

**SECTION 01 31 00**  
**PROJECT MANAGEMENT AND COORDINATION**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Administrative provisions for coordinating construction operations on the Project including, but not limited to, the following:
  - 1. General coordination procedures.
  - 2. Contractor's supervisory personnel.
  - 3. General installation provisions.
  - 4. Requests for Information (RFIs).
  - 5. Project progress meetings and site mobilization meetings.
  - 6. Requirements for the Contractor's Construction Schedule.

**1.02 RELATED REQUIREMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Section 01 25 00 - Substitution Procedures: For substitutions of products or phasing
- C. Section 01 26 00 - Contract Modification Procedures: For submitting requests for changes in the contract cost or period of performance in response to an answered Request for Information.
- D. Section 01 20 00 – Price and Payment Procedures
- E. Section 01 30 00 - Administration of Contracts and Project Procedures
- F. Section 01 32 00 - Construction Progress Documentation: For preparing and submitting the Contracts construction schedule.
- G. Section 01 33 00 - Submittal Procedures and Requirements
- H. Section 01 36 00 - Electronic Project Management
- I. Section 01 77 00 - Closeout Requirements: For Coordinating the Closeout of the Contract

**1.03 ADMINISTRATIVE REQUIREMENTS**

- A. The Contractor shall dedicate their time and personal attention to the Work and shall employ and retain at the building site, from commencement to completion of the Work, a full time Contractor's Superintendent, approved by NYCHA with a minimum of five years of experience in similar work.
  - 1. The Contractor's Superintendent shall be equipped with a cellular phone or other communications device, with the number to be provided to NYCHA, and shall be reachable at all times during working hours.
  - 2. The Contractor shall submit the Superintendent's resume to NYCHA for approval prior to starting work. The Contractor's Superintendent shall maintain proper supervision and care of the Work in accordance with the contract requirements. In the absence of the Contractor, and irrespective of any superintendent or foreperson employed by any subcontractor, the Contractor's Superintendent shall see that the instructions of NYCHA are carried out.
  - 3. The Contractor's Superintendent on the job shall not be changed without the consent of NYCHA.
  - 4. NYCHA may request the replacement of personnel at any time. The Contractor must provide resumes for replacement personnel for approval.

**1.04 SUBMITTALS**

- A. Subcontractor List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
  - 1. Name, address, and telephone number of entity performing subcontractor or supplying products.

2. Number and title of related Specification Section(s) covered by subcontractor.
  3. Drawing number and detail references, as appropriate, covered by subcontractor.
- B. Key Personnel Names: Within forty-five CCDs for Federal and sixty CCDs days of Letter of Award, submit a list of key personnel assignments, including the superintendent and other personnel to be assigned to the Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to the Project.
1. Upon commencement of the of construction operations, post copies of the list in the field office, and by each telephone. Keep the list current at all times.

#### **1.05 GENERAL COORDINATION PROCEDURES**

- A. Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work.
1. Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
  2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility.
  3. Make adequate provisions to accommodate items scheduled for later installation.
- B. The Contractor shall coordinate their construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work.
1. Schedule construction operations in the 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 other contractors to ensure maximum performance and accessibility for future installation and required maintenance, service, and repair.
  3. Prepare memoranda for distribution to each relevant party involved with construction, outlining special procedures required for coordination.
- C. 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.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to the conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

#### **1.06 PROJECT MEETINGS**

- A. General: The NYCHA Designated Representative will schedule and conduct meetings at the Project site unless otherwise indicated.
1. Attendees: The NYCHA Designated Representative will inform project stakeholders of the date and time of each meeting.
  2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  3. Minutes: The NYCHA Designated Representative is responsible for conducting the meeting to record significant discussions and agreements achieved, distribute the meeting minutes to everyone concerned, including NYCHA, and Designer of Record, within three days of the meeting.
- B. Get Start Meeting: The NYCHA Designated Representative will schedule and conduct a Get Start meeting before starting construction, at a time convenient to NYCHA, to be scheduled prior to the Notice to Proceed..
1. Conduct the meeting to review responsibilities and personnel assignments.
  2. Attendees: The contractor's team shall attend a Get Start job-site meeting with The NYCHA Designated Representative, NYCHA Management, and representatives of the Tenant Association and NYCHA's designees prior to commencing any work. All Contract

- documents shall be reviewed at this meeting.
3. Agenda: Discuss items of significance that could affect progress including but not limited to the following:
    - a. Introduction
    - b. Safety
    - c. Submittals/Approval
    - d. Forecast Work
    - e. Construction Schedule
    - f. REP
    - g. Payments
    - h. RFI
    - i. Change Orders
    - j. Other Issues/General
  4. Minutes: NYCHA's Designated Representative is responsible for conducting the meeting will, record and distribute meeting minutes.
- C. Progress Meetings: The NYCHA Designated Representative will conduct progress meetings at biweekly intervals which shall be held at the job site between NYCHA and the Contractor. The NYCHA Designated Representative shall fix the time for the meeting in consultation with the Contractor. The Contractor is required to attend all Contract meetings.
1. Attendees: In addition to NYCHA Designated Representative, Designer of Record, Contractor, subcontractors, suppliers, Tenant Association Representative, REES, Section 3 and other entities 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. During the course of the contract work the Contractor shall attend any additional job site meetings with the NYCHA Designated Representative, Designer of Record, or NYCHA's Project Manager or Construction Project Manager.
  2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project, including the following:
    - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to the Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time. Review schedule for the next period.
    - b. Review present and future needs of each entity present, including the following, but not limited to:
      - 1) Site Safety
      - 2) Sequence of operations.
      - 3) Status of submittals.
      - 4) Deliveries.
      - 5) Off-site fabrication.
      - 6) Access.
      - 7) Site utilization.
      - 8) Temporary facilities and controls.
      - 9) Progress cleaning.
      - 10) Quality and work standards.
      - 11) Status of correction of deficient items.
      - 12) Field observations.
      - 13) Status of RFIs.
      - 14) Status of Change Orders.
      - 15) Pending claims and disputes.

- 16) Documentation of information for payment requests.
  - 17) Minutes: The NYCHA Designated Representative will record and distribute the meeting minutes to each party present and to parties requiring information.
- D. Pre-installation Meetings: Conduct a pre-installation meeting at the Project site before each construction activity that requires coordination with other trades and or Development Management.
1. Attendees: General Contractor, GC's Safety Coordinator, Sub-Contractors, Development Management, and the NYCHA Designated Representative.
  2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements but not limit to the following:
    - a. Contract Documents.
    - b. Purchases.
    - c. Deliveries.
    - d. Submittals.
    - e. Review of mockups.
    - f. Possible conflicts.
    - g. Compatibility requirements.
    - h. Time schedules.
    - i. Weather limitations.
    - j. Manufacturer's written instructions.
    - k. Warranty requirements.
    - l. Temporary facilities and controls.
    - m. Space and access limitations.
    - n. Testing and inspecting requirements.
    - o. Installation procedures.
    - p. Coordination with other work.
    - q. Required performance results.
    - r. Protection of adjacent work.
    - s. Protection of construction and safety of personnel.
  3. The NYCHA Designated Representative will record significant meeting discussions, agreements, and disagreements, including required corrective measures and actions.
  4. Reporting: The NYCHA Designated Representative will distribute minutes of the meeting to each party present and to other parties requiring information.
  5. Do not proceed with installation if the meeting cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the meeting at the earliest feasible date.
- E. Project Closeout Meeting: The NYCHA Designated Representative will schedule and conduct a project closeout meeting, at a time convenient to NYCHA and Designer of Record, but no later than 90 days prior to the scheduled date of Physical Completion.
1. Attendees: The NYCHA Designated Representative, NYCHA Representative, Designer of Record, and their consultants; General Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
    - a. Preparation of record documents.
    - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
    - c. Submittal of written warranties.
    - d. Requirements for preparing operations and maintenance data.
    - e. Requirements for delivery of material samples, attic stock, and spare parts.
    - f. Requirements for demonstration and training.
    - g. Preparation of Contractor's punch list.

- h. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
  - i. Submittal procedures.
  - j. Owner's partial occupancy requirements.
  - k. Responsibility for removing temporary facilities and controls.
3. Minutes: The NYCHA Designated Representative will conduct the meeting will record and distribute meeting minutes.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF SECTION**