

## **SECTION 01 30 00**

### **ADMINISTRATIVE REQUIREMENTS**

#### **PART 1 GENERAL**

##### **1.01 SECTION INCLUDES**

- A. Preconstruction meeting.
- B. Site mobilization meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Coordination drawings.
- F. Submittals for review, information, and project closeout.
- G. Number of copies of submittals.
- H. Submittal procedures.

##### **1.02 RELATED REQUIREMENTS**

- A. Document 00 72 00 - General Conditions: Dates for applications for payment.
- B. Document 00 73 00 - Supplementary Conditions: Duties of the Contractor.
- C. Section 01 32 16 - Construction Progress Schedule: Form, content, and administration of schedules.
- D. Section 01 70 00 - Closeout Procedures: Additional coordination requirements.
- E. Section 01 72 00 - Project Record Documents

#### **PART 2 PRODUCTS - NOT USED**

#### **PART 3 EXECUTION**

##### **3.01 PRECONSTRUCTION MEETING**

- A. Engineer will schedule a meeting after Notice of Award.
- B. Attendance Required:
  - 1. Owner.
  - 2. Engineer.
  - 3. Contractor.
  - 4. Major Subcontractors and Material Suppliers.
- C. Agenda:
  - 1. Execution of Owner-Contractor Agreement.

2. Submission of executed bonds and insurance certificates.
  3. Distribution of Contract Documents.
  4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.
  5. Designation of personnel representing the parties to Contract, Myrtle Beach CC staff and Engineer.
  6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
  7. Scheduling.
- D. Record minutes and distribute copies within two days after meeting to participants, with copies to Engineer, Owner, participants, and those affected by decisions made.

### 3.02 SITE MOBILIZATION MEETING

- A. Engineer will schedule a meeting at the Project site prior to Contractor occupancy.
- B. Attendance Required:
1. Contractor.
  2. Owner.
  3. Engineer.
  4. Special Consultants.
  5. Contractor's on-site project manager/safety officer and construction superintendent.
  6. Major Subcontractors.
- C. Agenda:
1. Use of premises by Owner and Contractor.
  2. Owner's requirements and occupancy prior to completion.
  3. Construction facilities and controls provided by Contractor.
  4. Temporary utilities provided by Owner.
  5. Survey and building layout.
  6. Security and housekeeping procedures.
  7. Schedules.
  8. Application for payment procedures.
  9. Procedures for testing.
  10. Procedures for maintaining record documents.
  11. Requirements for start-up of equipment.
  12. Inspection and acceptance of equipment put into service during construction period.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Engineer, Owner, participants, and those affected by decisions made.

### 3.03 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum weekly intervals.

- B. Engineer will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required: Job superintendent, on-site project manager/safety officer, major Subcontractors and suppliers, Owner, Engineer, 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 that impede, or will 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.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Engineer, Owner, participants, and those affected by decisions made.

#### 3.04 CONSTRUCTION PROGRESS SCHEDULE

- A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
  - 1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- D. Within 10 days after joint review, submit complete schedule.
- E. Submit updated schedule with each Application for Payment.

#### 3.05 COORDINATION DRAWINGS

- A. Provide information required for preparation of coordination drawings.
- B. Review drawings prior to submission to Engineer.

#### 3.06 SUBSTITUTIONS

- A. The Contract is based on the standards of quality established in the

Contract Documents. Substitutions will be considered only when in accordance with the Instructions to Bidders.

- B. It is the responsibility of the submitting contractor/subcontractor to clearly document that the proposed substitution meets all of the technical requirements of the specified product.
  - 1. Provide a side-by-side, line-by-line comparison between the specified product and the proposed substitution. Clearly identify all relevant performance criteria and compare to the specified product. Include annotated copy of applicable specification section. Indicate deviations, if any, from the work specified
  - 2. Failure to provide a line-by-line comparison will result in the substitution request being rejected for reasons of incomplete information.
  - 3. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
  - 4. Research Reports evidencing compliance with building code in effect for Project, from ICC-ES.
  - 5. Material Test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
- C. The following products do not require further approval except for interface within the Work:
  - 1. Products specified by reference to standard specifications such as ASTM and similar standards.
  - 2. Products specified by manufacturer's name and catalog model number.

### 3.07 "OR EQUAL"

- A. Where the phrase "or equal", or "or equal as approved by the Engineer", occurs in the Contract Documents, do not assume that the materials, equipment, or methods will be approved as equal unless the item has been specifically so approved for this work by the Engineer. Failure to obtain this approval before the submission of bids will automatically render the submittal non-compliant with the Contract and thus will be rejected by the Engineer.
- B. The decision of the Engineer shall be final.

### 3.08 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
  - 1. Product data.
  - 2. Shop drawings.
  - 3. Samples for selection.
  - 4. Samples for verification.
- B. Submit to Engineer for review for the limited purpose of checking for

conformance with information given and the design concept expressed in the contract documents.

- C. Samples will be reviewed only for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below.

### 3.09 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
  - 1. Design data.
  - 2. Certificates.
  - 3. Test reports.
  - 4. Inspection reports.
  - 5. Manufacturer's instructions.
  - 6. Manufacturer's field reports.
  - 7. Other types indicated.
- B. Submit for Engineer's knowledge as contract administrator or for Owner. No action will be taken.

### 3.10 SUBMITTALS FOR PROJECT CLOSEOUT

- A. When the following are specified in individual sections, submit them at project closeout:
  - 1. Project record documents.
  - 2. Operation and maintenance data.
  - 3. Warranties.
  - 4. Bonds.
  - 5. Other types as indicated.
- B. Submit for Owner's benefit during and after project completion.

### 3.11 NUMBER OF COPIES OF SUBMITTALS

- A. Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Extra Copies at Project Closeout: See Section 01 70 00.
- C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Engineer.
  - 1. After review, produce duplicates.
  - 2. Retained samples will not be returned to Contractor unless specifically so stated.

### 3.12 SUBMITTAL PROCEDURES

- A. Transmit each submittal with approved form.
- B. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

- C. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- E. Deliver submittals to Engineer electronically.
- F. Schedule submittals to expedite the Project, and coordinate submission of related items.
- G. For each submittal for review, allow 10 days excluding delivery time to and from the Contractor.
- H. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- I. Provide space for Contractor and Engineer review stamps.
- J. When revised for resubmission, identify all changes made since previous submission.
- K. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- L. Submittals not requested will not be recognized or processed.

**END OF SECTION**