# **SECTION 01 3100**

#### PROJECT MANAGEMENT AND COORDINATION

# PART 1 GENERAL

#### 1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations within scope of Contractor's work, including, but not limited to, the following:
  - 1. General project coordination procedures.
  - 2. Administrative and supervisory personnel.
  - 3. Coordination drawings.
  - 4. Requests for Interpretation (RFIs).
  - 5. Project meetings.
  - 6. Project website.

#### 1.2 COORDINATION

- A. Coordinate construction operations of the Contract to ensure efficient and orderly installation of each part of the Work within Contract scope. Coordinate operations and procedures with work that will be performed by others, where necessary for efficient and orderly installation of each part of the Work. Coordinate activities 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.
- 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. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate administrative procedures with other construction activities, whether within or outside of Contract scope, to avoid conflicts and to ensure orderly progress of the Work. Coordinate procedural and temporary matters such as, but not limited to: schedule, meetings, temporary facilities, submittals, closeout, system startup.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

#### 1.3 EXPOSED SYSTEMS LAYOUT

- A. Where construction includes exposed structure, conduit, ductwork, cabling, catwalks, framing, supports and the like, it is a requirement of the contract that the layout of these items be carefully and completely designed and coordinated before installation begins, with runs parallel and evenly spaced.
  - 1. Each trade shall submit full-size shop drawings illustrating their intended runs and spacing

to the Contractor.

- 2. Contractor shall aggregate and coordinate the shop drawings into a single reference set, showing layout of all items, which shall be submitted to the Architect for approval. Upon approval, these reference drawings will be accepted as the Exposed Systems Layout Drawing(s).
- 3. During construction, Subcontractors for each of the trades affected shall install their work in strict accordance with the approved Exposed Systems Layout drawing(s).

## 1.4 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings where limited space availability necessitates coordination, or if coordination is required to facilitate integration into the Project of products and materials that are fabricated or installed by more than one entity.
  - 1. Purpose: Coordination drawings show in advance the Project's final construction using actual dimensions of the construction and components to prevent physical conflicts and functional incompatibilities during construction.
  - 2. 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 applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
    - b. All entities involved in the Project's construction are required to participate. Coordinate the addition of trade-specific information to the coordination drawings in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
    - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
    - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
    - e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
    - f. Indicate required installation sequences.
    - g. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Exterior Envelope Coordination Drawings: Prepare and submit Project-specific coordination drawings, drawn to scale, demonstrating coordination of all exterior envelope components. Use input from Installers of the items involved. Include the following information, as applicable:
  - 1. Refer to individual Sections for specific shop drawing requirements for building enclosure products and equipment. Show relationship of components show on separate shop drawings.
  - 2. Show dimensions and clearances of interrelated building enclosure work.
  - 3. Show interfaces and details for intersections and envelope transitions of materials.
  - 4. Indicate required installation sequences of interrelated building enclosure work.
  - 5. Include all information necessary for interference with other trades and building components.
- C. Coordination Drawing Organization: Organize coordination drawings as follows:
  - 1. Sub-slab Space: Show plumbing, fire protection, and electrical elements from point of entry.

- 2. 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 relative to acoustical ceiling grid, exposed structural beams or purlins, or other ceiling module.
- 3. Plenum Space: Indicate structural frame, subframing for support of ceiling and wall systems, mechanical and electrical equipment; plumbing; fire protection; and related Work. Locate components as indicated on Drawings. Indicate areas of conflict.
- 4. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire protection, fire alarm, and electrical equipment.
- 5. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
- 6. 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.
- 7. 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.
- 8. Electrical Work: Show the following:
  - a. Runs of vertical and horizontal conduit 1-1/4 inch diameter and larger. For exposed conduit, show runs of vertical and horizontal conduit 1/2" and larger
  - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire alarm locations.
  - c. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
  - d. Location of pull boxes and junction boxes, dimensioned from column center lines.
- 9. Fire Protection System: Show the following:
  - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
- 10. Submit for Information: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the accuracy of the coordination, which is the Contractor's responsibility. If the Architect determines that the coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, the Architect will so inform the Contractor, who shall make changes as directed and resubmit.
- 11. Prepare 3D model combining sub-contractor's models. Host coordination meetings and display and rotate model on-screen for members to participate remotely and view and discuss conflicts. Architect will attend two meetings electronically. Submit RFIs for areas which cannot be resolved in coordination meetings and will necessitate design change.

# 1.5 KEY PERSONNEL

- A. Key Personnel Names: Within 15 days of starting construction operations, 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 addresses and telephone numbers, including home, office, and cellular telephone numbers and email addresses. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
  - 1. Post copies of list in project meeting room, in temporary field office, on Project Web site, and by each temporary telephone. Keep list current at all times.

#### 1.6 REQUESTS FOR INTERPRETATION/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 a form acceptable to the Architect.
  - 1. In order to expedite processing, each RFI shall include only one distinct issue.
  - 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Project schedule.
  - 3. RFI's that do not contain adequate references to the Drawings and Specifications are subject to immediate rejection.
  - 4. Unnecessary RFI's: If an RFI can be answered clearly by referencing the Contract Documents, the RFI will be considered unnecessary. The Owner reserves the right to be reimbursed by the Contractor for the Architect's fees for processing unnecessary RFI's.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
  - 1. Project name.
  - 2. Project number.
  - 3. Date.
  - 4. Name of Contractor.
  - 5. Name of Architect and 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.
    - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Use Request for Interpretation Form as accepted by the Architect with substantially the same content as indicated above.
- D. RFI Response: Each RFI will be reviewed, required action will be determined, and a response will be issued. Allow seven working days for response for each RFI by each reviewer. RFIs received after 1:00 p.m. will be considered as received the following working day. Contractor should inform Architect if a more prompt response is required, and should inform Architect if more time can be allowed for the response.
  - 1. RFIs may be returned without action for reasons such as:
    - a. Requests involving submittals or substitutions.
    - b. The Contract Documents contain the information needed to answer the request.
    - c. Incomplete or poorly prepared RFIs, or RFI's based on superseded Documents.
  - 2. The action may include a request for additional information, in which case the time period for response will begin upon receipt of the additional information.
  - 3. Contractor's Action:
    - a. When the response described on RFI may result in a change to the Contract Time or the Contract Sum, Contractor may submit Change Proposal according to Contract

Document provisions dealing with Contract Modification Procedures. Give notification of such changes within 10 days of receipt of the RFI response.

- b. If in disagreement with RFI response, Contractor shall give notice of such disagreement within seven days of receiving the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. When requested, submit log within one working day of request.
  - 1. Number RFI's consecutively. Follow-up RFI's on the same topic should retain number of original and add "R\_" number suffix.

# 1.7 PROJECT WEB SITE

- A. Provide, administer, and use Project Web site for purposes of hosting and managing project communication and documentation until Final Completion. Project Web site shall include the following functions:
  - 1. Project directory.
  - 2. Project correspondence.
  - 3. Meeting minutes.
  - 4. Contract modifications forms and logs.
  - 5. RFI forms and logs.
  - 6. Task and issue management.
  - 7. Photo documentation.
  - 8. Schedule and calendar management.
  - 9. Submittals forms and logs.
  - 10. Payment application forms.
  - 11. Drawing and specification document hosting, viewing, and updating.
  - 12. Online document collaboration.
  - 13. Reminder and tracking functions.
  - 14. Archiving functions.
- B. Provide up to twelve (12) Project Web site user licenses for use of the Owner, Architect, and Architect's consultants. Provide up to eight (8) hours hours of software training at Architect's office for Project Web site users.
- C. On completion of Project, provide one complete archive copy of Project Web site files to Owner and to Architect in a digital storage format acceptable to Architect.
- D. Project Web site software package selected shall be acceptable to the Owner and the Architect.
- E. Contractor, subcontractors, and other parties granted access by Contractor to Project Web site shall execute a data licensing agreement in a form of agreement acceptable to Owner and Architect.

# 1.8 PROJECT MEETINGS AND CONFERENCES

- A. General: All entities involved in the Project shall participate in meetings and conferences called for the benefit of the Project. Contractor shall be responsible for attendance of all entities performing work under the Contract, as requested or appropriate to meeting purpose.
  - 1. Contractor shall attend meetings called by Architect. Architect shall provide minimum 48 hours notice of meetings.
  - 2. Notify Owner and Architect within a reasonable period in advance of scheduled meetings and conferences. Architect's and Owner's attendance shall not be required at meetings for

subcontractor or general construction coordination, except as specifically requested by Contractor.

- 3. Except as otherwise agreed, the entity calling the meeting/conference shall conduct it as follows:
  - a. Inform participants and others involved, and individuals whose presence is required, of date and time. Notify Owner and Architect of scheduled meeting dates and times.
  - b. Attendees: Entities concerned with current progress or involved in planning, coordination, or performance of future activities, except as special purpose meetings or conferences require otherwise. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
  - c. Agenda: Prepare the meeting agenda and distribute it to all invited attendees. Review progress of construction activities, procedures, and preparations. Discuss items that could affect Project progress.
  - d. Record significant discussions, agreements, and disagreements, including required corrective measures and actions. Resolve the items or identify steps to resolution. Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within a time period sufficient to permit actions pursuant to the meeting.
- B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, upon completion of envelope coordination drawings.
  - Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Contractor, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; 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. 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 RFIs.
    - j. Procedures for testing and inspecting.
    - k. Procedures for processing Applications for Payment.
    - I. Distribution of the Contract Documents.
    - m. Submittal procedures.
    - n. Sustainable design requirements.
    - o. Preparation of Record Documents.
    - p. Use of the premises.
    - q. Work restrictions.
    - r. Working hours.
    - s. Owner's occupancy requirements.
    - t. Responsibility for temporary facilities and controls.
    - u. Procedures for moisture and mold control.
    - v. Procedures for disruptions and shutdowns.
    - w. Construction waste management and recycling.
    - x. Parking availability.
    - y. Office, work, and storage areas.

- z. Equipment deliveries and priorities.
- aa. First aid.
- bb. Security.
- cc. Progress cleaning.
- 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Progress Meetings: Contractor shall determine frequency sufficient to ensure meeting the construction schedule.
  - 1. Coordinate dates of meetings with preparation of payment requests, except as otherwise agreed.
  - 2. Contractor's Construction Schedule: Review progress since the last meeting and for next period. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time. Review present and future needs of each entity present.
  - 3. Schedule Updating: Revise construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- D. 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: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect, Construction Manage, and Owner's Commissioning Authorit] of scheduled meeting dates.
  - 2. 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.
    - I. 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.
- 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
- 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
- 5. 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.
- E. Commissioning Meetings: Commissioning (Cx) meetings will be held at several milestones during construction including a Kick-off meeting, Controls/ Balancing Coordination meeting, and Cx Progress Meetings. Cx Progress meetings will be held at varying intervals from quarterly during construction of the Project to monthly or bi-weekly during the acceptance and warranty phase of the Project.
  - Attendees: Representatives of Owner, Owner's Representative, Architect, Contractor, such Subcontractors and Suppliers as Owner and Contractor agree should attend, Owner's separate Contractors and contractors and other entities concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  - 2. Agenda items for the meetings shall generally include:
    - a. Review of previous meeting minutes.
    - b. Schedule update.
    - c. Action Items.
    - d. Update Cx Record.
    - e. New Issues.
    - f. Coordination and look ahead until the next meeting.
  - 3. CxA shall document minutes of the meeting and distribute per the management protocols agreed to in the Cx Kick-Off meeting
- F. Project Closeout Conference: Arrange a Project closeout conference, at a time convenient to Owner and Architect. Except as otherwise agreed, schedule conference no later than 30 days prior to the scheduled date of Substantial Completion.
  - 1. Review requirements and responsibilities related to Project closeout.
  - 2. Agenda: Discuss items of significance that could affect or delay Project closeout.
  - 3. Discuss need for, and arrange follow-up conferences as agreed.
- G. Coordination Meetings: Conduct Project coordination meetings at biweekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
  - 1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
  - 2. Agenda: Review and correct or approve minutes of the previous coordination meeting.

Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

- a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
- b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
- c. Review present and future needs of each contractor present, including the following:
  - 1). Interface requirements.
  - 2). Sequence of operations.
  - 3). Status of submittals.
  - 4). Deliveries.
  - 5). Off-site fabrication.
  - 6). Access.
  - 7). Site utilization.
  - 8). Temporary facilities and controls.
  - 9). Work hours.
  - 10). Hazards and risks.
  - 11). Progress cleaning.
  - 12). Quality and work standards.
  - 13). Change Orders.
- 3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

# 1.9 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONSTRUCTION MANAGER

A. Since the Contract Documents are complementary, before starting each portion of the Work, the Contractor shall carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner; shall take field measurements of any existing conditions (which includes conditions prior to construction and the as-built condition of the work thus far) related to that portion of the Work; and shall observe any conditions at the site affecting it. This review should pay particular attention to those instances where components of the Work have been designed by different design entities. These obligations are for the purpose of facilitating construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contractor shall be reported promptly to the Architect as a request for information (RFI).

### 1.10 CONTRACT DOCUMENTS

- A. Listing of Drawings does not limit responsibility of determining full extent of Work required by these Contract Documents. Refer to Architectural, HVAC, Plumbing, Fire Protection, Electrical, Structural, Civil and Landscape and all other Drawings and other Sections that indicate types of construction in which Work shall be installed and the Work of other trades.
- B. Except where modified by a specific notation to the contrary, it shall be understood that the indication and/or description of any item, in the Drawings or Specifications or both, carries with it the instruction to furnish and install the item, regardless of whether or not this instruction is

explicitly stated as part of the indication or description.

- C. Items referred to in singular number in Contract Documents shall be provided in quantities necessary to complete Work.
- D. Drawings are diagrammatic. They are not intended to be absolutely precise; they are not intended to specify or show every offset, pullbox, junction box fitting and component. The purpose of the Drawings is to indicate a systems concept, the main components of the systems, and the approximate geometrical relationships. Based on the systems concept, the main components, and the approximate geometrical relationships, the Contractor shall provide all other components and materials necessary to make the systems fully complete and operational.
- E. Information and components shown on riser diagrams, but not shown on plans, and vice versa, shall apply or be provided as if expressly required on both.
- F. Any files provided are for convenience only and are not to be relied upon as if part of the contract documents. Data that may be furnished electronically by the Architect (on CD, or otherwise) is diagrammatic. Such electronically furnished information is subject to the same limitation of precision as heretofore described. If furnished, such data is for convenience and generalized reference, and shall not substitute for Architect's sealed or stamped construction documents.
  - 1. Any error or nonconforming work caused due to the use of these files in lieu of \ the contract docs shall be at the contractor's risk to correct.
- G. Exact location of receptacles, light fixtures, exit signs, fire alarm devices, etc., shall be coordinated with the architectural Drawings and shall not be scaled from locations indicated on the mechanical and electrical Drawings.

# 1.11 DISCREPANCIES IN DOCUMENTS

- A. Where Drawings or Specifications do not coincide with manufacturer's recommendations or with applicable codes and standards, submit clarification request in writing before installation. Otherwise, make changes in installed Work required for compliance with manufacturer instruction or codes and standards within CM's GMP.
- B. If the required material, installation, or Work can be interpreted differently from Plan to Plan, or between Drawings and specifications, provide material, installation or Work that is of the higher standard.
  - 1. If there is a discrepancy between any of the documents then the more stringent requirement should be assumed in the Bid, and that if the Architect, upon being notified of such discrepancy, chooses to accept a less stringent requirement, then provide a credit to the Owner for the difference.
- C. The Contract Documents require provision of systems and components that are fully complete and operational and fully suitable for intended use. There may be situations in the documents where insufficient information exists to precisely describe a certain component or subsystem, or the routing of a component or its coordination with other building elements. In these cases, provide the specific component or subsystem with all parts necessary for the intended use, fully complete and operational, and installed in workmanlike manner either concealed or exposed in accordance with the design intent.
- D. In cases covered by Paragraph (C) above, where engineering guidance is needed, submit an RFI with a sketch requesting direction or proposing a solution if possible. Architect shall review and take appropriate action with respect to the RFI.

### 1.12 MODIFICATIONS IN LAYOUT

- A. Drawings are diagrammatic. They indicate general arrangements of civil, landscape, structural, architectural, mechanical and electrical systems and other work. They do not show all offsets required for coordination nor do they show the exact routings and locations needed to coordinate with structure and other trades and meet Architect's requirements.
- B. In order to obtain the intended aesthetics in spaces used by building occupants, prior to installation of visible material and equipment (including access panels), review Drawings for desired locations and where not definitely indicated, request information from Architect.
- C. Check Contract Drawings, as well a Shop Drawings, to verify and coordinate spaces in which Work will be installed.
- D. Maintain maximum headroom at all locations. All mechanical and electrical systems and associated components are to be as tight to underside of structure as possible. Coordinate between trades to verify required fireproofing thickness. Where space is limited design hangers and supports to the smallest size possible.
- E. Make reasonable modifications in layout and components needed to prevent conflict with Work of other trades and to coordinate according to Paragraphs A,B,C,D and above. Systems shall be run in a rectilinear fashion.
- F. Where conflicts or potential conflicts exist and engineering guidance is desired, submit to Architect a sketch of proposed resolution through the RFI process during mechanical coordination efforts.

# PART 2 PRODUCTS (NOT USED)

## PART 3 EXECUTION (NOT USED)

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