

## SECTION 01 31 16

### MULTIPLE CONTRACT COORDINATION

#### PART 1 – GENERAL

##### 1.1 DESCRIPTION

###### A. Scope:

1. Prime Contractors:
  - a. Prime CONTRACTORS shall coordinate their work and cooperate among themselves, assisted by the construction coordinator identified in the Supplementary Conditions, as required for satisfactory, expeditious completion of the Project (i) within the Contract Times, (ii) in accordance with the Progress Schedule, and (iii) in accordance with the Contract Documents.
  - b. Prime contracts for the Project are indicated in Section 01 12 13, Summary of Work.
  - c. Additional requirements regarding coordination among prime contractors are in the General Conditions and elsewhere in the Contract Documents
2. Subcontractors and Suppliers:
  - a. Prime CONTRACTORS shall coordinate and cooperate fully with their own Subcontractors and Suppliers and others whose services, materials, or equipment, are required to complete their Work in accordance with the Contract Documents.
  - b. Additional requirements regarding prime CONTRACTORS' responsibility for coordinating and scheduling their Subcontractors and Suppliers are in the General Conditions and elsewhere in the Contract Documents.
3. Work by Others:
  - a. In accordance with the General Conditions as may be modified by the Supplementary Conditions, prime CONTRACTORS, assisted by the construction coordinator identified in the Supplementary Conditions, shall cooperate with, and coordinate their Work with, contractors on OWNER's other projects, utility owners and utility service companies, OWNER's and facility manager's employees working at the Site, and other entities working at the Site, in accordance with Section 01 12 13, Summary of Work.

###### B. Coordination:

1. Each prime CONTRACTOR shall review the Progress Schedule and installation procedures under other Specifications Sections and other prime contracts that may affect their Work, and coordinate installation of such work with appropriate entity or entities.
2. General CONTRACTOR shall provide openings in concrete formwork and in other construction as required to accommodate the Work under other

Specifications Sections and the work of other contractors, assist other contractors in installing “built-in” items required for other contractors’ work, and protect such “built-in” items and other work of other contractors from damage.

3. Prime CONTRACTORS shall notify construction coordinator and ENGINEER in writing if prime CONTRACTOR believes that another contractor is failing to coordinate its work with work of other contractors. Construction coordinator will promptly investigate the charge and, after consultation with construction coordinator, ENGINEER will issue such clarifications and interpretations to other contractor(s) as the situation requires.
4. Should a prime CONTRACTOR suffer loss, damages, delay, or require other relief with respect to the terms of the Contract Documents because of the actions or inactions of another contractor working for OWNER at the Site, said prime CONTRACTOR shall prepare and transmit a Change Proposal in accordance with the Contract Documents. OWNER may in turn file a Claim against the infringing contractor, in accordance with the Contract Documents.
5. OWNER does not guarantee continuous efficiency of prime contractors.

C. Layout and Coordination Drawings:

1. Prime CONTRACTORS shall maintain at the Site sufficient competent personnel for preparing layout drawings and coordination drawings. Where such drawings are to be prepared by Subcontractors, the Subcontractor shall have required personnel at the Site.
2. Each prime CONTRACTOR shall provide CONTRACTOR’s own drafting equipment, computer hardware, systems, software, and supplies.
3. Prime CONTRACTORS shall share coordination drawings among themselves.
4. Promptly furnish coordination drawings to the construction coordinator when requested.

## 1.2 QUALITY ASSURANCE

A. Coordination Meetings:

1. Coordination meetings shall be held on a weekly basis, unless mutually agreed by the prime CONTRACTORS, construction coordinator, and other interested or involved entities that another schedule is suitable.
2. Site Mobilization Meeting:
  - a. Initial meeting will be the Site mobilization meeting (unless such meeting is held as part of the preconstruction conference) and will be held within ten days after the Contract Times commence running.
  - b. At the Site mobilization meeting, prime CONTRACTORS, OWNER, and construction coordinator, with advice of ENGINEER when such decisions have potential to affect the completed Project, will make decisions on allocations of space at the Site, construction plant requirements, and future coordination meetings.
  - c. A preliminary agenda of topics to be covered at the Site mobilization meeting is indicated in Section 01 31 19.13, Preconstruction Conference.

- d. Construction coordinator or ENGINEER will advise each prime CONTRACTOR of the time, place, and tentative agenda for the Site mobilization meeting.
- 3. Coordination Meetings during the Project:
  - a. Purposes of coordination meetings include:
    - 1) Establishing and modifying work schedules and achieving agreement on orderly sequences of operations acceptable to all prime contractors.
    - 2) Reviewing and adjusting conflicts, work arrangements, and schedules to reduce the potential for and avoid delays and work stoppages.
    - 3) Discussing and accepting coordination drawings prepared by each prime CONTRACTOR, as required to assist and guide others.
  - b. Construction coordinator will advise each prime CONTRACTOR of the time, place, and tentative agenda of coordination meetings.
- 4. General (applicable to all meetings required under this Section):
  - a. Scheduling:
    - 1) Meetings required under this Section will be arranged through construction coordinator and shall be separate from and in addition to progress meetings.
    - 2) If a prime CONTRACTOR cannot, for compelling reasons, attend a coordination meeting, prime CONTRACTOR shall advise construction coordinator, other prime contractors, and ENGINEER in writing in a timely manner, so that meeting may be rescheduled.
    - 3) Any prime CONTRACTOR may initiate a coordination meeting by addressing request to construction coordinator.
  - b. Records of Meetings:
    - 1) Construction coordinator will keep notes, records, and write minutes of meetings required under this Section, and distribute to meeting attendees and others as appropriate, including OWNER, ENGINEER, and Resident Project Representative (RPR).
  - c. Attendees:
    - 1) Each prime CONTRACTOR shall have a representative present at each meeting required under this Section.
    - 2) Construction coordinator shall attend each meeting required under this Section.
    - 3) OWNER, ENGINEER, and RPR may attend coordination meetings, but their attendance is not mandatory.
  - d. Representatives:
    - 1) Representatives of prime CONTRACTORS at meetings required under this Section shall have competence and authority to make necessary decisions.
    - 2) Representatives' decisions and statements shall commit the associated prime CONTRACTOR to the agreed procedures, sequence of operations, and schedules.
  - e. Failure to be represented at one or more meetings required under this Section will cause absent prime CONTRACTOR(s) to be liable for damages, delays, costs of alterations, and other costs that result because

CONTRACTOR was not present to arrange coordination of their Work with other construction activities.

- f. Where procedures have been agreed upon and coordination drawings accepted by construction coordinator and prime CONTRACTORS concerned, coordination drawings and procedures shall become binding on prime CONTRACTORS concerned relative to time and performance. Such drawings do not, however, take precedence over the Contract Documents.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

++ END OF SECTION ++