

SECTION 01039
COORDINATION AND MEETINGS

PART 1. GENERAL

1.01 SECTION INCLUDES

- A. Coordination
- B. Field Engineering
- C. Alteration Project Procedures
- D. Cutting and Patching
- E. Preconstruction Conference
- F. Site Mobilization Conference
- G. Progress Meetings
- H. Preinstallation Conferences

1.02 COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various Sections of Specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify that utility requirement characteristics of operating equipment are compatible with utilities. Coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable.
- D. Coordinate completion and clean up of Work of separate sections in preparation for Substantial Completion.
- E. After Authority occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents to minimize disruption of Authority's activities.

1.03 FIELD ENGINEERING

- A. Authority will employ an experienced Land Surveyor/Engineer registered in the Commonwealth of Pennsylvania for all stakeout work.
- B. Contractor to locate and protect survey control and reference points.

- C. Control datum for survey is that provided by Engineer.
- D. Contractor shall provide field engineering services. Establish elevations, lines, and levels, utilizing recognized engineering survey practices.

1.04 ALTERATION PROJECT PROCEDURES

- A. None.

1.05 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements which affects:
 - 1. Structural integrity of element.
 - 2. Integrity of weather-exposed or moisture-resistant elements.
 - 3. Efficiency, maintenance, or safety of element.
 - 4. Visual qualities of sight-exposed elements.
 - 5. Work of Authority or separate contractor.
- C. Execute cutting, fitting, and patching including excavation and fill to complete Work and to:
 - 1. Fit the several parts together to integrate with other Work.
 - 2. Uncover Work to install or correct ill-timed Work.
 - 3. Remove and replace defective and non-conforming Work.
 - 4. Remove samples of installed Work for testing.
 - 5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- D. Execute work by methods which will avoid damage to other Work and provide proper surfaces to receive patching and finishing.
- E. Cut rigid materials using masonry saw or core drill.
- F. Restore Work with new products in accordance with requirements of Contract Documents.
- G. Fit Work tight to pipes, sleeves, ducts, conduits, and other penetrations through surfaces.
- H. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.
- I. Identify any hazardous substance or condition exposed during the Work to the Authority for decision or remedy.

1.06 PRECONSTRUCTION CONFERENCE

- A. Authority will schedule a conference within twenty (20) days after effective date of the agreement.
- B. Attendance Required: Authority Representative, Municipal Inspector, Authority's Attorney, Authority's Engineer, Owner, Engineer and Contractor, PennDOT and Railroad Representatives, as applicable.

C. Agenda:

1. Execution of Authority-Contractor Agreement, if not previously executed.
2. Submission of executed bonds and insurance certificates, if not previously submitted.
3. Distribution of Contract Documents.
4. Review list of Subcontractors, list of products, and progress schedule.
5. Designation of personnel representing the parties in Contract and the Engineer.
6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders and Contract closeout procedures.
7. Scheduling
8. Scheduling activities of Engineer.

1.07 SITE MOBILIZATION CONFERENCE

- A. None.

1.08 PROGRESS MEETINGS

- A. Engineer will schedule and administer meetings throughout progress of the Work at maximum bimonthly intervals.
- B. Engineer will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes and distribute copies within four (4) days to Contractor, Authority, and those affected by decisions made.
- C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Authority, and others 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 which impede planned progress.
5. Review of submittals schedule and status of submittals.
6. Review of off-site fabrication and delivery schedules.
7. Maintenance of progress schedule.
8. Corrective measures to regain projected schedules.
9. Planned progress during succeeding work period.
10. Coordination of projected progress.
11. Maintenance of quality and work standards.
12. Effect of proposed changes on progress schedule and coordination.
13. Other business relating to Work.

1.09 PREINSTALLATION CONFERENCES

- A. When required in individual specification Section, Contractor shall convene a preinstallation conference at work site prior to commencing work of the Section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific Section.
- C. Notify Authority seven (7) days in advance of meeting date.

- D. Prepare agenda, preside at conference, record minutes, and distribute copies within seven (7) days after conference to participants, with two (2) copies to Authority.
- E. Review conditions of installation, preparation and installation procedures, and coordination with related work.

PART 2. PRODUCTS

Not Used.

PART 3. EXECUTION

Not Used.