

Section 01312

COORDINATION AND MEETINGS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General coordination including preconstruction conference, site mobilization conference, and progress meetings.

1.02 MEASUREMENT AND PAYMENT

- 1. No payment will be made for this item. Include cost of meetings and project coordination in overhead cost for this project.

1.03 RELATED DOCUMENTS

- A. Coordination is required throughout documents. Refer to Contract Documents, coordinate as necessary.

1.04 CITY ENGINEER AND REPRESENTATIVES

- A. City Engineer, named in Document 00520 - Agreement Between City of Tomball and Contractor, may act directly or through designated representatives as defined in Document 00700 - General Conditions.

1.05 CONTRACTOR COORDINATION

- A. Coordinate scheduling, submittals, and Work of various Specification sections to assure efficient and orderly sequence of installation of interdependent construction elements.
- B. Coordinate completion and clean up of Work for Substantial Completion and for portions of Work designated for City's partial occupancy.
- C. Coordinate access to site for correction of nonconforming Work to minimize disruption of City's activities where City is in partial occupancy.

1.06 PRECONSTRUCTION CONFERENCE

- A. City Engineer will schedule preconstruction conference.
- B. Attendance Required: City Engineer's representatives, Design Consultant, Special Consultants as required by City Engineer, Contractor, and major Subcontractors.

C. Agenda:

1. Distribution of Contract Documents.
2. Designation of personnel representing parties in Contract, and Design Consultant.
3. Review of insurance.
4. Discussion of formats for Schedule of Values and Construction Schedule.
5. Procedures and processing of shop drawings, substitutions, pay estimates or applications for payment, Requests for Information, Request for Proposal, Change Orders, and Contract closeout, other submittals
6. Scheduling of Work and coordination with other contractors.
7. Review of Subcontractors.
8. Appropriate agenda items listed for Site Mobilization Conference, Paragraph 1.07C, when preconstruction conference and site mobilization conference are combined.
9. Procedures for testing.
10. Procedures for maintaining record documents.

1.07 SITE MOBILIZATION CONFERENCE

A. When required by Contract Documents, City Engineer will schedule conference at Project site prior to Contractor occupancy.

B. Attendance Required: City Engineer representatives, Design Consultant , Special Consultants, Contractor's Superintendent, and major Subcontractors.

C. Agenda:

1. Use of premises by City and Contractor.
2. Safety and first aid procedures.
3. Construction controls provided by City.
4. Temporary utilities.
5. Survey and layout.
6. Security and housekeeping procedures.

7. Field office requirements.

1.08 PROGRESS MEETINGS

- A. Hold project meetings at Project field office or other location as designated by City Engineer. Hold meetings at monthly intervals, or more frequently when directed by City Engineer.
- B. Attendance Required: Job superintendent, major Subcontractors and suppliers, City Engineer representatives, and Design Consultant as appropriate to agenda topics for each meeting.
- C. City Engineer or representative will make arrangements for meetings, and recording minutes.
- D. City Engineer or representative will prepare agenda and preside at meetings.
- E. Provide required information and be prepared to discuss each agenda item.
- F. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress schedule, pay estimates, cash flow curve, payroll and compliance submittals.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems, which impede planned progress.
 - 5. Review of submittal schedule and status of submittals.
 - 6. Review of RFI and RFP status.
 - 7. Change Order status.
 - 8. Review of off-site fabrication and delivery schedules.
 - 9. Maintenance of progress schedule.
 - 10. Corrective measures to regain projected schedule.
 - 11. Planned progress during succeeding Work period.
 - 12. Coordination of projected progress.
 - 13. Maintenance of quality and Work standards.
 - 14. Effect of proposed changes on progress schedule and coordination.

15. Other item relating to Work.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION