

SECTION 01039

COORDINATION AND MEETINGS

1. PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Coordination.
- B. Construction Staking.
- C. Field Engineering.
- D. Alteration Project Procedures.
- E. Cutting and Patching.
- F. Preconstruction Conference.
- G. Site Mobilization Conference.
- H. Progress Meetings.
- I. Preinstallation Conferences.

1.2 COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify Engineer of changes in construction schedule 48 hours prior to change.
- C. Submit updated construction schedule with each progress payment submittal.
- D. Owner will contract directly with utility companies for their Work on this Site. However, the Contractor is responsible for scheduling and coordinating the utility companies work.
- E. Coordinate completion and cleanup of Work of the various Sections of specifications in preparation for Substantial Completion.
- F. Coordinate this Carrier Creek Drain and Branches division Contract Work with the other Carrier Creek Divisions.

1.3 CONSTRUCTION STAKING

- A. Construction staking will be done by Engineer and paid for by the Owner.
- B. Contractor to locate and protect survey control, reference points and construction stakes.
- C. Control datum for survey is shown on plans.

- D. Coordinate schedule for construction staking 3 working days before staking is required.
- E. Contractor shall pay for replacement of damaged or removed construction stakes.

1.4 FIELD ENGINEERING

- A. Engineer will provide construction staking. Call and request in writing to the Engineer requesting staking 3 working days in advance of the time needed for the work.
- B. Contractor to locate and protect survey control and reference points.
- C. Control datum for survey is that on plans.
- D. The Contractor shall pay for replacement of damaged or removed construction stakes.
- E. Contractor to locate and protect survey control and reference points, land monuments, and property corners.

1.5 ALTERATION PROJECT PROCEDURES

- A. Materials: As specified in product Sections; match existing products and Work for patching and extending Work.
- B. Close openings in exterior surfaces to protect existing Work from weather and extremes of temperature and humidity.
- C. Remove, cut, and patch Work in a manner to minimize damage and to provide a means of restoring products and finishes to specified condition.
- D. Where new Work abuts or aligns with existing, a smooth even transition shall connect the old and new Work. Patched work to match existing adjacent Work in texture and appearance.
- E. Finish surfaces as specified in individual product Sections.
- F. Where there are changes in open drain cross sections, excavate a 20 foot smooth transition between sections.
- G. When finished surfaces are cut so that a smooth transition with new Work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Engineer.
- H. Where a change of plane of 1/4 inch or more occurs, submit recommendation for providing a smooth transition for Engineer review and request instructions from Engineer.
- I. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.

1.6 CUTTING AND PATCHING

- A. Coordinate with Engineer 48 hours prior to cutting and patching.
- B. All bituminous cutting will be done by Contractor.
- C. All bituminous patching will be done by Contractor.

- D. Skilled and experienced installers are required to perform cutting and patching.
 - E. The Contractor will submit a written request in advance of cutting or altering elements which affects:
 - 1. Structural integrity of element.
 - 2. Integrity of weather-exposed or moisture-resistant elements.
 - 3. Efficiency, maintenance, or safety of element.
 - 4. Visual qualities of sight-exposed elements.
 - 5. Work of Owner or separate contractor.
 - F. The Contractor will execute cutting, fitting, and patching including excavation and fill, to complete work, and to:
 - 1. Fit the several parts together, to integrate with other work.
 - 2. Uncover work to install or correct ill-timed work.
 - 3. Remove and replace defective and non-conforming work.
 - 4. Remove samples of install work for testing.
 - G. Perform and execute Work by methods, which will avoid damage to other Work, and provide proper surfaces to receive patching and finishing.
 - H. Cut rigid materials using masonry saw or core drill.
 - I. Use new products in accordance with requirements of Contract Documents.
 - J. Fit work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
 - K. Saw cut to the full depth of all bituminous or concrete surfaces where the existing surface that is to remain in-place meets the proposed surfaces. The direction of the sawcut shall be as directed by the Engineer.
 - L. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.
 - M. Identify any hazardous substance or condition exposed during the Work to the Engineer for decision or remedy.
 - N. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- 1.7 PRECONSTRUCTION CONFERENCE
- A. Owner or Engineer will schedule a conference after Notice of Award.
 - B. Owner or Engineer will schedule a Preconstruction Conference.
 - C. Attendance Required: Owner, Engineer, and Contractor, subcontractors, suppliers, private utilities, and governmental agencies.

- D. The Engineer prepared agenda will include:
1. Introductions.
 2. Execution of Owner-Contractor Agreement.
 3. Submission of executed bonds and insurance certificates.
 4. Distribution of Contract Documents.
 5. Submission of list of Subcontractors, list of products, Schedule of Values, and progress schedule.
 6. Designation of personnel representing the parties in Contract, along with contact numbers, and the Engineer.
 7. Submission of list of supervisory personnel representing the Contractor and subcontractor along with daytime and emergency phone numbers.
 8. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, change orders and Contract closeout procedures.
 9. Scheduling.
 10. Scheduling activities of Geotechnical Engineer.
 11. Items of special interest and attention.
 12. Utility representative comments and requirements.
 13. Questions and comments.

1.8 SITE MOBILIZATION CONFERENCE

- A. Owner will schedule a conference at the Project Site prior to Contractor occupancy.
- B. Attendance Required: Owner, Engineer, special consultants, Contractor, Contractor's superintendent, and major subcontractors.
- C. The Engineer prepared agenda will include:
1. Use of premises by Owner and Contractor.
 2. Owner's requirements.
 3. Construction facilities and controls provided by Owner.
 4. Survey and Project layout.
 5. Security and housekeeping procedures.
 6. Schedules.
 7. Procedures for testing.
 8. Procedures for maintaining record documents.
 9. Traffic control.

1.9 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work. Meetings may be scheduled weekly, bi-weekly, or monthly at the Engineer/Owner's request.
- B. The Engineer will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within two days to Engineer, Owner, Contractor, participants, and those affected by decisions made.
- C. Attendance Required: Job superintendent, major subcontractors and suppliers, Owner, Engineer, as appropriate to agenda topics for each meeting.

- D. The Engineer prepared agenda will include:
1. Review minutes of previous meetings.
 2. Review of Work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems, which impede planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of off-site fabrication and delivery schedules.
 7. Maintenance of progress schedule.
 8. Corrective measures to regain projected schedules.
 9. Planned progress during succeeding Work period.
 10. Coordination of projected progress.
 11. Maintenance of quality and Work standards.
 12. Effect of proposed changes on progress schedule and coordination.
 13. Other business relating to Work.

1.10 PREINSTALLATION CONFERENCES

- A. When required in individual specification Section, convene a preinstallation conference at Work Site prior to commencing Work of the Section.
- B. Require attendance of parties directly affecting, or affected by, Work of the specific Section.
- C. Notify Engineer four days in advance of meeting date.
- D. The Engineer will prepare agenda, preside at conference, record minutes, and distribute copies within two days after conference to participants, with two copies..
- E. Review conditions of installation, preparation and installation procedures, and coordination with related Work.

END OF SECTION