

SECTION 01 31 00 – PROJECT ADMINISTRATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and supervisory requirements necessary for Project administration including, but not necessarily limited to:
 - 1. Project Administration.
 - 2. Requests for Information.
 - 3. Contract Award Meeting.
 - 4. Pre-Construction “Kick-Off” Meeting.
 - 5. Pre Installation Meeting.
 - 6. Progress Meetings.

1.2 PROJECT ADMINISTRATION

- A. All project related correspondence is to be issued to the Construction Manager, with **carbon** copies to the Architect. E-Mail communication will be an acceptable means of communication between the Contractor and Construction Manager.

1.3 REQUESTS FOR INFORMATION

- A. The Contractor is to prepare and submit a Request for Information (RFI) to the Construction Manager for action when a clarification and/or additional information are required to perform an activity of work.
- B. The request must include a drawing and/or specification reference when applicable and must also include a proposed solution for review by the Architect. Requests not provided with a recommended solution, if applicable, will be returned to the Contractor with no action until such recommendation is provided.
- C. The Construction Manager and Architect will endeavor to respond to requests in a timely manner so not to impact onsite activity. It is the Contractor’s responsibility to review the Contract Documents thoroughly for planned work and submit a request with sufficient time for the Construction Manager and Architect to review and respond. If the Contractor fails to carry out this responsibility, The Contractor will not be entitled to an extension of time and/or additional incurred costs should the request impact construction progress.

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1.4 CONTRACT AWARD MEETING

- A. The Construction Manager shall schedule a contract award meeting at the Project site no later than 7 calendar days after issuance of the Notice to Proceed and prior to commencement of construction activities. Topics of discussion are to include, but not limited to:
1. Contract Documents.
 2. Summary of work.
 3. Time of completion.
 4. Conditions of the Contract.
 5. Contract execution.
 6. Review Contract submittals and timelines

1.5 PRE-CONSTRUCTION “KICK-OFF” MEETING

- B. The Construction Manager will schedule and conduct an initial Pre-Construction Meeting. The Contractor shall have in attendance all staff that will be involved in the project. Attendees must include staff responsible for field construction oversight, project management, submittals, requests for information, applications for payment, etc. Topics of discussion are to include, but not limited to:
1. Project team assignments.
 2. Communication protocols.
 3. Contract modification procedures and forms.
 4. Payment procedures and forms.
 5. Project administration.
 6. CPM scheduling requirements.
 7. Submittal procedures.
 8. Quality requirements.
 9. Code inspection procedures.
 10. Commissioning requirements.
 11. Contractor’s safety plan and requirements.
 12. Set weekly progress meeting day and time.
 13. Requirements for daily hot work permits.

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14. Procedure for daily disabling of fire detection systems.
15. Notice procedure for disruption of utilities.

1.6 PRE INSTALLATION MEETING

- C. The Contractor shall conduct a pre installation meeting at the site before each major construction activity commences. The Contractor, Subcontractors, and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. The Contractor is to schedule these meetings at least two weeks prior to the construction activity commences. Topics of discussion are to include, but not limited to:
 1. Shop Drawings, Product Data and quality control Samples.
 2. Possible conflicts.
 3. Compatibility problems.
 4. Time schedules.
 5. Weather limitations.
 6. Manufacturer's recommendations.
 7. Compatibility of materials.
 8. Acceptability of substrates.
 9. Temporary facilities.
 10. Space and access limitations.
 11. Governing regulations.
 12. Safety.
 13. Inspection and testing requirements.
 14. Required performance results.
 15. Recording requirements.
 16. Protection.

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1.7 PROGRESS MEETINGS

- A. The Construction Manager will conduct progress meetings at the Project site weekly, and shall record results of meetings and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.
- B. Attendees: Attendees are to include the Construction Manager, Architect and Engineer, and Contractor. The Contractor shall be represented as a minimum by the field superintendent and project manager. At times and as requested, the Contractor shall make available any subcontractors to attend these meetings.
- C. Agenda: Review items of significance that could affect progress. Include topics for discussion as appropriate to the current status of the Project such as:
 - 1. Permitting and code inspections.
 - 2. Requests for information.
 - 3. Submittals.
 - 4. Material/equipment fabrication and delivery.
 - 5. Schedule update.
 - 6. Field observations.
 - 7. General discussion.
 - 8. Contract administration.
 - 9. Safety.
- D. Reporting: No later than 3 calendar days after each progress meeting date, the Construction Manager shall distribute copies of minutes of the meeting to each party present and to other parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.

- END OF SECTION 01 31 00 -