

SECTION 01 31 13 PROJECT COORDINATION

PART 1 - GENERAL

1.1 COORDINATION REQUIREMENTS

- A. Coordinate the Work and do not delegate responsibility for coordination to any Subcontractor.
- B. Anticipate the interrelationship of all Subcontractors and their relationship with the Work.
- C. Resolve differences or disputes between Subcontractors concerning coordination, interference, or extent of the Work between Sections.
- D. Coordinate the Work of Subcontractors so that portions of the Work are performed in a manner that minimizes interference with the progress of the Work.
- E. Do not obstruct spaces and installations that are required to be clear by Applicable Code Requirements.
- F. Do not cover any piping, wiring, ducts, or other installations until they have been inspected and approved and required certificates of inspection have been issued.
- G. Remove and replace all Work that does not comply with the Contract Documents. Repair or replace any other Work or property damaged by these operations at no additional cost to the University.
- H. Coordinate all portions of the Work requiring careful coordination in order to fit in space available. Before commencing such portions of the Work, prepare supplementary Drawings for review by the University's Representative.
- I. Ensure that anchorage, blocking, joining, and other detailing are provided as required.
- J. Electrical and Mechanical Coordination
  - 1. Routing and Coordination of HVAC, Mechanical, Fire Sprinkler, Plumbing and Electrical Installations
    - a. Schedule and coordinate the Work of all Subcontractors having installation responsibilities [within the ceiling space] [of all the new and remodeled space], with respect to the sequence of Work and the allocation of space among the trades. Contractor's approved construction schedule shall clearly indicate the planned sequence of Work in such areas and any proposed departure from it affecting or potentially affecting coordination of the overall installation shall be brought promptly, in writing, to the attention of the University's Representative.
    - b. Prepare or have prepared detailed Shop Drawings in plan view, with cross-sections as necessary, indicating the proposed installation plan for all HVAC, mechanical, fire sprinkler, plumbing, and electrical installations within the area [of all the ceiling area] [of all the new and remodeled space]. These Drawings should depict actual elevations and linear dimensions, and all routing changes, transitions, and major offsets deemed necessary to accomplish the installation. Individual Shop Drawings may be prepared for each trade working within the designated space or area; however, the coordination of the consolidated installation shall remain the responsibility of the Contractor. These Shop Drawings shall be submitted to the University's Representative for review prior to commencement of installation, and shall be provided to each Subcontractor having Work in the area.
    - c. Should unavoidable conflicts be encountered during the preparation or review of the Shop Drawings, or during construction, they shall be promptly brought to the attention of the University's Representative, in writing, for resolution.
    - d. Where the Drawings are diagrammatic, showing only the general arrangement of the systems, Contractor shall have responsibility for the fitting of materials and equipment to other parts of the equipment and structure, and to make adjustments as necessary or required to resolve space problems, preserve service room, and avoid architectural and structural elements and the Work of other trades. Contractor may be required to identify

certain areas to relocate installations within the spaces depicted on the Drawings, e.g., ductwork may be shifted within the space shown to accommodate other systems. Such functional relocations shall not be deemed a change to the requirements of the Contract. In the event a major re-routing of a system appears necessary, Contractor shall prepare and submit for approval, Shop Drawings of the proposed rearrangement.

- e. Because of the diagrammatic nature and small scale of the Drawings, all necessary offsets, adjustments, and transitions required for the complete installation are not shown. Contractor shall carefully investigate the structural and finish conditions affecting all the Work and shall arrange such Work accordingly, furnishing such fittings, equipment, valves, accessories, etc., as may be required to meet such conditions, at no additional cost to the University.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

For Design Build insert the following

### PART 3 - EXECUTION

#### 3.1 PROJECT COORDINATION

- A. Coordination. Coordinate design activities and construction operations included in the various Sections of the University Specifications and Performance Specifications to ensure efficient and orderly installation of each part of the Work, including those portions of the construction that 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. Coordinate installation of different components with Contractors on the project to ensure maximum accessibility for required maintenance, service and repair, and resolve differences or disputes between Subcontractors and their relationships with the Work.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. If necessary for the proper execution of the Work, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports and list of attendees at meetings.
  - 1. Prepare similar memoranda for University and Separate Contractors if coordination of their Work is required.
- C. Administrative Procedures. Coordinate scheduling and timing of required administrative procedures with other construction activities and the activities of other contractors to avoid conflicts and to ensure orderly progress of the Work

#### 3.2 DESIGN COORDINATION

- A. Review and approval by University's Representative of the following submittals must occur prior to fabrication and delivery of materials. Design, coordination of the design, and any required Shop Drawings must be completed and approved.
  - 1. Construction Documents must be completed and approved for the particular discipline prior to submissions of product data.
  - 2. Construction Documents must be completed for mechanical, electrical and plumbing systems.
  - 3. Shop Drawings of individual systems (if applicable) shall be made only after Construction Documents and construction coordination drawings have been reviewed and approved by University's Representative.
- B. Design Coordination. Coordinate design activities included under various sections of the Contract Documents to assure complete design and coordination with each part of the Work.

C. Administrative Procedures. Coordinate scheduling and timing of required administrative procedures with other design and construction activities to avoid delays and ensure orderly progress of the Work.

1. Such administrative activities include, but are not necessarily limited to:

- a. Preparation and submittal of workplan(s) and schedules to University's Representative for review and approval.
- b. Design progress and coordination meetings with the University.
- c. Design coordination meetings between design disciplines.
- d. Agency reviews and approvals.
- e. Progress meetings with installing contractors.
- f. Delivery and processing of submittals.
- g. Design Development and Construction Documents review and approval by University.

D. Design Process. Design Builder shall follow the design process as outlined in the Contract Documents.

E. Submittal Requirements. Submittals shall conform to the requirements as set forth in the Contract Documents.

END OF SECTION 01 31 13