

4. Assume any of the responsibilities of the Contractor's superintendent or of Subcontractors.
5. Expedite the Work for the Contractor.
6. Have control over or charge of or be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.
7. Authorize or suggest that the Owner occupy the Project in whole or in part.

1.7 ELECTRONIC FORM PROCEDURES

- A. Use Submittal Exchange for the following processes:
 1. Submittals, refer to Division 01 "Submittal Procedures".
 2. Request for Information (RFI).
 3. Architect's Supplemental Instruction (ASI), refer to Division 01 Section "Contract Modification Procedures".
 4. Proposal Request (PR), refer to Division 01 Section "Contract Modification Procedures".
 5. Change Order (CO), refer to Division 01 Section "Contract Modification Procedures".
 6. Contractor Quotes, refer to Division 01 Section "Contract Modification Procedures".
 7. Allowance Access Authorization (AAA), refer to Division 01 Section "Contract Modification Procedures".
 8. Payment Applications, refer to Division 01 Section "Payment Procedures".
 9. Inspection Reports.
- B. Contractor and other parties granted access by the Architect to Submittal Exchange shall follow instructions issued by the Architect during the preconstruction conference.

1.8 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified, via the electronic form procedures outlined.
 1. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of others.
- B. Content of the RFI: Include a detailed description of item needing information or interpretation and the following:
 1. Project number.
 2. RFI number.
 3. Contract number and title.
 4. Name of Contractor.

5. Name of Contractor's contact person.
 6. Email address of Contractor's contact person.
 7. RFI subject.
 8. Question: Fully describe question or information requested. Include:
 - a. Specification Section number and title and related paragraphs, as appropriate.
 - b. Drawing number and detail references, as appropriate.
 - c. Field dimensions and conditions, as appropriate.
 - d. Contractor's suggested resolution. If Contractor's solution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 9. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow reasonable time for Architect's response for each RFI.
1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and Construction Manager in writing within seven days of receipt of the RFI response.
- D. On receipt of Architect's action, immediately distribute the RFI response to affected parties. Review response and notify Architect and Construction Manager within seven days if Contractor disagrees with response.
- E. Electronic RFI Log: Architect will maintain a tabular log of RFIs organized by RFI number.

1.9 PROJECT MEETINGS

- A. Preconstruction Conference: Construction Manager will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner, Construction Manager, and Architect, but no later than 15 days after date of Notice of Award.
1. Attendees: Authorized representatives of Owner, Commissioning Authority, Construction Manager, Architect, and their consultants; Contractor and its superintendent; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Designation of key personnel and their duties.
 - b. Lines of communications.
 - c. Bonds and insurance.
 - d. Subcontract list.
 - e. Schedule of values.
 - f. Payment request estimate.
 - g. Applications for Payment.
 - h. Contractor's construction schedule.
 - i. Submittals.
 - j. Electronic form procedures (RFIs, ASIs, PRs).
 - k. Procedures for processing Change Orders and Construction Change Directives.
 - l. Quality control.
 - m. Adjoining properties.
 - n. Project schedule.
 - o. Contractor review of Contract Documents, including Drawings and Specifications.
 - p. Project meetings.
 - q. Project closeout procedures.
 - r. Electronic drawings.
 - s. AIA and Word documents.
 3. Report: Construction Manager will prepare and distribute meeting report.
- B. Site Preconstruction Conference: Construction Manager will schedule and conduct a site preconstruction conference, at a time convenient to Owner, Construction Manager and Architect.
1. Attendees: Authorized representatives of Owner, Owner's testing agency, Construction Manager, Architect, and their consultants; Geotechnical Engineer of Record; Contractor and its superintendent; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance, including the following:
 - a. Designation of key personnel and their duties.
 - b. Lines of communication.