
Decommissioning, Demolition and Site Restoration SSB HQ
Southside Road, St. John's, NL
Project No. R.111146.001

2020/12/01

Section 01 31 00 - Project Management and Coordination

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PART 1 **GENERAL**

1.1 **SECTION INCLUDES**

- .1 Coordination work with other contractors and subcontractors under administration of Departmental Representative.
- .2 Scheduled project meetings.

1.2 **RELATED SECTIONS**

- .1 Section 01 11 00 - Summary of Work.

1.3 **DESCRIPTION**

- .1 Coordination of progress schedules, submittals, use of site, temporary utilities, construction facilities, and construction Work, with progress of Work of other contractors and subcontractors under instructions of Departmental Representative.

1.4 **PROJECT MEETINGS**

- .1 Project meetings to be held at times and locations as determined by Departmental Representative.
- .2 Departmental Representative will arrange project meetings and record and distribute minutes.

1.5 **CONSTRUCTION ORGANIZATION AND START-UP**

- .1 Within 10 days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Establish time and location of meetings and notify parties concerned minimum 5 days before meeting.
- .3 Agenda to include following:
 - .1 Appointment of official representative of participants in Work.
 - .2 Schedule of Work, progress scheduling in accordance with Section 01 32 00 - Construction Progress Documentation.
 - .3 Schedule of submission of shop drawings in accordance with Section 01 33 00 - Submittal Procedures.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences in accordance with Section 01 51 00 - Temporary Utilities.
 - .5 Site security in accordance with Section 01 52 00 - Construction Facilities.
 - .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, and administrative requirements.

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- .7 Record drawings in accordance with Section 01 78 00 - Closeout Submittals.
- .8 Monthly progress claims, administrative procedures, photographs, and holdbacks.
- .9 Insurances and transcript of policies.
- .4 Comply with Departmental Representative's allocation of mobilization areas of site; for field offices and sheds, for access, traffic, and parking facilities.
- .5 During construction coordinate use of site and facilities through Departmental Representative's procedures for intra-project communications: Submittals, reports and records, schedules, coordination of drawings, recommendations, and resolution of ambiguities and conflicts.
- .6 Comply with instructions of Departmental Representative for use of temporary utilities and construction facilities.

1.6 ON-SITE DOCUMENTS

- .1 Maintain at job site, one copy each of the following:
 - .1 Contract drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed shop drawings.
 - .5 List of outstanding shop drawings.
 - .6 Change orders.
 - .7 Other modifications to Contract.
 - .8 Copy of approved Work schedule.
 - .9 Health and Safety Plan and other Safety related documents.
 - .10 Labour conditions and wage schedules.
 - .11 Other documents as specified.

1.7 SCHEDULES

- .1 Submit preliminary construction progress schedule in accordance with Section 01 32 00 - Construction Progress Documents to Departmental Representative coordinated with Departmental Representative's project schedule. Schedule to show anticipated progress stages and final completion of work within time period required by contract documents.
- .2 After review, revise and resubmit schedule to comply with project schedule requirements.
- .3 During progress of Work revise and resubmit at project progress meetings or as directed by Departmental Representative.

1.8 SUBMITTALS

- .1 Make submittal to Departmental Representative for review.

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- .2 Submit preliminary shop drawings in accordance with Section 01 33 00 – Submittal Procedures for review for compliance with Contract Documents; for field dimensions and clearances, for relation to available space, and for relation to Work of other contracts. After review, revise and resubmit for transmittal to Departmental Representative.
- .3 Submit requests for payment for review to Departmental Representative.
- .4 Submit requests for interpretation of Contract Documents, and obtain instructions through Departmental Representative.
- .5 Process change orders through Departmental Representative.
- .6 Deliver closeout submittals for review by Departmental Representative.

1.9 COORDINATION DRAWINGS

- .1 Provide information required by Departmental Representative for preparation of coordination drawings.
- .2 Review and approve revised drawings for submittal to Departmental Representative.
- .3 Departmental Representative may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in contract documents.

1.10 CLOSEOUT PROCEDURES

- .1 Notify Departmental Representative when Work is considered ready for Substantial Performance.
- .2 Accompany Departmental Representative on preliminary inspection to determine items listed for completion or correction.
- .3 Comply with Departmental Representative's instructions for correction of items of Work listed in executed certificate of Substantial Performance.
- .4 Notify Departmental Representative of instructions of items of Work determined in Departmental Representative's final inspection.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION (NOT APPLICABLE)

END OF SECTION