**NOTES TO ARCHITECT/ENGINEER (A/E) & DAS/CS PROJECT MANAGER:**

This version of the Division 01 General Requirements is for **ALL** CT Department of Administrative Services (DAS) Construction Services (CS) **Design-Bid-Build (DBB) AND Construction Manager at Risk (CMR) Capital Construction Projects.**

IMPORTANT NOTE: Section 01 31 19 Project Meetings specifies administrative and procedural requirements for project meetings, including but not limited to, the following: pre-construction conferences, pre-installation conferences, and progress meetings. Revise paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

**EDITING:** To Show the Editing Notes in this MS Word document the show/hide symbol (¶) button must be must turned on in the MS Word Toolbar. To print this document show/hide symbol (¶) must be turned off in the MS Word Toolbar, this will enable the document to indicate the correct number of total pages.

**TEXT:** The below **blue text** are project specific information that must be completed by the A/E as applicable to the specific project. When complete change **blue text** to **black text.** The ***bold and italicized text*** is for example purposes only and must be modified and edited by the A/E to make it project specific. For **text boxes**, left click on **Insert** and then insert project specific information over the word **Insert** in the underlined space.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines.**

**HEADERS: The header** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the header shown herein. The header of each page shall contain the Section Number, the Section Title, and the page number & number of pages as shown herein.

**FOOTERS: The footer** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the footer shown herein. The footer shall contain the project number in the right hand side as shown herein. The revision date in the left side of the footer is to remain as it is for Department informational purposes only and should not be altered by the Architect/Engineer.

**SECTIONS AND PARAGRAPHS:** If a **Section** is not part of the project scope, **do not use** the Section in the General Requirements. Check “**NOT USED**” in the Table of Contents. **DO NOT delete** the Section title from the Table of Contents.

If a **Paragraph** is not applicable to the project, **delete the contents** of the Paragraph and renumber the subsequent Paragraphs. Edit **Paragraphs** carefully to reflect specific project requirements. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE and re-number as necessary.

**GENERAL CONDITIONS:** Please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

**DIVISION 01 SECTIONS** are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the A/E. Division 01 must be closely coordinated with Division 00, Divisions 02 through 49, Division 50 (Project-Specific Available Information), the Drawings, and the Department’s Consultant Bid Data Statement (Form 6005, to be filled out by the A/E for bidding).

**IMPORTANT NOTE REGARDING “HIDDEN TEXT”:**

Each document contains Editing Notes in the form of “hidden text”. The Editing Notes assist the Architect in modifying and editing the document to make it project-specific. In order to show the “hidden text”, click the **Home** tab, and in the **Paragraph** group, click the **Show/Hide** symbol (¶). **Turn off** the Show/Hide symbol (¶) **before printing the document** in order to indicate the correct number of pages. **DELETE THIS NOTE.**

**IMPORTANT NOTE REGARDING FORMATTING:**

Insert a blank page at the end of all *odd numbered* specification sections that states “THIS PAGE INTENTIONALLY LEFT BLANK”. **DELETE THIS NOTE.**

# PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

### **A.** Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

### **A.** This Section specifies administrative and procedural requirements for project meetings, including, but not limited to, the following:

NOTE: Edit and add or delete meetings and conferences types that are not required from the example list below.

#### **Start Date meeting (establishes start date)**

#### **Pre-construction conferences.**

#### **Pre-installation conferences.**

#### **Progress meetings.**

#### **Safety**

#### **Coordination**

#### **As-built drawings review**

#### **And as required**

NOTE: If other meetings, such as project closeout conferences, are required, insert meeting titles here and add requirements to the end of the section.

### **B. Related Sections:** The following Sections contain requirements that relate to this Section:

#### **1.** Division 01 Section 01 31 00 "Project Management and Coordination" for procedures for coordinating project meetings with other construction activities.

**NOTE:** Choose the appropriate Schedule section utilized for this project. Delete the Section that is Not Applicable.

2. Division 01 Section 01 32 16 "Construction Progress Schedules" for requirements for construction scheduling and reporting progress of work.

**OR**

2. Division 01 Section 01 32 16.13 "CPM Schedules" for requirements for CPM scheduling and reporting progress of work.

#### **3.** Division 01 Section 01 33 00 "Submittal Procedures" for submitting the Construction Schedule or CPM Schedule.

#### **4.** Division 01 Section 01 35 26 “Government Safety Requirements specifies the requirements for safety plans, reports, and investigation submittals.

#### **NOTE:** The subparagraph below refers to one building trade that frequently requires pre-installation conferences. Change the section name as necessary to suit project requirements. Add references to other sections that also require pre-installation conferences. Delete subparagraph below if not applicable to

#### **5.** Division 03 Section 03 45 00 "Precast Architectural Concrete" for pre-installation/erection conferences.

NOTE: The subparagraph below refers to one building trade that frequently requires pre-construction conferences. Change the section name as necessary to suit project requirements. Add references to other sections that also require pre-construction conferences. Delete subparagraph below if not applicable to project. Insert appropriate roofing section.

#### **6.** Division 07 Section 07 50 00 "Membrane Roofing" for pre-construction conferences.

## 1.3 PRE-CONSTRUCTION CONFERENCE

NOTE: Adjust the number of days in the next paragraph to suit project requirements.

### **A.** The Contractor will attend a pre-construction conference before starting construction, as scheduled by the Construction Administrator convenient to the Owner, the Construction Administrator, Architect, and Contractor. This meeting will take place at least **fourteen (14)** days prior to official Start Date. Hold the conference at the Project Site or another convenient location as directed by the Construction Administrator. The Construction Administrator shall conduct the Pre-construction Conference to review the Contractor and Subcontractor responsibilities and personnel assignments.

NOTE: Amplify the paragraph below as necessary to suit project requirements.

### **B. Attendees:** Authorized representatives of the Construction Administrator, Owner, Architect, and their consultants; the Contractor and its superintendent; major subcontractors; agency; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.

### **C. Agenda:** Discuss items of significance that could affect progress, including the following:

NOTE: Add or delete items in example list below as necessary to suit project requirements.

#### **Tentative construction schedule.**

#### **Critical work sequencing.**

#### **Progress meeting schedule.**

#### **Designation of responsible personnel.**

#### **Procedures for processing field decisions and Change Orders.**

#### **Procedures for processing Applications for Payment.**

#### **Distribution of Contract Documents.**

#### **Submittal of Shop Drawings, Product Data, and Samples.**

#### **Preparation of record documents.**

#### **Use of the premises.**

#### **Parking availability.**

#### **Office, work, and storage areas.**

#### **Equipment deliveries and priorities.**

#### **Safety procedures.**

#### **First aid.**

#### **Security.**

#### **Housekeeping.**

#### **Working hours.**

#### **Coordination with Audio Visual and Telecommunications.**

## PRE-INSTALLATION/CONSTRUCTION CONFERENCES

NOTE: Delete this article if the project does not need pre-installation/construction conferences. Limit pre-installation/construction conferences to major assemblies where the work requires tight control and coordination. If they are necessary, individual specification sections should specify pre-installation/construction conferences as a requirement, and reference this section.

### The Contractor will schedule a pre-installation conference(s) at the Project Site before each construction activity that requires coordination with other construction. The Contractor shall be responsible to notify in writing the Construction Administrator and the appropriate Subcontractor(s), etc., of the date and time of all Pre-installation/Construction Conferences. Notification shall be at least seven (7) days, prior to the Conference. The Contractor shall be responsible for coordination and attendance of all Subcontractors, etc., involved in or affected by the installation for all Pre-installation/Construction Conferences.

### **Attendees:** The Construction Administrator, Contractor, Subcontractors, Owner and Architect, the installer 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 shall advise all attendees of the scheduled Pre-installation/Construction Conferences dates.

### **Agenda:** Review the progress of other construction activities and preparations for the particular activity under consideration at each Pre-installation/Construction Conference, including but not limited to the following requirements:

NOTE: Add or delete items in example list below as necessary to suit project requirements.

#### **Contract Documents.**

#### **Options.**

#### **Related Change Orders.**

#### **Purchases.**

#### **Deliveries.**

#### **Shop Drawings, Product Data, and quality-control samples.**

#### **Review of mockups.**

#### **Possible conflicts.**

#### **Compatibility problems.**

#### **Time schedules.**

#### **Weather limitations.**

#### **Manufacturer's recommendations.**

#### **Warranty requirements.**

#### **Compatibility of materials.**

#### **Acceptability of substrates.**

#### **Temporary facilities.**

#### **Space and access limitations.**

#### **Governing regulations.**

#### **Safety.**

#### **Inspecting and testing requirements.**

#### **Required performance results.**

#### **Recording requirements.**

#### **Protection.**

### The Construction Administrator will record significant discussions and agreements and disagreements of each Pre-installation/Construction Conference, and the approved schedule. The Construction Administrator will promptly distribute the record of the Pre-installation/Construction Conference to all attendees.

### The Contractor shall not proceed with the installation/construction if the conference cannot be successfully concluded. The Contractor shall be responsible to initiate whatever actions are necessary to resolve impediments to performance of Work and schedule and reconvene another Pre-installation/Construction Conference at the earliest feasible date. Failure of the contractor to resolve impediments to the performance of the work will not result in an extension of days.

## 1.5 PROGRESS MEETINGS

NOTE: Modify the paragraph below if the project requires progress meetings on a monthly or weekly basis.

### **A.** The Construction Administrator will conduct progress meetings, bi-weekly, at the Project Site or at regular intervals as agreed upon at the Pre-construction Conference. The Construction Administrator will notify the Owner, the Architect, and the Contractor of the scheduled Progress Meeting dates. Coordinate dates of Progress Meetings with preparation of Application for Payment requests.

NOTE: Modify the paragraph below if attendance by other known entities is necessary.

### **B. Attendees:** In addition to representatives of the Contractor, Construction Administrator, Owner and the Architect, subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities may be requested to attend these meetings on an as needed basis. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work. The Contractor shall include the site superintendent as a minimum.

NOTE: Revise the paragraph below to suit project requirements.

### **C. Agenda:** Progress Meetings shall review and correct or approve minutes of the previous Progress Meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.

#### **Construction Schedule or CPM Schedule:** Review progress since the last Progress Meeting. Determine where each activity is in relation to the required Contractor's "Construction Schedule" or "CPM Schedule" and whether each activity is on time or ahead or behind Schedule. Determine how Work that is behind Schedule will be expedited; secure commitments from parties involved to do so. Discuss whether Schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.

#### Review the present and future needs of each entity present, including the following:

NOTE: Add or delete items in example list below as necessary to suit project requirements.

##### **Interface requirements.**

##### **Time.**

##### **Sequences.**

##### **Status of submittals.**

##### **Deliveries.**

##### **Off-site fabrication problems.**

##### **Access.**

##### **Site utilization.**

##### **Temporary facilities and services.**

##### **Hours of work.**

##### **Hazards and risks.**

##### **Housekeeping.**

##### **Quality and work standards.**

##### **Change Orders.**

##### **Documentation of information for payment requests.**

### **D. Reporting:** The Construction Administrator will distribute minutes of the meeting to each party present, promptly and before the next scheduled meeting, and to parties who should have been present.

## 1.6 SUBCONTRACTOR/COORDINATION/SAFETY MEETINGS

### **A.** The Contractor shall conduct Subcontractor/coordination meetings.

### **B.** The Contractor shall conduct a separate safety meeting after the safety plan is submitted. The Contractor shall take meeting minutes. These minutes shall be made available upon request. The Contractor shall notify the Construction Administrator of the times and dates of these meetings, who may elect to attend these meetings as an observer when necessary. A minimum of one safety meeting will be held per month.

# PART 2 - PRODUCTS (Not Applicable)

# PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 31 19