SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. Construction Coordination.
2. Project meetings.
3. Environmental Coordination.

1.2 CONSTRUCTION COORDINATION

A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, which depend on each other for proper installation, connection, and operation.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
2. Make adequate provisions to accommodate items scheduled for later installation.

B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's Construction Schedule.
2. Preparation of the Schedule of Values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Pre-installation conferences.
7. Project closeout activities.

1.3 SUBMITTALS

A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.

1. Content: Project-specific information, drawn accurately to scale. Do not base Coordination Drawings on reproductions of the Contract Documents or standard printed data. Include the following information, as applicable:

a. Indicate functional and spatial relationships of components.
b. Indicate dimensions shown on the Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to the Contracting Officer for resolution of such conflicts.

2. Sheet Size: At least 8-1/2 by 11 inches but no larger than 30 by 40 inches.
3. Number of Copies: Submit two copies of each submittal. Contracting Officer will return one copy.
4. Refer to individual Sections for Coordination Drawing requirements for Work in those Sections.

B. Division 01 documents: The following items shall be submitted a minimum of one week prior to the Preconstruction Conference. Contracting Officer will notify Contractor of tentative date for the Pre-Construction Conference.

1. Letter designating Project Superintendent.
2. Construction Schedule.
3. A comprehensive breakdown of the Schedule of Values.
4. Accident Prevention Plan.
5. A list of Subcontractors for this project.
6. Written statements from subcontractors certifying compliance with applicable labor standard clauses.
7. Satisfactory evidence of liability insurance coverage and workman's compensation for the Contactor and all subcontractors.
8. Waste Management Plan.
9. Quality Control Plan.
10. Storm Water Pollution Prevention Plan.
11. Indoor Air Quality (IAQ) Management Plan.
12. White Nose Syndrome in Bats Decontamination Protocol forms signed by all work crew members.

C. All items listed must be provided to the Contracting Officer before the Pre-Construction Conference is held. If all of these documents have not been received one week prior to the scheduled Pre-Construction Conference date, the conference will be cancelled, Notice to Proceed will not be issued, and the Contracting Officer will consider other contractual remedies. Work shall not commence until written Notice to Proceed has been issued.

1.4 PROJECT MEETINGS

A. Preconstruction Conference: Before start of construction, Contracting Officer will arrange an on-site meeting with Contractor. The meeting agenda will include the following as a minimum:

1. Roles & Responsibilities/ Lines of Authority.
2. Park rules and regulations.
3. Resolution of comments on required Division 01 documents.
4. Coordination of Subcontractors.
5. Labor law application.
6. Modifications.
7. Payments to Contractor.

8. Payroll reports.
9. Contract time.
10. Liquidated damages.
11. Display of Hotline posters.
12. Notice to proceed.
13. Correspondence procedures.
14. Acceptance/rejection of work.
15. Progress meetings.
16. Submittal procedures.
17. NPS Final Accessibility Inspection.
18. Environmental requirements.
19. As-constructed drawings/operation and maintenance (O&M) manuals.
20. Saturday, Sunday, holiday and night work.
21. Reference materials.

B. Progress Meetings: The Contracting Officer will schedule weekly meetings with the Contractor.

1. Attendees: In addition to Government Representatives, each Contractor, Subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. The meeting agenda will include the following:

a. Approval of minutes of previous meetings.
b. Submittal status.
c. Review of off-site fabrication and delivery schedules.
d. Requests for information (RFI) and other issues.
e. Modifications.
f. Work in progress and projected.
g. Construction Schedule update (provide updated CPM).
h. Status of Project Record Drawings and O&M manuals.
i. Other business relating to work.

1.5 ENVIRONMENTAL COORDINATION

A. Contractor's Environmental Manager: Designate an on-site party responsible for overseeing the Contractor's conformance to environmental goals for the project and implementing procedures for environmental protection.

1. Qualifications: Construction experience on projects of similar size and scope; with environmental procedures similar to those of this project. Manager must be familiar with environmental regulations applicable to construction operations.
2. Responsibilities: Responsibilities shall include:

a. Compliance with applicable Federal, State, and local environmental regulations, including maintaining required documentation.

b. Implementation of the Waste Management Plan(WMP).
c. Implementation of the Indoor Air Quality (IAQ) Management Plan.
d. Implementation of the Storm Water Pollution Prevention Plan(SWPPP).
e. Present an overview of environmental issues and summarize site specific procedures relating to management plans at the Preconstruction conference.
f. Training for Contractor personnel in accordance with their position requirements.
g. Monitoring and documentation of environmental procedures.

B. Perform project quality control in accordance with requirements specified in Related Sections, including:

1. Quality Requirements.
2. Regulatory Requirements.
3. Indoor Air Quality (IAQ) Management.
4. Temporary Storm Water Pollution Prevention Environmental Management.
5. Construction Waste Management.

C. Contractor's Environmental Training Program: Contractor shall provide environmental training for workers performing work on the project site. Training shall include the following:

1. Overview of environmental issues related to the building industry.
2. Overview of environmental issues related to the Project.
3. Review of site specific procedures and management plans:

a. Construction Waste Management.
b. Indoor Air Quality (IAQ) Management.
c. Noise & Acoustics Management.
d. Temporary Storm Water Pollution Prevention.
Pollution Prevention (P2) practices: Submit evidence of familiarity with P2 practices.

4. Compliance with environmental regulations: As specified in Regulatory Requirements. Submit Contractor 40 CFR employee training records upon request of Contracting Officer.

D. Provide documentation for environmental procedures as specified herein and in accordance with approved Storm Water Pollution Prevention Plan.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100