

**SECTION 013000
ADMINISTRATIVE REQUIREMENTS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preconstruction meeting.
- B. Progress meetings.
- C. Construction progress schedule.
- D. Coordination drawings.
- E. Submittals for review, information, and project closeout.
- F. Number of copies of submittals.
- G. Submittal procedures.

1.02 RELATED REQUIREMENTS

- A. Section 007200 - General Conditions: Dates for applications for payment.
- B. Section 007200 - General Conditions: Duties of the Construction Manager.
- C. Section 013005 - Submittal Form.
- D. Section 017000 - Execution and Closeout Requirements: Additional coordination requirements.
- E. Section 017800 - Project Closeout: Project record documents; operation and maintenance data; warranties and bonds.
- F. Section 017810 - Closing Documents Worksheet.
- G. Section 017820 - Contractor's General Warranty.
- H. Section 019113 - General Commissioning Requirements: Additional procedures for submittals relating to commissioning.
 - 1. Where submittals are indicated for review by both Architect and the Commissioning Authority, submit one extra and route to Architect first, for forwarding to the Commissioning Authority.
 - 2. Where submittals are not indicated to be reviewed by Architect, submit directly to the Commissioning Authority; otherwise, the procedures specified in this section apply to commissioning submittals.

1.03 PROJECT COORDINATOR

- A. Project Coordinator: Construction Manager.
- B. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for site access, traffic, and parking facilities.
- C. During construction, coordinate use of site and facilities through the Project Coordinator.
- D. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- E. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities.
- F. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- G. Make the following types of submittals to Architect through the Project Coordinator:
 - 1. Requests for Interpretation.
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Manufacturer's instructions and field reports.
 - 6. Applications for payment and change order requests.

7. Progress schedules.
8. Coordination drawings.
9. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRECONSTRUCTION MEETING

- A. A pre-construction conference shall be scheduled by the Architect and held at the Project site or other convenient location after execution of the Agreement or Notice to Proceed, whichever comes first and prior to commencement of construction activities.
- B. Project Coordinator will schedule a meeting after Notice of Award.
- C. Attendance Required:
 1. Owner.
 2. Architect.
 3. Contractor and its superintendent(s).
 4. The above shall each be represented at the conference by persons authorized to conclude matters relating to the Work.
- D. Agenda:
 1. Execution of Owner-Contractor Agreement.
 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 to Contract Owners Representative.
 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 7. Tentative Construction Schedule.
 8. Testing Agency and reporting.
 9. Security.
 10. Housekeeping.
 11. Staging Areas.
 12. Use of Premises.
 13. Work Sequence.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.02 PROGRESS MEETINGS

- A. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- B. Attendance Required:
 1. Contractor.
- 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, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Maintenance of progress schedule.
 7. Corrective measures to regain projected schedules.
 8. Planned progress during succeeding work period.
 9. Maintenance of quality and work standards.
 10. Effect of proposed changes on progress schedule and coordination.
 11. Other business relating to work.

3.03 CONSTRUCTION PROGRESS SCHEDULE

- A. Immediately following Contract Award, the Contractor shall hold a meeting for the purpose of establishing and preparing a Construction Progress Schedule. Each major subcontractor shall be represented within 10 days after Date of Agreement.
- B. The Construction Progress Schedule, utilizing a bar chart type method of scheduling, shall be detailed to a degree which will permit proper and complete coordination of all trades in each portion of the work. Therefore, the schedule shall specifically indicate the following dates:
 - 1. The date of satisfactory enclosure.
 - 2. The date of transfer of responsibility for temporary heat from the General Contractor to the Mechanical Trade.
 - 3. Dates scheduled for delivery of major items of equipment.
 - 4. Dates scheduled for completion of installation of major items of equipment.
 - 5. The anticipated date of Substantial Completion.
 - 6. The date of Final Completion of the project, as established by the Contract.
- C. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- D. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
- E. Submit updated schedule with each Application for Payment.
- F. At the time of submitting the Construction Progress Schedule to the Architect, the Contractor shall also submit the anticipated amount of each monthly payment that will become due in accordance with the Progress Schedule.
- G. Any time gained through the Contractor's acceleration of the Schedule (float time) shall accrue to the Owner without additional cost.
- H. Post original and current copy of the schedule in the temporary field office.

3.04 COORDINATION DRAWINGS

- A. Provide information required by Project Coordinator for preparation of coordination drawings.
- B. Prepare coordination drawings where limited space available may cause conflicts in the locations of installed products, and where required to coordinate installation of products.
 - 1. Where space is limited, show plan and cross-section dimensions of space available, including structural obstructions and ceiling as applicable.
 - 2. When substitutions of products or systems are made by the contractor or his subcontractors, coordination drawings shall be required. This includes, but not limited to, electrical panels (main gear or sub-panels), medical gas panels, fire alarm panels, Etc....
 - 3. Coordinate shop drawings prepared by separate entities.
 - 4. Show installation sequence when necessary for proper installation.
- C. Review drawings prior to submission to Architect.

3.05 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 - 1. Design data.
 - 2. Certificates.
 - 3. Test reports.
 - 4. Inspection reports.
 - 5. Manufacturer's instructions.
 - 6. Manufacturer's field reports.
 - 7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner.

3.06 SUBMITTALS FOR PROJECT CLOSEOUT

- A. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 017800 - Project Closeout:

1. Project record documents.
2. Operation and maintenance data.
3. Warranties.
4. Bonds.
5. State Health Closeout Manual.
6. Other types as indicated.

B. Submit for Owner's benefit during and after project completion.

3.07 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.08 ELECTRONIC SUBMITTAL PROCEDURES

- A. The intent of electronic submittals is to expedite the construction process by reducing paperwork, decreasing turnaround time, and reducing shipping costs.
- B. Shop drawing and product data submittals shall be transmitted to Architect in electronic (PDF) format to the attention of Emma Thoni at EmmaT@dsccol.com. Architect is limited to receive 10MB in size. Submittals larger than 10MB shall be uploaded to the Architect's ftp site or submitted through an internet-based service. Send email indicating a submittal is being sent via this method.
- C. The electronic submittal process is not intended for color samples, color charts, or physical material samples. These samples should be submitted to the Architect for review.
- D. Transmittal Form: AIA G810 or use Section 013005 - Submittal Form.
- E. Transmit each submittal with a copy of approved submittal form.
- F. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
- G. Contractor shall review all submittals to verify that the submittal complies with the Contract Documents including manufacturer / product, dimensions, etc. and apply Submittal Form, see Section 013005.
- H. **Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.**
- I. For each submittal for review, allow 10 business days excluding delivery time to and from the Contractor.
- J. Architect will coordinate Architect / Engineer review comments and return stamped submittal to Contractor.

END OF SECTION