**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 00 Project Management and Coordination includes administrative and supervisory requirements necessary for coordinating construction operations. 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 includes administrative and supervisory requirements necessary for coordinating construction operations including, but not necessarily limited to, the following:

#### **1.** General project coordination procedures.

#### **2.** Conservation.

#### **3.** Coordination Drawings, including Site Logistics Plans.

#### **4.** Administrative and supervisory personnel.

#### **5.** Cleaning and protection.

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

### **1.** Division 01 Section 01 29 76 “Progress Payment Procedures” for Schedule of Values items

#### **2.** Division 01 Section 01 31 19 "Project Meetings" for progress meetings, coordination meetings, and pre-installation conferences.

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

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

**OR**

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

#### **4.** Division 01 Section 01 50 00 "Temporary Facilities and Controls".

#### **5.** Division 01 Section 01 60 00 "Product Requirements" for coordinating general installation.

#### **6.** Division 01 Section 01 71 23 "Field Engineering" specifies procedures for field engineering services, including establishment of benchmarks and control points.

#### **7.** Division 01 Section 01 77 00 "Closeout Procedures" for coordinating contract closeout.

#### **8.** Division 01 Section 01 91 00 "Commissioning" defines the commissioning process.

## 1.3 CONSTRUCTION ADMINISTRATOR

**A. Construction Administrator:**

#### **1.** The Construction Administrator is identified in Division 01 Section 01 11 00 "Summary of Work".

#### **2. Construction Mobilization:**

##### **a.** Cooperate with the Construction Administrator in the allocation of mobilization areas of the site, for field offices and sheds, for agency facility access, traffic, and parking facilities.

##### **b.** During Construction, coordinate use of site and facilities through the Construction Administrator.

##### **c.** Comply with Construction Administrator’s procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.

##### **d.** Comply with instructions of the Construction Administrator for use of temporary utilities and construction facilities.

##### **e.** Coordinate field engineering layout as specified in Division 01 Section 01 71 23 "Field Engineering" for work under the instructions of the Construction Administrator.

## 1.4 COORDINATION

### **A.** Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.

#### **1.** Schedule construction operations in the sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.

#### **2.** Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.

#### **3.** Make provisions to accommodate items scheduled for later installation.

### **B.** Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.

#### 1. Prepare similar memoranda for the Construction Administrator, Owner and separate contractors where coordination of their work is required.

### **C. Administrative Procedures:** Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

#### **1.** Preparation of schedules.

#### **2.** Installation and removal of temporary facilities.

#### **3.** Delivery and processing of submittals.

#### **4.** Progress meetings.

#### **5.** Project closeout activities.

#### **6.** As-Builts - coordinate monthly meetings to assure up-dates being performed.

## SUBMITTALS

### **A. Coordination Drawings:** Prepare coordination drawings to complete detailed coordination of systems and components and to integrate information about fabrication and installation.

#### Thoroughly prepare coordination drawings, as further stipulated in Part 3 "Execution", reviewing all contract documents and consulting with all entities contributing to or involved with each portion of the work under consideration.

##### Show the relationship of all components shown on any separate Shop Drawings.

##### Indicate required desired installation sequences.

##### Comply with requirements contained in Division 01 Section 01 33 00 "Submittal Procedures".

#### Prepare coordination drawings for installation of all products and materials fabricated by separate entities.

**NOTE:** Edit below statement as applicable to the specific Project.

#### Prepare coordination drawings where limited space availability necessitates maximum utilization of space for efficient installation of different components, including but not limited to: all site-utility entry points; all ceiling and roof cavities in all areas; all electrical, telecommunications and mechanical rooms; all stage-boundary interface areas; all laboratories, animal-handling rooms and data rooms; all classrooms and seminar rooms; all lecture halls and their support spaces; all video studios, broadcast classrooms and their support facilities; and all such other conditions required to coordinate the work.

#### **Prepare a Site Logistics Plan(s) showing:** The entire project area and limits; all routes into and out of site; all staging and stockpiling and lay-down areas; all aspects of phasing/staging; all parking, paving and fencing; and all specific provisions to satisfy requirements of Division 01 Sections, including but not limited to Field Engineering and Temporary Facilities and Controls. The Site Logistics Plan shall coincide with and complement the general staging plans and site plans outlined in the contract bidding documents. It is intended that the Contractor shall present this refined plan for approval by the Construction Administrator. The fencing shown on this plan is required for all phases. Exact placement and timing of installations and removals will be reviewed and approved by the Construction Administrator prior to implementation. An additional allotment of various fencing is specified in Division 32, which the Contractor shall provide, install, and relocate at various intervals, for installation and removal by the Contractor per the direction of the project’s Construction Administrator. This staging and logistics plan will require refinement and change for each phase/stage of the project. The Site Logistics Plan(s) shall be drawn at a scale no smaller than 1"=40' and shall be submitted as stipulated in Division 01 Section 01 29 76 "Progress Payment Procedures", but in no case later than (30) days after Notice to Proceed.

#### Prepare coordination drawings showing locations of surface recesses and voids, as well as offsets and breaks, requiring filling and/or feathering, both those initially visible and those discovered during the course of work. Review with Owner and Architect to obtain direction for filling and feathering. Revise drawing(s) to record directions for same for field and record purposes.

### **B. Staff Names:** Prior to the contract start date, submit a list of the Contractor's principal staff assignments, including the superintendent, project safety officer, and other personnel in attendance at the Project Site. Identify individuals and their duties and responsibilities. List their addresses and telephone numbers.

#### Post copies of the list in the Project meeting room, the temporary field office, and at each temporary telephone.

#### Provide resumes of each staff member proposed for the Project. This shall include the Project Manager, Project Superintendent and Safety Officer.

# PART 2 - PRODUCTS (Not Applicable)

# PART 3 - EXECUTION

## 3.1 GENERAL COORDINATION PROVISIONS

### **A. Inspection of Conditions:**  The Contractor shall require the Installer of each major component to inspect both the substrate and conditions under which Work is to be performed and coordinate such inspections with the Construction Administrator and authorities having jurisdictions. If unsatisfactory conditions exist notify the Construction Administrator immediately. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.

### The Contractor shall coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

### **Coordination Drawings:** Before construction work can begin, the Contractor shall submit to the Architect coordination drawings in the form of (a) reproducible (vellum) transparencies at not less than 1/4-inch scale and (b) CAD files of the coordination drawings on CDROM. Such drawings will be required throughout all areas for trades as described below. These drawings shall show resolutions of trade conflicts in congested areas. The Architect will supply base drawings (with the title blocks removed), including floor plans, reflected ceiling plans, and structural framing plans, in the form of electronic CAD files on CDROM, using the AutoCAD release edition specified with the files, to the Contractor for distribution to the trades for use in developing the coordination drawings. Each trade contractor shall create separate layers within the CAD files to show the work of their trade. Prepare coordination drawings as follows:

#### The HVAC subcontractor shall initiate 1/4-inch scale drawings done on AutoCAD (latest version) showing ducts and piping in plan and section. Sheet metal shop drawings must be approved prior to starting coordination drawings.

#### The Sprinkler subcontractor shall then add layers to superimpose his piping layout on the coordination drawings.

#### The Electrical subcontractor shall then add layers to superimpose all the electrical information on the coordination drawings. Said information is to include but not necessarily be limited to cable trays, equipment, lighting, conduits, bus duct, etc. Show space allowances reserved for work under other contracts, such as audio-visual wiring and equipment.

#### The Plumbing subcontractor shall then add layers to complete the coordination drawing by drawing his piping (including pitch) on the coordination drawings.

#### Subcontractors for specialties, furnishings, equipment and special construction shall add layers to show their work to assure full coordination of all systems.

#### The Construction Administrator shall review the completed coordination drawings for general compliance and then submit them to the Architect for his review. All subcontractors shall rework the drawings until all systems are properly coordinated.

#### The Ceiling subcontractor shall utilize the drawings to prepare acoustic panel ceiling drawings and any other suspended ceiling drawings, and shall indicate areas of conflict with the work of other trades by drafting the location of grids, panels and tiles.

#### The Contractor shall indicate Architectural/Structural conflicts or obstacles and coordinate to suit the overall construction schedule. The Contractor shall locate all precut and prefabricated holes and openings in structural steel on the CAD coordination drawing files as required for HVAC, plumbing, fire protection and electrical work. The Contractor shall coordinate these holes and openings with the structural steel fabricator during the structural steel shop drawing development phase. Coordination to take place on schedule so as to permit shop fabrication of all structural steel holes and openings. The Owner will not be held responsible for the costs associated with field fabrication of structural openings resulting from the lack of timely and thorough coordination.

#### The Contractor shall expedite all drawing work and coordinate to suit the construction schedule. The Contractor shall then review these drawings and compare them with the Architectural, Structural, Equipment, and other drawings and determine that all of the work can be installed without undue interference. Prior to the submittal to the Architect, areas of potential conflict shall be brought to the attention of the Contractor who shall convene a coordination meeting of all parties involved, for the purpose of resolving all utility conflicts. The Contractor shall supervise and direct corrective measures and have all trades sign acceptance of the drawings. Submit four (4) hard copies of each drawing to the Architect and two (2) copies to the Construction Administrator for the record, and only after all conflicts have been accommodated.

#### If the coordination meeting fails to resolve coordination conflicts, the Contractor shall indicate the nature of such conflicts in a detailed RFI, proposing the most economical solution.

#### The Contractor shall not permit work by trades to proceed in a given bay or area until all trade foremen agree on the exact arrangements for each room or area. If a given trade proceeds prior to trades approval, then if necessary, that trade shall revise their work, if necessary, at no extra cost, in order to permit other trades to proceed.

#### Submit all coordination drawings on CD-ROM, in addition to hard copy.

### **D.** The Construction Administrator will meet with the Contractor on all major items of coordination.

## 3.2 CLEANING AND PROTECTION

### **A.** Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering, where required, to assure protection from damage or deterioration.

### **B.** Clean and provide maintenance on completed construction as construction per manufacturers requirements through the remainder of the construction period. Adjust and lubricate operable components to assure operability without damaging effects.

### **C.** Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:

#### **1.** Excessive static or dynamic loading.

#### **2.** Excessive internal or external pressures.

#### **3.** Excessively high or low temperatures.

#### **4.** Thermal shock.

#### **5.** Excessively high or low humidity.

#### **6.** Air contamination or pollution.

#### **7.** Water or ice.

#### **8.** Solvents.

#### **9.** Chemicals.

#### **10.** Light.

#### **11.** Radiation.

#### **12.** Puncture.

#### **13.** Abrasion.

#### **14.** Heavy traffic.

#### **15.** Soiling, staining, and corrosion.

#### **16.** Bacteria.

#### **17.** Rodent and insect infestation.

#### **18.** Combustion.

#### **19.** Electrical current.

#### **20.** High-speed operation.

#### **21.** Improper lubrication.

#### **22.** Unusual wear or other misuse.

#### **23.** Contact between incompatible materials.

#### **24.** Destructive testing.

#### **25.** Misalignment.

#### **26.** Excessive weathering.

#### **27.** Unprotected storage.

#### **28.** Improper shipping or handling.

#### **29.** Theft.

#### **30.** Vandalism.

# PART 2 - PRODUCTS (Not Applicable)

# PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 31 00