

SECTION 013113
PROJECT COORDINATION

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's responsibilities to coordinate the work and related administrative procedures.

1.2 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 SUBMITTALS

- A. Submit the following prior to or coincidental with the initial application for payment.
 - 1. List of contractor's staff assigned to the project and responsibilities including personnel on and off-site. Include mailing address, delivery address, phone, fax, mobile phone, etc. For at least three (3) staff, list phones where personnel can be reached during non-work hours for emergencies.
 - 2. List of contractor's consultants and sub-contractors with similar requirements as above.
 - 3. List of principal suppliers and fabricators with similar requirements as above. No emergency phone number required.

1.4 OBSERVATION OF WORK BY OTHERS

- A. Observation of the Work by the City, Design Professional, Inspection and Testing Agencies or any other party shall not be interpreted as relieving the Contractor from responsibility for coordination of all Work, superintendence of the Work, and scheduling and direction of the Work or any other requirement of the Contract.

1.5 GENERAL CONTRACTOR'S RESPONSIBILITIES

- A. Coordinate the Work and Schedules of each separate Prime Contractor.
- B. Coordinate construction activities included under each Prime Contractor to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Contracts that are dependent upon each other for proper installation, connection, and operation.
- C. Where installation of one part of the Work is dependent on installation of other components by other Prime Contractors, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
- D. Where availability of space is limited, coordinate installation by each Prime Contractor of different components to assure maximum accessibility for required maintenance, service and repair.

- E. Make adequate provisions to accommodate items scheduled for later installation.
 - F. Where necessary, prepare memoranda for distribution to each Prime Contractor outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings. Copy memoranda to City and Design Professional.
 - G. Coordinate compatibility of products furnished by each Prime Contractor. Refer to Section 016001 Products and Materials, Division 1.
 - H. Administrative Procedures - Coordinate scheduling and timing of each Prime Contractor's required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractors Construction Schedules and Schedules of submittals.
 - 2. Installation and removal of temporary facilities.
 - 3. Delivery and processing of submittals.
 - 4. Progress meetings.
 - 5. Project Closeout activities.
- 1.6 EACH PRIME CONTRACTOR'S RESPONSIBILITIES (including the General Contractor)
- A. Cooperate with the General Contractor's coordination efforts for orderly progress of the Work without delay or covering work which needs to be accessible to other Primes.
 - B. Coordinate the Work of associated sub-contractors.
 - C. Establish a Contractor's Construction Schedule and coordinate with General Contractor.
 - D. Maintain on the job-site at all times during the performance of the Work, a competent, English speaking superintendent.
 - E. Coordinate construction activities included under various Sections of these Specifications to assure efficient and orderly installation of each part of the work. Coordinate construction operations included under different Sections of the Specifications that are dependent upon each other for proper installation, connection, and operation.
 - F. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
 - G. Make adequate provisions to accommodate items scheduled for later installation.
 - H. When necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings. Copy memoranda to City and Design Professional.
 - I. Coordinate compatibility of products. Refer to Products and Materials, Division 1.

- J. Administrative Procedures - Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the work. Such administrative activities include, but are not limited to, the following:
1. Preparation of schedules.
 2. Installation and removal of temporary facilities.
 3. Delivery and processing of submittals.
 4. Progress meetings.
 5. Project Closeout activities.
- 1.7 LACK OF COOPERATION BETWEEN CONTRACTORS
- A. Delays attributable to lack of cooperation between the separate Prime Contractors and their sub-contractors shall not be recognized as a claim for delay. Claims by a contractor for costs due to such delays shall not be paid by the City.
- B. Delays, including delays caused by lack of cooperation, shall result in penalties by the City as stipulated under paragraph 25e of the Standard Contract Requirements.
- 1.8 SUBCONTRACTOR'S RESPONSIBILITIES
- A. Comply with the direction of each Prime Contractor in coordination efforts listed above.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

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