

DIVISION 1 GENERAL REQUIREMENTS

SECTION 01 31 00 PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Drawings and general provisions of the Contract and other Division 1 Sections apply to the Work of all Sections.
- B. Section Includes:
 - 1. Project coordination.
 - 2. Pre-construction conference.
 - 3. Progress meetings.
 - 4. Correspondence and notices.

1.2 PROJECT COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

1.3 PRECONSTRUCTION CONFERENCE

- A. After Notice of Award, a Pre-construction Conference to discuss Project Work will be held at a time and location designated by the City of Sausalito as described in Section 2 of the Special Conditions
- B. Unless followed up in writing by the Owner, verbal authorizations or instructions by anyone present is not binding.
- C. Attendance Required:
 - 1. Owner.
 - 2. Owner's Construction Manager
 - 3. Landscape Architect.
 - 4. Architect
 - 5. Civil Engineer
 - 6. Contractor.
 - 7. Inspector.
 - 8. Major subcontractors.

1.4 PROGRESS MEETINGS

- A. At a time designated by Owner, Periodic Progress Meetings will be held at a location to be determined.

- B. Agenda: The purpose of these meetings is to discuss schedule, progress, coordination, submittals, and job related problems.
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems that impede planned progress.
 - 5. Review of submittals schedule and status of submittals.
 - 6. Review of delivery schedules.
 - 7. Special Project Procedures.
 - 8. Maintenance of progress schedule.
 - 9. Corrective measures to regain projected schedules.
 - 10. Planned progress during succeeding work period.
 - 11. Coordination of projected progress.
 - 12. Maintenance of quality and work standards.
 - 13. Effect of proposed changes on progress schedule and coordination.
 - 14. Other business relating to Work.

 - C. The Project Manager will conduct the meetings, prepare and distribute meeting notes.

 - D. Verbal authorizations or acknowledgments by anyone present will not be binding unless followed up in writing by authorized representatives of the Owner or Contractor.

 - E. Attendance:
 - 1. Owner.
 - 2. Owner's Construction Manager
 - 3. Landscape Architect. See Designer Note above!
 - 4. Architect
 - 5. Civil Engineer
 - 6. Contractor.
 - 7. Contractor's Superintendent.
 - 8. Inspector.
 - 9. Major Subcontractors.
 - 10. Suppliers and others as deemed necessary by the City of Sausalito

 - F. Contractor will be responsible for notifying subcontractors and supplier of their required attendance.
- 1.5 CORRESPONDENCE AND NOTICES
- A. Clearly identify correspondence, notices and submittals with project name, subject and detailed references to Drawings and Specifications.

 - B. Notify the Project Manager two working days in advance of required inspection.

END OF SECTION