

SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS
(CFPUA CAPITAL PROJECTS)

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Coordination and Project conditions.
- B. Preconstruction meeting (CFPUA Pre-Con Checklist Attached).
- C. Progress meetings.
- D. Pre-installation meetings.
- E. Substantial Completion meeting.
- F. Closeout meeting.
- G. Permits.

1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various Sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify that utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate Work of various Sections having interdependent responsibilities for installing, connecting to, and placing operating equipment in service.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical Work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit as closely as practical; place runs parallel with lines of building. Use spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. Coordination Meetings: In addition to other meetings specified in this Section, hold coordination meetings with personnel and Subcontractors to ensure coordination of Work.

1.3 PRECONSTRUCTION MEETING

- A. Engineer will schedule and preside over meeting after Notice of Award.

- B. Attendance Required: Engineer, Owner, Resident Project Representative, appropriate governmental agency representatives, major Subcontractors, and Contractor.
- C. Minimum Agenda:
 - 1. Submission of schedule of values, and Progress Schedule.
 - 2. Designation of personnel representing parties in Contract.
 - 3. Communication procedures.
 - 4. Procedures and processing of requests for interpretations, field decisions, field orders, submittals, substitutions, Applications for Payments, proposal request, Change Orders, and Contract closeout procedures.
 - 5. Scheduling.
 - 6. Critical Work sequencing.
 - 7. Traffic Control Plan.
 - 8. See attached CFPUA PRE-CON CHECKLIST.
- D. Engineer: Record minutes and distribute copies to participants within two days after meeting.

1.4 PROGRESS MEETINGS

- A. Engineer/Owner to schedule and administer meetings throughout progress of the Work at maximum monthly intervals.
- B. Engineer/Owner to make arrangements for meetings, prepare agenda with copies for participants, and preside over meetings.
- C. Attendance Required: Job Superintendent, major Subcontractors, and suppliers, Engineer, and Owner, as appropriate to agenda topics for each meeting.
- D. Minimum Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems impeding planned progress.
 - 5. Review of submittal 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 project progress.
 - 11. Maintenance of quality and work standards.
 - 12. Effect of proposed changes on Progress Schedule and coordination.
 - 13. Other business relating to Work.
- E. Engineer/Owner to record minutes and distribute copies to participants within two days after meeting.

1.5 PRE-INSTALLATION MEETINGS

- A. When required in individual Specification Sections, convene pre-installation meetings at Project Site before starting Work of specific Section.
- B. Require attendance of parties directly affecting, or affected by, Work of specific Section.
- C. Notify Engineer/Owner four days in advance of meeting date.
- D. Prepare agenda and preside over meeting:
 - 1. Review conditions of installation, preparation, and installation procedures.
 - 2. Review coordination with related Work.
- E. Record minutes and distribute copies to participants within two days after meeting.

1.6 SUBSTANTIAL COMPLETION MEETING

- A. Attendance Required: Contractor, major Subcontractors, Engineer, Owner, and other appropriate to agenda.
- B. Minimum Agenda:
 - 1. Contractor notification required in accordance with General Conditions.
 - 2. Testing requirements.
 - 3. System demonstration and observation.
 - 4. Operation and maintenance instructions for Owner's personnel.
 - 5. Inspection of Work.
 - 6. Preparation of "punch list."
 - 7. Inspections by authorities having jurisdiction.
 - 8. Status of certification and testing requirements.
 - 9. Status of record drawings.
 - 10. Schedule for Engineer inspection to determine date of Substantial Completion.
 - 11. Review closeout Submittal requirements:
 - a. Project record documents.
 - b. Operating and maintenance documents.
 - c. Operating and maintenance materials.
 - d. Affidavits.
 - e. Warranties.
- C. Record minutes and distribute copies to participants within two days after meeting.

1.7 CLOSEOUT MEETING

- A. Attendance Required: Contractor, major Subcontractors, Engineer, Owner, and other appropriate to agenda.
- B. Minimum Agenda:
 - 1. Status of "punch list."
 - 2. Preparation for final inspection of Work.
 - 3. Completion time for correcting deficiencies.
 - 4. Procedure to request Final Payment.

5. Final cleaning.
6. Preparation for final inspection.
7. Closeout Submittals:
 - a. Project record drawings and documents.
 - b. Operating and maintenance documents.
 - c. Operating and maintenance materials.
 - d. Affidavits.
 - e. Warranties
8. Contractor's demobilization of Site.
9. Maintenance.
10. Final Application for Payment.

C. Record minutes and distribute copies to participants within two days after meeting.

1.8 PERMITS

- A. Furnish all necessary permits for construction of Work that are not provided by Owner including the following:
1. New Hanover County Building Permit for permanent facility sites.
 2. City of Wilmington Utility Work Permit.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION