Following the discussion, the Contractor shall document on an RFI form any agreed upon modification which does not require a Change Order. The A/E may provide supplemental information to clarify the Contract Documents. RFIs and A/E supplemental information (ASI) which modify or change the Work will be authorized only by Change Order.

1.6 NON-CONFORMANCE REPORT

A. Non-Conforming Work: Work found defective, or in any way not in accordance with the requirements of the Contract Documents, is defined as non-conforming Work.

B. Procedure: If, after an oral discussion or written notification, the Contractor fails to correct Work that is found defective or not in accordance with the Contract Documents, the Owner will issue a Non-Conformance Report (NCR). Upon receipt of an NCR, the Contractor shall take immediate action to resolve the Work to the Owner's satisfaction, or remove and replace with conforming Work at Contractor's expense and with no increase in Contract Time. Corrective actions for non-conforming Work shall be discussed at construction progress meetings and be completed no later than prior to Final Completion.

    1. Where non-conforming Work requires re-design by the A/E, such re-design costs shall be borne by the Contractor.

1.7 COORDINATION

A. General Coordination:

1. The Contractor shall be in charge of this Contract and the Project, as well as directing and scheduling of all Work. Final responsibility for performance, interface, and completion of the Project shall be the Contractor's.

    a. Anticipate interrelationship of all Subcontractors and their relationship with the total Work.

    b. Resolve differences or disputes between Subcontractors and materials suppliers concerning coordination, interference, or extent of the Work. Contractor's decisions, if consistent with Contract Document requirements, shall be final.

2. Cooperation with other contractors during the term of this Project may be required within the building or other adjacent locations to the construction limits of this Project. The Contractor is to cooperate with the Owner in coordination of all work to prevent impact to this or other Owner sponsored construction projects.

3. Cooperation with building occupants may be required when scheduling construction activities that create excessive noise or structure-borne vibration. The Contractor is to cooperate with the Owner in coordination of all work to minimize these impacts to the Owner's operations (see Section 01 50 00 "Temporary Facilities and Controls").

B. Special Coordination:

1. The Contractor is responsible for receiving, unloading, storage and handling of Owner Furnished Contractor Installed (OFCI) items from the time of receipt through Substantial Completion.

    a. The Contractor is responsible for protecting OFCI and Owner Existing Contractor Installed (OECI) items from damage, such as: damage from exposure to the elements; or from damage to a warranty due to Contractor's improper installation and testing. The costs to repair or replace items damaged while in the Contractor's possession shall be borne by the Contractor.

        (1) The Contractor shall consult with the Owner to determine the warranty requirements of OFCI and OECI items.

        (2) The Contractor shall comply with direction given and seek direction when it is not specifically outlined in the Scope of Work described in each Work Order for, but not limited to, the following:

            i. Coordination with other Contractors.
            ii. Coordination with building occupants.
            iii. Coordination with the Owner's custodial services.
            iv. Utility restrictions.

v. Coordination for furnishing installations.
vi. Providing onsite storage of Owner Furnished/Owner Installed items.
vii. Escorts in sensitive areas, sign in procedures, and/or badges.
viii. Loading dock restrictions – remote from work area, parking/no parking.
ix. Access routes – define access routes within building for material deliveries and debris removal, and indicate time of usage.
x. Accessibility, security and time restrictions of elevators for Contractor use.

2. Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) rooms early construction completion: One month minimum prior to the date required for the first inspection and testing of elevator, fire alarm systems, or other systems required by AHJ for Substantial Completion, or for Owner's Prior Occupancy, the Contractor shall complete the Work of new MDF and IDF rooms, in order for the Owner to install Owner Furnished Owner Installed (OFOI) communications equipment required for early building services activation. The Work includes, but is not limited to, the following:

a. Install all finishes and products specified for the MDF and IDF rooms and provide complete mechanical and electrical services for the rooms.

b. Install doors and locks and provide three (3) sets of keys to the Owner.

c. All necessary Contractor Furnished Contractor Installed (CFCI) conduit pathways between the MDF and IDF rooms shall be installed and CFCI room cable required for the early service outlet locations shall be terminated and tested and the test results provided to the Owner.

d. The entire room and all components shall be entirely HEPA vacuumed. NO DUSTING OR SWEEPING IS ALLOWED. The rooms must be dust-free and maintained by Contractor dust-free until Substantial Completion.

C. Mechanical and Electrical Coordination:

1. Resolve all tight or restricted conditions involving work of various sections in advance of installation.

2. Coordinate the Work of all sections to ensure that all fixtures, devices, switches, outlets, ducts, pipes, and similar items can be installed as shown.

D. Job Site Field Measurements and Templates:

1. Obtain field measurements required for accurate fabrication and installation of work included in the Contract Documents. Exact measurements are the Contractor's responsibility.

2. Furnish or obtain templates, patterns, and setting instructions as required for installation of all work. Verify in field.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION