SECTION 01 3000

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Electronic document submittal service.

B. Preconstruction meeting.

C. Progress meetings.

D. Pre Installation and Coordination Meetings.

E. Construction progress schedule.

F. Progress photographs.

G. Coordination drawings.

H. Submittals for review, information, and project closeout.

I. Number of copies of submittals.

J. Submittal procedures.

1.02 RELATED REQUIREMENTS

A. Document 00 5200 - Agreement Form: Liquidated damages and general contractor information.

B. Document 00 7200 - General Conditions: Dates for applications for payment.

C. Section 01 1000 - Summary: Stages of the Work, Work covered by each contract, occupancy, phasing.

1.03 PROJECT COORDINATION

A. During construction, coordinate use of site and facilities through the Project Superintendent.

B. Coordinate field engineering and layout work under instructions of the Project Superintendent.

C. Make the following types of submittals to Architect through the Project Manager:

1. Requests for interpretation.

2. Requests for substitution.

3. Shop drawings, product data, and samples.

4. Test and inspection reports.

5. Design data.

6. Manufacturer's instructions and field reports.

7. Applications for payment and change order requests.

8. Progress schedules.

9. Coordination drawings.

10. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT SUBMITTAL SERVICE

A. Submittal Service:

B. Training: One, one-hour, web-based training session will be arranged for all participants, with representatives of Architect and Contractor participating; further training is the responsibility of the user of the service.

C. Project Closeout: Architect will determine when to terminate the service for the project and is responsible for obtaining archive copies of files for Owner.

3.02 PRECONSTRUCTION MEETING

A. Architect will schedule a meeting after Notice of Award.

B. Attendance Required:

1. Owner.

2. Architect.

3. Contractor.

4. Major subcontractors.

5.

C. Agenda:

1. Execution of Owner- Contractor Agreement.

2. Submission of executed bonds and insurance certificates.

3. Distribution of Contract Documents.

4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.

5. Designation of personnel representing the parties to Contract, General Contractor and Architect.

6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.

7. Scheduling.

8.

D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.03 PROGRESS MEETINGS

A. Schedule and administer meetings throughout progress of the Work at maximum bi weekly intervals.

B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.

C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, Architect, as appropriate to agenda topics for each meeting.

D. Agenda:

1. Review minutes of previous meetings.

2. Review of Work progress.

3. Field observations, problems, and decisions.

4. Identification of problems that impede, or will impede, planned progress.

5. Review of submittals schedule and status of submittals.

6. Maintenance of progress schedule.

7. Corrective measures to regain projected schedules.

8. Planned progress during succeeding work period.

9. Maintenance of quality and work standards.

10. Effect of proposed changes on progress schedule and coordination.

11. Other business relating to Work.

E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.04 PRE INSTALLATION AND COORDINATION MEETINGS

A. Schedule and administer meetings throughout progress of the Work at intervals that precede submittal preparation or construction start of each trade listed by 7 days. Coordinate with bi weekly progress meetings so that they can be on the same day either immediately before or after the regular progress meeting.

B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.

C. Attendance Required: Job superintendent, Subcontractors and supplier or manufacturers representative, Owner, Architect, as appropriate to agenda topics for each meeting.

D. Required meetings include the following (in approximate order of need) as requested:

1.

3.05 CONSTRUCTION PROGRESS SCHEDULE

A. If preliminary schedule requires revision after review, submit revised schedule within 10 days.

B. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.

1. Include written certification that major contractors have reviewed and accepted proposed schedule.

C. Within 30 days after joint review, submit complete schedule.

D. Submit updated schedule with each Application for Payment.

3.06 PROGRESS PHOTOGRAPHS

A. Provide digital photographs of site and construction throughout progress of Work produced by contractor selected photographer, acceptable to Architect.

B. Take digital photographs on date for each application for a payment and as follows:

1. Completion of site clearing.

2. Excavations in progress.

3. Foundations in progress and upon completion.

4. Structural framing in progress and upon completion.

5. Enclosure of building, upon completion.

6. Final completion, minimum of ten (10) photos.

3.07 SUBMITTALS FOR REVIEW

A. When the following are specified in individual sections, submit them for review:

1. Product data.

2. Shop drawings.

3. Samples for selection.

4. Samples for verification.

B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.

C. Samples will be reviewed only for aesthetic, color, or finish selection.

D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - CLOSEOUT SUBMITTALS.

3.08 SUBMITTALS FOR INFORMATION

A. When the following are specified in individual sections, submit them for information:

1. Design data.

2. Certificates.

3. Test reports.

4. Inspection reports.

5. Manufacturer's instructions.

6. Manufacturer's field reports.

7. Other types indicated.

B. Submit for Architect's knowledge as contract administrator or for Owner. No action will be taken.

3.09 SUBMITTALS FOR PROJECT CLOSEOUT

A. When the following are specified in individual sections, submit them at project closeout (refer to Preconstruction Manual):

1. Project record documents.

2. Operation and maintenance data.

3. Warranties.

4. Bonds.

5. Record Submittals.

6. Other types as indicated.

B. Submit for Owner's benefit during and after project completion.

3.10 NUMBER OF COPIES OF SUBMITTALS

A. Documents for Review:

1. Small Size Sheets, Not Larger Than 11x17 inches: Submit the number of copies which the Contractor requires, plus two copies which will be retained by the Architect A total of eight copies will be required.

2. Larger Sheets, Not Larger Than 30 x 42 inches: Submit one reproducible for markup and one opaque reproduction or submit 8 reproductions for markup.

B. Documents for Information: Submit 8 copies.

C. Documents for Project Closeout: Make one reproduction of submittal originally reviewed. Submit one extra of submittals for information.

D. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.

1. After review, produce duplicates.

2. Retained samples will not be returned to Contractor unless specifically so stated.

3.11 SUBMITTAL PROCEDURES

A. Transmit each submittal with a copy of approved submittal form.

B. Transmit each submittal with approved form.

C. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

D. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.

E. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

F. Deliver submittals to Architect at location designated by Architect.

G. Schedule submittals to expedite the Project, and coordinate submission of related items.

H. For each submittal for review, allow 14 days excluding delivery time to and from the Contractor.

I. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.

J. Provide space for Contractor and Architect review stamps or attached submittal review form.

K. When revised for resubmission, identify all changes made since previous submission.

L. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.

M. Submittals not requested will not be recognized or processed.

N. Substitutions must be submitted with an executed "Request for Substitution" form as attached. Substitutions must be equal to or better in quality than specified item. Architect will be sole judge of adequacy and or equivalency of substitution to specified item.

O. Any substitution to a specified or noted product not approved by the Architect and Owner may be rejected at any time. The General Contractor may be required to remove and reinstall the specified product if installed prior to approval. The Owner may elect to accept an installed non specified or approved item with an appropriate credit to the contract cost to be determined by the Architect.

P. Accidental review and approval of a substitution that is not specified does not indicate acceptance of that substitution by the Owner or the Architect.

Q. Allow two weeks for review of specified products in the construction schedule. Allow an additional week for non specified products that require "Request for Substitution" form.

3.12 AVAILABILITY OF DIGITAL FILES

A. The Architect will make architectural floor plans (including reflected ceiling plans or any other derivatives of the floor plan CAD file, available to the General Contractor in Autocad 2010.dwg format upon execution of a Indemnification Agreement by the General Contractor, Owner and Architect. The General Contractor will receive a license to distribute the cad files to his subcontractors for this project only. In exchange for this license, the Architect shall receive for use of the Owner.dwg files utilized in the construction of the project. An "Indemnification Agreement" is attached.

B. Mechanical, Electrical, Structural and Civil drawing files may or may not be available to the General Contractor or Sub Contractors. General Contractor to make direct contact with Consultant for separate arrangement and agreement regarding the use of these files.

C. The Architect and his consultants make no warrantee, express or implied, to the total and final accuracy of these cad files. The CAD files are provided for the convenience of the General Contractor and his Subcontractors. Neither the Owner or the Architect will accept any responsibility or additional cost for corrections to the Work made necessary due to the inaccuracy of these files.

D. If the Civil Engineer has used coordinate points to establish dimensional control on the site plan, these points will also be made available to the General Contractor with the same restrictions.

END OF SECTION