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The TEXT indicated with < > is to be selected or filled in by the Specifier to meet the requirements of the project.

If any of the SECTIONS (i.e. 1.02, 1.03, etc.) below are not required for the project do NOT delete the Section, but rather change the title of the Section to “NOT USED” (i.e. 1.02 NOT USED) so that numbering of specification references is preserved, and delete the specification language in this Section below the title.

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Coordination and project conditions.
- B. Drawings, specifications and samples.
- C. Project site administration.
- D. Project meetings.
- E. Change procedures.
- F. Request for information.
- G. Equipment electrical characteristics and components.
- H. Special procedures.

1.02 COORDINATION AND PROJECT CONDITIONS

- A. CONTRACTOR shall coordinate the distribution of all project meeting documents using PM SaaS, as specified in Section 01 33 12 - PM SaaS.
- B. CONTRACTOR shall coordinate the requirements for conducting conferences and meetings for the purposes of addressing issues related to the Work, reviewing and coordinating progress of the Work, and other matters of common interest.
- C. CONTRACTOR shall coordinate scheduling, submittals, and Work of the various sections of the Specifications to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later and in other Contracts.
- D. CONTRACTOR shall verify utility requirements and characteristics of operating equipment are compatible with plant, facilities, and building utilities. CONTRACTOR shall coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- E. CONTRACTOR shall coordinate space requirements, supports, and installation of mechanical, electrical, instrumentation and controls, civil, structural and environmental Work which are indicated on Drawings and / or specified in the Specifications. CONTRACTOR shall follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of plant, facility, and

building and utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

- F. CONTRACTOR shall coordinate locations of fixtures and outlets with finish elements.
- G. CONTRACTOR shall coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion and for portions of Work designated for UTILITIES' occupancy.
- H. After Substantial Completion, CONTRACTOR shall coordinate with UTILITIES to ensure access to Site for correction of defective Work and Work not in accordance with Contract Documents and to minimize disruption of UTILITIES' activities.

1.03 DRAWINGS, SPECIFICATIONS AND SAMPLES

- A. CONTRACTOR shall maintain at Site for UTILITIES <and Engineer> one record copy of:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Change Orders and other Modifications to Contract.
 - 4. CONTRACTOR Requests for Information with UTILITIES <and Engineer> written instructions.
 - 5. UTILITIES <and Engineer> Instruction to Contractor or written instructions.
 - 6. Reviewed Shop Drawings and Samples.
 - 7. Manufacturer's certification.
 - 8. Manufacturer's instruction for assembly, installation, and adjusting.
 - 9. Acceptance and Commissioning Tests, Procedures, and Results.
 - 10. Field test and inspection records.
 - 11. Construction photographs.
- B. CONTRACTOR shall record information concurrently with construction progress and shall not conceal any Work until required information is recorded.
- C. CONTRACTOR shall store record documents and Samples in CONTRACTOR's field office apart from documents used for construction.
 - 1. Provide files and racks for storage of documents.
 - 2. Provide locked cabinet or secure storage space for storage of Samples.
 - 3. Documents shall be kept clean, dry, legible and in good order.
 - 4. Do not use record documents for construction purposes.
- D. CONTRACTOR shall file documents and Samples in accordance with Construction Specifications Institute (CSI) format.
- E. CONTRACTOR shall maintain a document file containing current and previous issues of all documentation.
- F. CONTRACTOR shall make documents and Samples available at all times for reference by UTILITIES <and Engineer>.

1.04 PROJECT SITE ADMINISTRATION

- A. Delivery address of the project site:
 - 1. <Site Name and Address.>
- B. CONTRACTOR shall at all times maintain good discipline and order at site, and perform construction as required by Contract Documents.

1.05 PROJECT MEETINGS

- A. Representatives of CONTRACTOR, Subcontractors, and suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.
- B. Preconstruction meeting:
1. UTILITIES <or Engineer> will schedule a preconstruction meeting no more than <10> days after <Notice to proceed> and before any Work at the Site is started and at least 10 days before submission of the first Application for Payment.
 2. Location: The preconstruction meeting shall take place at a location designated by UTILITIES <or Engineer>.
 3. Purpose: To establish a working understanding between parties and to discuss the Construction Schedule, Schedule of Values, shop drawings and other submittals, cost breakdown of major items, processing of submittals and applications for payment, review of the schedules submitted for acceptability to UTILITIES, and other subjects pertinent to execution of the Work.
 4. Attendance:
 - a. UTILITIES' representative.
 - b. Engineer and its professional consultants.
 - c. Resident Project Representative.
 - d. CONTRACTOR Project Manager
 - e. CONTRACTOR's superintendent.
 - f. CONTRACTOR Safety Representative
 - g. Major Subcontractors.
 - h. Major suppliers.
 - i. Others as appropriate.
 5. Agenda:
 - a. CMSR and Site-Specific Safety Plan.
 - b. CONTRACTOR's proposed key PM SaaS personnel.
 - c. Adequacy and Distribution of Contract Documents.
 - d. Review of <list of Subcontractors,> list of products, Schedule of Values, and progress schedule.
 - e. Designation of personnel representing the parties in Contract, <____,> and the Engineer.
 - f. Procedures and processing of field decisions, submittals, substitutions, applications for payments, Work Change Directives, proposed contract changes, Change Orders, request for information/interpretations, Contract closeout procedures, and record documents.
 - g. Proposed progress schedules and critical construction sequencing.
 - h. Major equipment deliveries and priorities.
 - i. Regulatory & environmental items.
 - j. Project coordination.
 - k. Use of premises and UTILITIES' requirements, including office, construction, and staging and storage areas.
 - l. Construction facilities, controls, and construction aids.
 - m. Temporary utilities.
 - n. Housekeeping procedures.
 - o. Scheduling activities of a <geotechnical engineer> <____>.
 - p. <Security procedures, screening and badge requirements.>
 6. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> <____> days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- C. Site mobilization meeting:
1. UTILITIES <or Engineer> will schedule a meeting at the Project site prior to CONTRACTOR occupancy.
 2. Attendance:
 - a. UTILITIES' Representative.
 - b. Engineer and its professional consultants.
 - c. Resident Project Representative.

- d. CONTRACTOR's Superintendent.
 - e. Major Subcontractors.
 - f. Major Suppliers.
 - g. Others as appropriate.
3. Agenda:
- a. Use of premises by UTILITIES and CONTRACTOR.
 - b. UTILITIES' requirements and occupancy.
 - c. Construction facilities and controls provided by UTILITIES.
 - d. Temporary utilities provided by UTILITIES.
 - e. Survey and plant, facility, or building layouts.
 - f. Regulatory and environmental items.
 - g. Security and housekeeping procedures.
 - h. Schedules.
 - i. Application for payment procedures.
 - j. Procedures for testing.
 - k. Procedures for maintaining record documents.
 - l. Requirements for start-up of equipment.
 - m. Inspection and acceptance of equipment put into service during construction period.
4. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> <_> days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- D. Progress meetings:
- 1. <CONTRACTOR> <Engineer> will make arrangements for meetings, prepare agenda with copies for participants, and preside at meetings.
 - 2. Schedule and administer meetings throughout progress of the Work at <weekly> <biweekly> <monthly> <_> intervals.
 - 3. UTILITIES <or Engineer> will hold called meetings as required by progress of Work.
 - 4. Location of meetings: Project field office of <CONTRACTOR> <UTILITIES> <Engineer>.
 - 5. Attendance:
 - a. UTILITIES' representative.
 - b. Engineer and its professional consultants as needed.
 - c. Resident Project Representative.
 - d. CONTRACTOR's superintendent.
 - e. Major Subcontractors as appropriate to agenda.
 - f. Major suppliers as appropriate to agenda.
 - g. Others as appropriate.
 - 6. Agenda:
 - a. Review, approval of minutes of previous meeting.
 - b. Safety and security.
 - c. Review of Work progress since previous meeting.
 - d. Review risk log.
 - e. Field observations, problems, conflicts.
 - f. Regulatory & environmental items.
 - g. Problems which impede construction schedule.
 - h. Review of off-site fabrication, delivery schedules.
 - i. Corrective measures and procedures to regain projected schedule.
 - j. Revisions to construction schedule.
 - k. Progress, schedule, during succeeding Work period.
 - l. Coordination of schedules.
 - m. Review submittal schedules; expedite as required.
 - n. Maintenance of quality standards.
 - o. Pending changes and substitutions.
 - p. Request for Information (RFI) status.
 - q. Method of Procedures/shutdown coordination.
 - r. Change order management status.

- s. Commissioning and start-up.
 - t. Review proposed changes for:
 - 1) Effect on construction schedule and on completion date.
 - 2) Effect on other contracts of Project.
 - u. Other business.
 - v. < >.
7. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> < > days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- E. Daily Coordination Meetings:
- 1. CONTRACTOR shall schedule and administer construction coordination meetings throughout progress of the Work at daily intervals.
 - 2. CONTRACTOR shall make arrangements for meetings, prepare agenda with copies for participants and preside at meetings.
 - 3. Attendance:
 - a. UTILITIES' representative.
 - b. Engineer and its professional consultants.
 - c. Resident Project Representative.
 - d. CONTRACTOR's superintendent.
 - e. CONTRACTOR's daily work crew.
 - f. Major Subcontractors.
 - g. Major suppliers.
 - h. Others as appropriate.
 - 4. Agenda:
 - a. Review safety procedures and any safety concerns or issues.
 - b. Review daily logs submitted.
 - c. Review Lock-Out-Tag-Out (LOTO) requirements and procedures.
 - d. Required site coordination.
 - e. Field observations, problems, and decisions.
 - f. Planned progress for that work day.
 - g. Maintenance of quality and work standards.
 - h. Other business relating to daily work.
 - 5. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> < > days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- F. Pre-installation meetings:
- 1. When required in individual specification sections, CONTRACTOR to schedule and administer a pre-installation meeting at the site prior to commencing work of the section.
 - 2. CONTRACTOR shall make arrangements for meetings, prepare agenda with copies for participants and preside at meetings.
 - 3. CONTRACTOR shall notify UTILITIES <and Engineer> a minimum of <7> days in advance of the meeting date.
 - 4. Attendance:
 - a. UTILITIES' representative.
 - b. Engineer and its professional consultants.
 - c. Resident Project Representative.
 - d. CONTRACTOR's superintendent.
 - e. Major Subcontractors.
 - f. Major suppliers.
 - g. Others as appropriate.
 - 5. Agenda:
 - a. Review conditions of installation, preparation, and installation procedures.
 - b. Review coordination with related work.

6. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> <_> days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- G. Schedule Update Meetings:
1. CONTRACTOR shall schedule meetings throughout progress of the Work at maximum <weekly> <bi-weekly> <monthly> intervals and as required.
 2. CONTRACTOR shall make arrangements for meetings, prepare agenda with copies for participants and preside at meetings.
 3. Attendance:
 - a. UTILITIES' representative.
 - b. UTILITIES' project scheduler.
 - c. Engineer and its professional consultants.
 - d. Resident Project Representative.
 - e. CONTRACTOR's superintendent.
 - f. CONTRACTOR's project scheduler.
 - g. Major Subcontractors.
 - h. Major suppliers.
 - i. Others as appropriate.
 4. Agenda:
 - a. Review Monthly Schedule, (Actual Progress and Variance).
 - 1) "Activities Started/Completed" this period.
 - 2) "Activities Started/Completed" "Variance" Baseline vs. current.
 - 3) "Added/Deleted Activities."
 - 4) "Revised Activity Descriptions."
 - 5) Any significant Proposed Logic Changes.
 - b. Review milestone "Substantial Completion" Schedule.
 - 1) "Critical" Activities – "Critical Area, Float and Vital Statistics."
 - c. Review "Cumulative and Monthly Costs" graph.
 - d. Review "Budgeted Cost" indicating the Current Project Budgeted Cost.
 5. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> <_> days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- H. Quality Control Meetings:
1. CONTRACTOR shall schedule and administer meetings throughout progress of the Work at maximum <weekly> <bi-weekly> <monthly> intervals and as required.
 2. CONTRACTOR shall make arrangements for meetings, prepare agenda with copies for participants and preside at meetings.
 3. Attendance:
 - a. UTILITIES' representative.
 - b. Engineer and its professional consultants.
 - c. Resident Project Representative.
 - d. CONTRACTOR's superintendent.
 - e. CONTRACTOR's quality control manager and staff.
 - f. Major Subcontractors.
 - g. Major suppliers.
 - h. Others as appropriate.
 4. Agenda:
 - a. Review minutes of previous meetings.
 - b. Review of Work progress and schedule.
 - c. Review of out-of-compliance inspection or test results.
 - d. Field observations, problems, and decisions.
 - e. Review of offsite fabrication and delivery schedules.
 - f. Planned progress during succeeding work period.

- g. Coordination of required inspections and tests.
 - h. Review 6-week schedule report with upcoming inspections and special tests.
 - i. Maintenance of quality and work standards.
 - j. Other business relating to Work.
 5. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> <__> days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- I. Pre-Shutdown/Pre-Outage Meetings:
1. CONTRACTOR shall schedule and administer meetings throughout progress of the Work as required.
 2. CONTRACTOR shall make arrangements for meetings, prepare agenda with copies for participants and preside at meetings.
 3. CONTRACTOR shall follow UTILITIES' standard Construction Method of Procedure (MOP) requirements and procedures, as specified in Section 01 14 00 – Work Restrictions.
 4. All short-term and longer-term shutdowns and other tie-ins that require a UTILITIES approved MOP also require a pre-shutdown meeting at the Project site prior to commencing shutdown for tie-in or modification of specific systems.
 5. CONTRACTOR shall notify UTILITIES <and Engineer> a minimum of <7> days in advance of the meeting date.
 6. Attendance:
 - a. UTILITIES' representative.
 - b. UTILITIES' construction, operations and maintenance staff.
 - c. Engineer and its professional consultants.
 - d. Resident Project Representative.
 - e. CONTRACTOR's superintendent.
 - f. CONTRACTOR's shutdown work crews.
 - g. Others as appropriate.
 7. Agenda:
 - a. Review accepted MOP including conditions of shutdown, preparation, and installation procedures.
 - b. Review timelines and sequences.
 - c. Review responsibilities.
 - d. Review dry run plan and schedule, as necessary.
 - e. Review coordination with related work.
 8. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> <__> days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- J. Prestart-Up Meetings:
1. CONTRACTOR shall schedule and administer meetings throughout progress of the Work as required.
 2. CONTRACTOR shall make arrangements for meetings, prepare agenda with copies for participants and preside at meetings.
 3. CONTRACTOR shall follow UTILITIES' standard Construction Method of Procedure (MOP) requirements and procedures, as specified in Section 01 14 00 – Work Restrictions.
 4. All processes and equipment that requires testing and process start-up MOP approved by UTILITIES also requires a pre-startup meeting at the Project site before commencing process start-up of specific equipment and systems.
 5. CONTRACTOR shall notify UTILITIES <and Engineer> a minimum of <7> days in advance of the meeting date.
 6. Attendance:
 - a. UTILITIES' representative.
 - b. UTILITIES' construction, operations and maintenance staff.
 - c. Engineer and its professional consultants.

- d. Resident Project Representative.
 - e. CONTRACTOR's superintendent.
 - f. CONTRACTOR's prestart-up work crews.
 - g. Others as appropriate.
7. Agenda:
- a. Review accepted MOP including conditions of process start-up and testing, preparation, and installation procedures
 - b. Review timelines and sequences.
 - c. Review responsibilities.
 - d. Review dry run plan and schedule, as necessary.
 - e. Review coordination with related work.
8. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> <__> days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- K. Close-Out Meeting:
1. CONTRACTOR shall schedule and administer close-out meeting.
 2. CONTRACTOR shall make arrangements for meeting, prepare agenda with copies for participants and preside at meeting.
 3. Attendance:
 - a. UTILITIES' representative.
 - b. Engineer and its professional consultants.
 - c. Resident Project Representative.
 - d. CONTRACTOR's superintendent.
 - e. Others as appropriate.
 4. Agenda:
 - a. Review punch-list completion.
 - b. Transfer of record documents and other documents required for Project close-out.
 - c. Finalize payment.
 5. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> <__> days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made.
- L. Post Construction Meeting:
1. UTILITIES shall schedule an inspection of the Work <six (6) months> <and> <eleven (11) months> after the date of Substantial Completion with the with the CONTRACTOR.
 2. UTILITIES <and Engineer> shall notify CONTRACTOR a minimum of <14> days in advance of the meeting date
 3. CONTRACTOR shall make arrangements for meeting, prepare agenda with copies for participants and preside at meeting.
 4. Attendance:
 - a. UTILITIES' representative.
 - b. Engineer and its professional consultants.
 - c. Resident Project Representative.
 - d. CONTRACTOR's superintendent.
 - e. Major Subcontractors.
 - f. Major suppliers.
 - g. Others as appropriate.
 5. Agenda:
 - a. Inspect the Work and draft list of items to be completed or corrected per the Contract.
 - b. Review service and maintenance contracts and take appropriate corrective action when necessary.
 - c. Determine schedule to complete or correct warranty items and extend warranty period accordingly.

6. <UTILITIES shall> <Engineer shall> <CONTRACTOR shall> record minutes and distribute via PM SaaS, as specified in Section 01 33 12 – PM SaaS, within <2> <__> days after meeting to participants, with copies to UTILITIES, <Engineer,> CONTRACTOR, participants, and those affected by decisions made

1.06 CHANGE PROCEDURES

- A. Change procedures shall be in accordance with the General Conditions of the Contract.
- B. Change Order: CONTRACTOR shall utilize PM SaaS, as described in Specification Section 01 33 12 – PM SaaS, for all Change Order requests. The Change Order form will be used by the CONTRACTOR for pricing each Change Order required for additions, deletions, or revisions in the Work. Supporting documentation shall include the agreed upon markups, percentages, and procedures for calculating all costs for change order work and CONTRACTOR fees, taxes, bonds, insurance, surcharges, etc. associated with the Cost of the Work included in a Change Order. References for unit price information or special unit price tabulations proposed for Change Order pricing on the Project shall be included as applicable. These items will be reviewed, and their value, percentage, or calculation method mutually agreed to by the CONTRACTOR, UTILITIES <and Engineer>, prior to executing a Change Order on the Project. For deductive Change Orders, the Schedule of Values amount for the eliminated portion of the Work shall be given substantial weight in determining the value of the deductive Change.

1.07 REQUEST FOR INFORMATION

- A. Request for Information (RFI): CONTRACTOR shall utilize PM SaaS, as described in Section 01 33 12 – PM SaaS, to request from UTILITIES <and Engineer> interpretations, clarifications, and changes in the Work; number RFI's consecutively and add a consecutive letter to RFI number on modified submittals of the same item (i.e., RFI-4A); UTILITIES <and Engineer> will respond on the same form. For each RFI, allow <3> <7> <14> <21> days excluding delivery time to and from CONTRACTOR for UTILITIES <and Engineer> to respond. Depending on the complexity of the RFI, Utilities may require an extension by way of written notification to Contractor of up to an additional <3> <7> working days to respond. In the event CONTRACTOR believes that a response to an RFI constitutes a material change in the Work and UTILITIES has failed to issue a Work Change Directive, CONTRACTOR may submit a proposed contract change in accordance with the Contract General Conditions.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION