

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

Latest Update: 8/6/2026

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Remove text underlines and highlights)

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Web-based Project management software package.
 - 6. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. This Section includes administrative and procedural requirements for coordination of construction activities, preparation of coordination drawings, and administration of project meetings, including preconstruction conferences, progress meetings, and coordination meetings.

1.2 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms approved for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. Key Personnel Names: At the Post-Bid Scope Review, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list contact information including emergency backup.

1. Post copies of list in Project meeting room, in temporary field office, in web-based Project software directory, and in prominent location in each built facility. Keep list current at all times.

C. Coordination Drawings

1. Coordination drawings combine work of multiple trades and disciplines into a single integrated layout. The coordination drawings identify a final construction plan where all 3-D space conflicts have been resolved.
2. Contractor is responsible for determining what method to use to generate coordination drawings using traditional CAD comparison, BIM modeling, or other methods as approved by the University.

<Include next sentence if project requires BIM meetings>

3. BIM meetings to resolve clash issues may include participation by the contractor teams, design team, owner and any designated representatives.
4. By submission of final Coordination Drawings, the contractor certifies that the drawings reflect a construction plan that meets the requirements of the original project design and that all conflicts have been resolved.

1.3 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
1. Schedule construction operations in 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 ensure maximum performance and accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
 4. Coordinate, communicate, and schedule work with any outside entities that impact the project or that may be impacted by project work.
 - a. Entities may include people such as clients, occupants, owner hired contractors, and contractors on adjacent project sites
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for University and separate contractors if coordination of their Work is required.
- C. Written Coordination Directives:
When special coordination procedures are required, prepare and distribute written

coordination instructions or memoranda to affected parties, including required notices, reports, and identification of attendees at coordination meetings.

- D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.

1.4 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity. At a minimum, prepare coordination drawings for mechanical rooms, electrical rooms, substation rooms, and other areas of congested construction requiring multi-trade coordination.

<Include specific requirements if needed for project. Remove for small projects>

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use project Drawings as the starting point for coordination drawings. Prepare sections, elevations, and details as needed to show 3D space requirements without conflicts.
 - b. Include trade-specific information to coordination as needed to resolve conflicts between installed components.
 - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - d. Show clearances for routine maintenance and replacement of components.
 - e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
 - f. Indicate required installation sequences for constructability.
 - g. Show dimensions on Drawings. Specifically note dimensions that appear to conflict with submitted equipment and minimum clearance requirements.

Provide alternative layouts to Architect and University for proposed resolution of such conflicts. Minor dimension changes and difficult installations are not considered changes to the Contract.

B. Coordination Drawing Organization: Organize coordination drawings as follows:

<Edit for project. Small projects may only require Coordination Drawings for Mechanical Rooms or specific locations.>

1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
2. Plenum Space: Indicate subframing for support of ceiling, raised access floor, and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
3. Mechanical Rooms: Provide coordination drawings for mechanical rooms, showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.

<Typically only required for New Construction or Major Renovation>

5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
6. Mechanical and Plumbing Work: Show the following:
 - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
7. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inches (32 mm) in diameter and larger.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
 - c. Panel board, switchboard, switchgear, transformer, busway, generator, and motor-control center locations.

- d. Location of pull boxes and junction boxes, dimensioned from column center lines.
8. Fire-Protection System: Show the following:
 - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
9. Review: Architect will review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will inform the Contractor, who shall make suitable modifications and resubmit.

<Include if project includes BIM meetings>

- a. Architect may review and confirm coordination as part of participation in BIM meetings in lieu of formal review of final coordination drawings.

<Edit for specific project. Small projects will not typically require digital coordination data files and paragraph can be deleted.>

- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
 1. File Preparation Format:
 - a. <Edit for project. Identify software or data type.> Same digital data software program, version, and operating system as original Drawings.
 2. File Submittal Format: Submit or post coordination drawing files using PDF format.
 3. BIM Files: Construction Manager will incorporate all trade input in final BIM established for Project.
 - a. Perform three-dimensional component conflict analysis as part of preparation of coordination drawings. Resolve component conflicts. Indicate where conflict resolution requires modification of design requirements by Architect.

<Edit for project if Architect will provide BIM files to the Contractor>

4. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
 - a. Contractor and Architect will coordinate and come to agreement on any permissions or requirements for use of the files for this purpose.

1.5 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return without response those RFIs submitted to Architect anyone other than the Contractor.
 2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following as specified by the University PMIS requirements:
1. University's Project number and name
 2. University name.
 3. Name of Architect and GC/CM.
 4. Date.
 5. Name of Contractor.
 6. RFI number, numbered sequentially.
 7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. RFI Forms: Use form included in the University PMIS process.
- D. Architect's, University's and Construction Manager's Action:
1. Architect and Construction Manager will review each RFI, determine action required, and respond. Allow five (5) days for Architect's response for each RFI.
 2. The following items are not considered RFIs and will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 3. Incomplete RFIs or inaccurately prepared RFIs will be returned without action.

4. Architect's action may include a request for additional information. Architect's time for response will reset from date additional information receipt by Architect.
 5. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and University in writing within five days of receipt of the RFI response.
- E. RFI Log: RFI Log is available in the University PMIS.
- F. On receipt of Architect's and Construction Manager's action, review response and notify Architect and Construction Manager within two days if Contractor disagrees with response.

1.6 DIGITAL PROJECT MANAGEMENT PROCEDURES

Select either A or B below.

- A. Architect's Data Files Not Available: Architect will not provide Architect's BIM model/CAD drawing digital data files for Contractor's use during construction.
- B. Use of Architect's Digital Data Files: Digital data files of Architect's **BIM model/CAD drawings** will be provided by Architect for Contractor's use during construction.
1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.
 2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.

Architect to edit section with firm requirements

3. Digital Drawing Software Program: Contract Drawings are available in **<Insert name and version of digital drawing software program and operating system>**.
4. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to University and Architect.
 - a. Subcontractors and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of **[AIA Document C106] [Agreement included in this Project Manual] [Agreement acceptable to University and Architect]**.
5. **<Insert additional conditions on which digital data drawing files will made available>**.
6. The following digital data files will be furnished for each appropriate discipline:
 - a. Floor plans.
 - b. Reflected ceiling plans.
 - c. **<Insert name of digital data file>**.

- C. University PMIS: Use University's web-based Project management software package to manage Project communication and documentation through Final Completion.
- D. PDF Document Preparation:
 - 1. Assemble information into a single file with appropriate bookmarks.
 - 2. File names must include project number and meet university file naming conventions.
 - 3. Certifications: When required, digitally submitted certificates and certifications must include a digital signature.

1.7 PROJECT MEETINGS **<Edit for project specific requirements>**

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
 - 1. Attendees: Determine necessary attendees based on meeting type. Coordinate with University Project manager.
 - 2. Scheduling: Inform invitees of date and time of each meeting. Notify University and Architect of scheduled meeting dates and times a minimum of seven days prior to meeting.
 - 3. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 - 4. Minutes: Entity responsible for conducting meeting will record significant discussions, decisions, and action items, and shall distribute the meeting minutes to everyone concerned, including University and Architect, within three days of the meeting.
- B. Preconstruction Conference:
 - 1. Schedule and conduct a preconstruction conference before starting construction, at a time convenient to University and Architect, but no later than x number of days prior to mobilization. ~~15 days after execution of the Agreement.~~
 - 2. Attendees:
 - a. Authorized representatives of University,
 - b. University's Commissioning Authority,
 - c. Architect, and their consultants;
 - d. Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties
 - 3. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 4. Agenda: Discuss items of significance that could affect progress, including the following:

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- a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for processing University's Supplemental Instructions and Contract Clarification.
 - j. Procedures for RFIs.
 - k. Procedures for testing and inspecting.
 - l. Procedures for processing Applications for Payment.
 - m. Outage Procedures
 - n. Distribution of the Contract Documents.
 - o. Submittal procedures.
 - p. Sustainable design requirements.
 - q. Preparation of Record Documents.
 - r. Use of the premises
 - s. Work restrictions.
 - t. Working hours.
 - u. University's occupancy requirements.
 - v. Responsibility for temporary facilities and controls.
 - w. Procedures for moisture and mold control.
 - x. Procedures for disruptions and shutdowns.
 - y. Construction waste management and recycling.
 - z. Parking availability.
 - aa. Office, work, and storage areas.
 - bb. Equipment deliveries and priorities.
 - cc. First aid.
 - dd. Security.
 - ee. Progress cleaning.
5. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other Sections and when required for coordination with other construction.
- 1. Attendees:
 - a. Installer
 - b. Manufacturer representatives
 - c. Fabricators
 - d. Subcontractors involved in or affected by the installation and its coordination

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2. Advise Architect, Construction Manager, and University's Commissioning Authority of scheduled meeting dates.
 3. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Sustainable design requirements.
 - i. Review of mockups.
 - j. Possible conflicts.
 - k. Compatibility requirements.
 - l. Time schedules.
 - m. Weather limitations.
 - n. Manufacturer's written instructions.
 - o. Warranty requirements.
 - p. Compatibility of materials.
 - q. Acceptability of substrates.
 - r. Temporary facilities and controls.
 - s. Space and access limitations.
 - t. Regulations of authorities having jurisdiction.
 - u. Testing and inspecting requirements.
 - v. Installation procedures.
 - w. Coordination with other work.
 - x. Required performance results.
 - y. Protection of adjacent work.
 - z. Protection of construction and personnel.
 4. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions in the meeting minutes.
 5. Reporting: Distribute minutes of the meeting to each party present, other parties requiring information, and upload to the University PMIS.
 6. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to University and Architect, but no later than when the project is 75 percent complete.
1. Review requirements and responsibilities related to Project closeout.
 2. Attendees:

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- a. Authorized representatives of University,
 - b. **University's Commissioning Authority,**
 - c. **Construction Manager,**
 - d. Architect, and their consultants;
 - e. Contractor and its superintendent;
 - f. Major subcontractors; suppliers; and other concerned parties
 3. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 4. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of Record Documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Procedures for completing and archiving web-based Project software site data files.
 - d. Submittal of written warranties.
 - e. Requirements for completing sustainable design documentation.
 - f. Requirements for preparing operations and maintenance data.
 - g. Requirements for delivery of material samples, attic stock, and spare parts.
 - h. Requirements for demonstration and training.
 - i. Preparation of Contractor's punch list.
 - j. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - k. Coordination of separate contracts.
 - l. University's partial occupancy requirements.
 - m. Installation of University's furniture, fixtures, and equipment.
 - n. Responsibility for removing temporary facilities and controls.
 5. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- E. Progress Meetings: Conduct will conduct progress meetings at **<Insert appropriate interval>** intervals.
1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees:
 - a. Authorized representatives of University,
 - b. University's Commissioning Authority,
 - c. Construction Manager, and
 - d. Architect,
 - e. Based on current progress, planning, coordination, and performance of future activities include the following:
 - 1) subcontractors
 - 2) suppliers
 - 3) other related entities

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3. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 4. Agenda:
 - a. Review and correct or approve minutes of previous progress meeting.
 - b. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - c. Contractor's Construction Schedule:
 - 1) Review progress since the last meeting.
 - 2) Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule.
 - 3) Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so.
 - 4) Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 5) Review schedule for next period.
 - d. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Submittal status.
 - 5) Sustainable design documentation.
 - 6) Deliveries.
 - 7) Off-site fabrication.
 - 8) Access.
 - 9) Site use.
 - 10) Temporary facilities and controls.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) RFI status
 - 16) Proposal Requests
 - 17) Pending changes.
 - 18) Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
 5. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updates: Revise Contractor's construction schedule after each progress meeting. Issue revised schedule concurrently with the report of each meeting.

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- F. Coordination Meetings: Conduct Project coordination meetings at **<Insert appropriate interval>** intervals. Project coordination meetings are in addition to specific meetings held for other purposes, to address specific issues requiring coordination between multiple disciplines.
1. Attendees:
 - a. Authorized representatives of University,
 - b. University's Commissioning Authority,
 - c. Construction Manager, and
 - d. Architect,
 - e. Based on current progress, planning, coordination, and performance of future activities include the following:
 - 1) subcontractors
 - 2) suppliers
 - 3) other related entities
 2. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda:
 - a. Review and correct or approve minutes of the previous coordination meeting.
 - b. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - c. Combined Contractor's Construction Schedule:
 - 1) Review progress since the last coordination meeting.
 - 2) Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule.
 - 3) Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so.
 - 4) Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - d. Schedule Updates: Revise combined Contractor's construction schedule after each coordination meeting. Issue revised schedule concurrently with report of each meeting.
 - e. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Submittal status.
 - 5) Deliveries.
 - 6) Off-site fabrication.
 - 7) Access.
 - 8) Site use.
 - 9) Temporary facilities and controls.

- 10) Work hours.
 - 11) Hazards and risks.
 - 12) Progress cleaning.
 - 13) Quality and work standards.
 - 14) RFIs
 - 15) Proposal Requests.
 - 16) Change Orders.
 - 17) Pending changes.
4. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION