FOR:	
ISSUED:	12/12/2018

### SECTION 01 3100 PROJECT MANAGEMENT AND COORDINATION

# GENERA!

#### 1"1 RE!ATED DOCUMENTS

A" D#\$%&'() \$'\* (+'+#\$, -#./&)&.') .0 12+ C.'1#\$314 &'3,5\*&'( G+'+#\$, \$'\* S5--,+6+'1\$#7 C.'\*&18.') \$'\* .12+# D&/&)&.' 01 S-+3\&318.' S+318.')4 \$--,71.12\&) S+31\&.'"

# 1"2 SUMMARY

A" S+318.' &'3,5\*+) \$\*6&'&)1#\$1&/+ -#./&)&.') 0.# 3..#\*&'\$1&'(3.')1#531&.'.-+#\$1&.') .' P#.&+31 &'3,5\*&'(4951'.1,&6&1+\*1.412+0.,,.%\(\delta\)(:

- 1" G+'+#\$, 3..#\*&'\$1&.'-#.3+\*5#+)"
- 2" C..#\*&'\$1&.' \*#\$%&'()"
- 3" R+:5+)1) 0.#I'0.#6\$18.'; RFI)<"
- =" P#.8+31 W+9 )81+"
- >" P#.8+31 6++18'()"
- B" E\$32 3. '1#\$31.#)2\$,, -\$#1838-\$1+ &' 3..#\*&'\$18.' #+:58#+6+'1)" C+#1\$&' \$#+\$) .0 #+)-.')&98,&17 \$#+\$))&('+\*1.\$)-+38083 3.'1#\$31.#"
- C" R+,\$1+\* R+:5\(\mathbb{H}+6+'1\):
  - 1" S+318. ' 011200 ?M5,18-,+ C. '1#\$31 S566\$#7? 0.# \$ \*+)3#8-18. ' .0 12+ \*8/8)8. ' .0 %

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- 1" N\$6+4 \$\*\*#+))4 \$'\* 1+,+-2.'+ '569+# .0 +'1617 -+#0.#6&'( )593.'1#\$31 .# )5--,7&'( -#.\*531)"
- 2" N569+#\$'\* 181,+ .0 #+,\$1+\* S-+3883\$18. 'S+318. ';)<3./+#+\* 97 )593. '1#\$31"
- 3" D#\$%&' ( '569+#\$' \* \*+1\$& #+0+#+ '3+)4\$) \$--#.-#\\$1+43./+#+\*97 )593.'1#\$31"
- B" G+7 P+#).''+, N\$6+): W&12&' 1> \*\$7) .0 )1\$#1&'( 3.')1#531&.' .-+#\$1&.')4 )596&1 \$,&1 .0 @+7 -+#).''+, \$))&('6+'1)4 &'3,5\*&'()5-+#&'1+'\*+'1 \$'\* .12+# -+#).''+, &' \$11+'\*\*3+ \$1 P#.&+31 )&1+" I\*+'1&07 &'\*&[\*\*5\$,) \$'\* 12+&# \*51&+) \$'\* #+)-.')&9&&1&+)H ,&)1 \$\*\*#+))+) \$'\* 1+,+-2.'+ '569+#)4 &'3,5\*&'(2.6+4.00&3+4 \$'\* 3+,5,\$#1+,+-2.'+ '569+#) \$'\* + 6\$&, \$\*\*#+))+)" P#./&\*+ '\$6+)4 \$\*\*#+))+)4 \$'\* 1+,+-2.'+ '569+#) .0 &'\*&[\*\*5\$,) \$))&('+\* \$) \$,1+#'\$1+)&' 12+ \$9)+'3+ .0 &'\*&[\*\*5\$,) \$))&('+\* 1. P#.&+31"
  - 1" P.)1 3.-&+) .0 ,&)1 &' -#.8+31 6++1&' ( #..64 &' 1+6-.#\$#7 0&+,\* .00&3+4 E F\$'\* 97 +\$32 1+6-.#\$#7 1+,+-2.'+" G++-,&)1 35##+'1 \$1 \$,, 1&6+)"
- C" P#.8+31 W+9 S81+ D\$1\$ !83+')8' (A(#++6+'1)

### 1"> GENERA! COORDINATION PROCEDURES

- A" C..#\*&'\$1&.': C..#\*&'\$1+ 3.')1#531&.'.-+#\$1&.') &'3,5\*+\* &' \*&00+#+'1 S+31&.') .0 12+ S-+3&0&3\$1&.') 1. +')5#+ +0&3&+'1 \$'\* .#\*+#,7 &')1\$,,\$1&.'.0 +\$32 -\$#1 .0 12+ W .#@" C..#\*&'\$1+ 3.')1#531&.'.-+#\$1&.')4 &'3,5\*+\* &' \*&00+#+'1 S+31&.')4 12\$1 \*+-+'\* .' +\$32 .12+# 0.# -#.-+# &')1\$,,\$1&.'4 3.''+31&.'4 \$'\* .-+#\$1&.'"
  - 1" \$32+\*5,+ 3.')1#531&.'.-+#\$1&.')&')+:5+'3+ #+:5&#+\* 1...91\$&' 12+ 9+)1 #+)5,1) %2+#+&')1\$,,\$1&.'.0.'+-\$#1.012+W.#@\*+-+'\*).'&')1\$,,\$1&.'.0.12+#3.6-.'+'1)49+0.#+.#\$01+#&1).%'&')1\$,,\$1&.'"
  - 2" C..#\*&'\$1+ &')1\$,,\$1&.' .0 \*&00+#+'1 3.6-.'+'1) 1. +')5#+ 6\$C&656 -+#0.#6\$'3+\$'\* \$33+))&9&&17 0.##+:5&#+\* 6\$&'1+'\$'3+4}+#-\$&#"
- - 1" \$32+\*5,+ 3.')1#531&.'.-+#\$1&.') &')+:5+'3+ #+:5&#+\* 1. .91\$&' 12+ 9+)1 #+)5,1) %2+#+ &')1\$,,\$1&.'.0.'+-\$#1.012+ W.#@\*+-+'\*).'&')1\$,,\$1&.'.0.12+# 3.6-.'+'1)49+0.#+.# \$01+# &1).%'&')1\$,,\$1&.'"
  - 2" C..#\*&'\$1+&')1\$,,\$1&.'.0 \*&00+#+'13.6-.'+'1) %&12.12+#3.'1#\$31.#) 1.+')5#+6\$C&656-+#0.#6\$'3+\$'\*\$33+))&9&&17.0.##+:5&#+\*6\$&'1+'\$'3+4)+#/&3+4\$'\*#+-\$&#"
  - 3" M\$0 + \$\* + :5\$1 + -#./\$) &.') 1. \$33.66.\*\$1 + \$1 + 6) )32 + \*5, + \* 0. #, \$1 + # &')1\$,,\$1 %.'"
- - 1" P#+-\$#+ )&6&\$# 6+6.#\$'\*\$ 0.# O%'+# \$'\* )+-\$#\$1+ 3.'1#\$31.#) &0 3..#\*&'\$1&.' .0 12+&# W.#@ &) #+:5&#+\*"

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- P#+-\$#\$1&.'.0 C.'1#\$31.#\) 3.')1#531&.')32+\*5,+" P#+-\$#\$1&.'.012+)32+\*5,+.0/\$,5+)"
- 2"
- 3" I')1\$,,\$18. '\$'\* #+6./\$, .0 1+6 .#\$#7 0\$38,818+) \$'\* 3. '1#.,)"
- ="  $D+, \ell/+\#7$  \$' \* -#.3+)) $\ell'$  ( .0 )596 $\ell$ 11\$,)"
- >" P#.(#+)) 6++1&'()"
- I" P#+&')1\$,,\$1&.'3.'0+#+'3+)"
- B" P#.8+31 3,.)+.51 \$318/818+)"
- 8" S1\$#15-\$'\*\$\*85)16+'1.0)7)1+6)"
- E" C.')+#/\$18.': C..#\*&'\$1+ 3.')1#5318.' \$318/818+) 1. +')5#+ 12\$1.-+#\$18.') \$#+ 3\$##8+\* .51 %12 3.') &\* +#\$1&.' (&/+' 1. 3.') +#/\$1&.' .0 + '+#(74 %\$1+

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- /å)å9,+ 3+å,å'( 6.5'1+\* \*+/å3+) #+,\$1å/+ 1. \$3.5)1å3\$, 3+å,å'( (#\*" \$5--,+6+'1 -,\$' \*#\$%å'() %å12 )+31å.' \*#\$%å'() %2+#+ #+:5¼++\* 1. \$\*+:5\$1+,7 #+-#+)+'1 12+ W.#@"
- 2" P,+'56 S-\$3+: I'\*&3\$1+ )590#\$6&'(0.#)5--.#1 .0 3+&&'(\$'\* %\$,, )7)1+6)4 6+32\$'&3\$, \$'\* +,+31#3\$, +:5&-6+'14\$'\* #+,\$1+\* W .#@" ! .3\$1+ 3.6-.'+'1) %&12&' 3+&&'(-,+'56 1. \$33.66.\*\$1+,\$7.51 .0,&(21 0\c15\psubsetentrial K15\psubsetentrial K15\p
- 3" M+32\$'&3\$, R..6): P#./&\*+3..#\*&'\$1&.' \*#\$%&'() 0.# 6+32\$'&3\$, #..6) )2.%&'(-,\$') \$'\* +,+/\$1&.') .0 6+32\$'&3\$,4 -,569&'(4 0\mathrm{\
- =" S1#5315#\$, P+'+1#\$18.'): I'\*83\$1+ -+'+1#\$18.') \$'\*.-+'8'() #+:58#+\* 0.# \$,, \*8)38-,8'+)"
- >" S,\$9 E\*(+ \$'\* E69+\*\*+\* 11+6): 1'\*&3\$1+),\$9 +\*(+,.3\$16.') \$'\*) 81+) \$'\*,.3\$16.') .0 +69+\*\*+\* 81+6) 0.# 6+1\$, 0\$9#83\$18.')4),++/+)4\$'32.#9.,1)49+\$#81'(-,\$1+)4\$'(,+)4\*..# 0,..#3,.)+#)4),\$9 \*+-#+)81+60."
- I" M+32 $^1$ 33,  $^1$  P,569 $^1$  ( W.#0: S2.% 12+0.,,.% $^1$  (:

  - 9" D(6+')(1.') .0 6\\$(1.# 3.6-.'+'1)(4) 532 \$(5) \*\\$(6-+#)(4)(4,/+)(4) \*\\$(005)+#)(4 \$33+)) \*..#)(4 3,+\$'.51) \$(5 + +,+31#33, \*(1.#1951)(1.'+:5(1.6-6+'1)) \*
  - 3" F#+ #\$1+\* +'3,.)5#+) \$#.5'\* \*531%.#@"
- B" E.+31#\3\$. W . #@: S2 . % 12+ 0 . . . . %\ ' (:
  - \$" R5') .0 /+#1&3\$, \$'\*2.#&J.'1\$, 3.'\*5&1 1 1/=&'32+) ;32 6 6 <&' \*&\$6+1+#\$'\*,\$#(+#"
  - 9" !&(21 0&C15#+4 +C&1 ,&(214 +6+#(+'37 9\$11+#7 -\$3@4) 6 .@+ \*+1+31 .#4 \$' \* .12+# 0&#+ \$,\$#6 , .3\$1&.')"
  - 3" P\$'+, 9.\$#\*4)%\d32 9.\$#\*4)%\d32(+\$#41#\$')0.#6+#495)%\$74 (+'+#\$1.#4\$'\* 6.1.#3.'1#., 3+'1+#,.3\$1\dark{1}.')"
  - \*" ! .3\$18. ' .0 -5,, 9.C+) \$ ' \* 85 '318. ' 9.C+) 4 \* 86 + ' ) 8. ' + \* 0#. 6 3.,56 ' 3+ '1+#, 8 ' + ) "
- 8" F&#+ P#.1+31&.' S7)1+6: S2.%12+0.,,.&&' (:
  - \$" ! .3\$18.') .0)1\$'\*-8-+)46\$8') -8-8'(49#\$'32,8'+)4-8-+\*#.-)4\$'\*)-#8'@,+#2+\$\*)"
- D" R+/&+%: A#32&1+31 %&, #+/&+% 3..#\*&'\$1&.' \*#\$%&'() 1. 3.'0&#6 12\$1 12+ W.#@ &) 9+&'( 3..#\*&'\$1+\*4 951 '.1 0.# 12+ \*+1\$&,) .0 12+ 3..#\*&'\$1&.' 4 %2&32 \$#+ C.'1#\$31.#\) #+)-.')&9&,\\$17" I0 A#32&1+31 \*+1+#6&'+) 12\$1 3..#\*&'\$1&.' \*#\$%&'() \$#+'.1 9+&'(-#+-\$#+\*&') 500&3&+'1)3.-+.#\*+1\$&,4.#\$#+.12+#%&)+\*+0&3&+'14 A#32&1+31 %&,,).&'0.#6 C.'1#\$31.#4 %2.)2\$,, 6\$@+32\$'(+)\$) \*&#+31+\*\$'\* #+)596&1"
- 10" C..#\*&'\$1&.' D#\$%&'( P#&'1): P#+-\$#+ 3..#\*&'\$1&.' \*#\$%&'( -#\'1) \$33.#\*&'( 1. #+:5\#+6+'1) &' S+31\.' 013300 ?S596\&11\\$, P#.3+\*5\#+)"?
- C" C..#\*&'\$1&.' D&(&1\$, D\$1\$ F&,+): P#+-\$#+ 3..#\*&'\$1&.' \*&(&1\$, \*\$1\$ 0&,+) \$33.#\*&'(1.12+0.,,.%&'(#+:5\%+6+'1):
  - 1" F1,+ P#+-\$#\$16.' F.#6\$1: S\$6+ \*6(61\$, \*\$1\$).01%\$#+ -#.(#\$64/+#)6.'4\$'\*.-+#\$16'()7)1+6\$).#6(61\$, D#\$%61'()"
  - 2" F8,+ P#+-\$#\$18. ' F.#6\$1: E FE FE

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F E
               BIM F&+ 1'3.#-.#$1&.': E
                                       F 3..#*&'$1&.' *#$%&'( 0&,+) &'1. B5&,*&'( I'0.#6$1&.' M.*+,
               +)1$9.\(\epsilon\)2+* 0.# P#.\(\epsilon\)+31"
                                                                   F 12#++ *&6+')&.'$, 3.6-.'+'1
                     3. '0,831 $'$,7)8) $) -$#1.0-#+-$#$18.'.03..#*&'$18.'*#$%&'()"R+).,/+3.6-.'+'1
                     3.'0,831) -#8.#1.) 596811$," 1'*63$1+ %2+#+ 3.'0,831#+).,518.'#+:58#+) 6.*8083$18.'.0
                     *+)&(' #+:5&#+6+'1) 97 A#32&1+31"
                     C.')1#531&.' M$'$(+#$'* T#$*+ M$'$(+#)2.5,* &'3,5*+ $)+#/&3+ $33+)) $#+$
                     3"
                     CM/GC $) %+,, $) 12+# )593. '1#$31.#) )2$,, & '3.5*+ $'* & '3.#-.#$1+ $,, )+#/&3+$9.+
                     3.6 - .' + '1) ). 12+) + $#+$) $#+ 0#++ .0 $'7 .9) 1#531&.')"
                     E:58-6+'14-8-8'(43.'*5814+13")2$,, 9+ BIM 6.*+,+*0.#81+6)3/=?$'*.$#(+#"
        >"
              A#32&1+31 %, 05#'&) 2 C . '1#$31.# . '+ )+1 .0 *&(&1$, *$1$ 0&,+) .0 D#$%&'() 0.# 5)+&' -#+-$#&'(
               3..#*&'$1&.' *&(&1$, *$1$0&,+)"
                     A#32\&1+31 6 \$@+) '. #+-#+)+'1 \$1\&.') \$) 1. 12+ \$335 #\$37 .# 3.6-,+1+'+)) .0 *&(&1$,
                     *$1$ 08,+) $) 12+7 #+,$1+ 1. D#$%8'()"
              9"
                     D&(&1$, D$1$ S.01%$#+ P#.(#$6: D#$%&'() $#+ $/$&,$9,+ &' K
                     C. '1#$31.#)2$,, +C+351+$ *$1$, \( \$\)( \$\( \#++6+'1\)\( \$\)\( \$\)( #++6+'1\)\( \$\)
                     $33+-1$9,+1. O%'+#$'* A#32\(\)1+31"
1"B
        REMUESTS FOR INFORMATION ;RFI)<
        C. '1#$31 D.356+'1)4 C. '1#$31.# )2$.. -#+-$#+ $'* )596&1 $' RFI&' 12+0.#6 )-+3&0&+*"
        1"
               A#32&1+31 %&, #+15#' RFI) )596&11+* 1. A#32&1+31 97 .12+# +'1&1&+) 3.'1#...+* 97 C.'1#$31.#
               %&12 '. #+)-.')+"
               C..#*&'$1+$'*)596&1 RFI)&'$-#.6-16$''+#).$)1.$/.&**+,$7)&'C.'1#$31.#\)%.#@
        2"
               .#%.#@.0)593.'1#$31.#)"
  B"
        C.'1+'1 .0 12+ RFI: I'3,5*+ $ *+1$\&,+*4 ,+(\&9,+ *+)3\&-1\&.' .0 \&1+6 '++*\&'(\&'0.#6\&\\.' .#
        &'1+#-#+1$1&.'$'*12+0.,..%&'(:
        1"
               P#.8+31 '$6+"
              P#.8+31 '569+#"
        2"
        3"
               D$1+"
              N$6+.0 C. '1#$31.#"
              N$6 + .0 A#32\&1 + 31E
                                                          F"
         Ι"
               RFI '569+#4 '569+#+* )+:5+'1&$,,7"
        B"
               RFI )598+31"
        8"
               S-+3603$18. 'S+318. ''569+#$'*181,+$'*#+,$1+*-$#$(#$-2)4$)$--#.-#8$1+"
               D#$%&'('569+#$'**+1$&,#+0+#+'3+)4$)$--#.-#&$1+"
        D"
              F&+, * *&6+')&.') $'*3.'*&1&.')4$) $--#.-#&$1+"
        10"
              C. '1#$31.#\) )5((+)1+* #+).,51&. '" IO C. '1#$31.#\) )5((+)1+* #+).,51&. ' &6 -$31) 12+
               C. '1#$31 T&6+ .# 12+ C. '1#$31 S564 C. '1#$31.# )2$,, )1$1+ &6 -$31 & '12+ RFI"
        12"
              C. '1#$31.#\) )&( '$15#+"
        13"
              A11$326+'1): I'3,5*+ )@+132+)4 *+)3#-18. ')4 6+$)5#+6+'1)4 -2.1. )4 P#. *531 D$1$4 S2. -
               D\#\$\%\&'()43..\#^*\&'\$1\&.'*\#\$\%\&'()4\$'*.12+\#\&'0.\#6\$1\&.''+3+))\$\#71.05,,7*+)3\#\$9+\&1+6)
               '++*&'( &'1+#-#+1$1&. '"
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- E" P#.8+31 C,.)+.51 C.'0+#+'3+: S32+\*5,+ \$'\* 3.'\*531 \$ -#.8+31 3,.)+.51 3.'0+#+'3+4 \$1 \$ 186+ 3.'/+'8+'1 1. O%'+# \$'\* A#3281+314 951 '. ,\$1+# 12\$' 10 \*\$7) -#8.# 1. 12+ )32+\*5,+\* \*\$1+ .0 S59)1\$'18\$, C.6 -,+18.'"

<sup>=&</sup>quot; R+-.#1&'(: D&)1#&951+ 6&'51+) .0 12+ 6++1&'( 1. +\$32 -\$#17 -#+)+'1 \$'\* 1. .12+# -\$#1&+) #+:5&#&'( &'0.#6\$1&.'"

<sup>&</sup>gt;" D. '.1-#.3++\* %\(\dagger12\)\(\dagger1\)\(\dagger13\)\

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                        &' #+,$1&. ' 1. C. '1#$31.#\) 3. ')1#531&. ')32+*5,+" D+1+#6&'+2.%3. ')1#531&. '9+2&'*
                        )32+*5,+ %6,, 9+ +C-+*61+*H )+35#+ 3.66616+'1) 0#.6 -$#16+) &'/.,/+* 1. *. )."
                        D&)35)) %2+12+# )32+*5,+ #+/&)&.') $#+ #+:5\\[ +* 1. +')5\[ +* 12\[ 1 35\[ #+'1 \$'*
                        )59)+:5+'1 $318/818+) %8,, 9+ 3. 6 - .+1+* %8128' 12+ C. '1#$31 T86+"
                        1<
                               R+/\ell+\% )32+*5,+0,# '+C1 -+#.*"
                 9"
                        R+/\delta+\%-\#+)+'1 $'* 0515#+ '++*) .0 +$32 +'1\(\delta\frac{7}{2}-\pi+\)+'14\(\delta\frac{1}{3}\),5*\(\delta\frac{1}{6}\) (12+ 0.,,.\(\delta\cdot\frac{1}{6}\).
                        1<
                            I'1+#0$3+ #+:5#+6+'1)"
                              S+:5+'3+ .0 .-+#$1&.')"
                        2<
                              R+).,518. ' .0 BIM 3. 6 - . '+'1 3. '0,831)"
                        3<
                              S1$15) .0)596&11$,)"
                              S1$15) .0 !EED * .356+'1$1&.'"
                        ><
                              D+,&/+#&+)"
                        ۱<
                              O00 ) &1+ 0$9#&3$1&. '"
                        B<
                        8<
                              A33+))"
                              S&1+ 51&,&J$1&. ' "
                        D<
                        10< T+6 - . #$#7 0$38,818+) $' * 3 . '1#.,)"
                        11< M5&+1 W.#@ P#$31&3+)
                        12< P#.(#+)) 3,+$'&'("
                        13< M5$,&17 $'* %.#@ )1$'*$#*)"
                        1=< S1$15) .03.##+318.'.0*+0838+'181+6)"
                        1>< F\(\begin{aligned}
\text{F\(\beta\+,* .9)} + \psi/\$1\(\beta\.')\)"
                        1 I < S1$15) .0 RFI)"
                        1B< S1$15) .0 -#.-.)$, #+:5+)1)"
                        18< P+'*&'(32$'(+)"
                        1D< S1$15) 0 C2$'(+ O#*+#)"
                        20< P+'*&'(3,$&6)$'**&)-51+)"
                        21< D.356+'1$18.'.08'0.#6$18.'0.#-$76+'1#+:5+)1)"
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- M& '51+): E'1817 #+)-.')&9,+ 0.# 3.'\*5318'( 12+ 6++18'( %8,, #+3.#\* \$'\* \*8)1#8951+ 12+ 6++1&'(6&'51+)1.+\$32-\$#17-#+)+'1\$'\*1.-\$#1&+)#+:5&#&'(&'0.#6\$1&.'"
  - \$32+\*5,+ U-\*\$1&'(: R+/&)+ C. '1#\$31.#\) 3. ')1#531&. ')32+\*5,+ \$01+# +\$32 -#. (#+)) 6++18'(%2+#+#+/8)8.') 1. 12+ )32+\*5,+ 2\$/+ 9++' 6\$\*+ .# #+3.('8J+\*" | 1))5+ #+/&)+\* )32+\*5,+ 3. '35##+'1,7 %&12 12+ #+-.#1 .0 +\$32 6++1&' ("
- C..#\*&'\$1&.' M++1&'(): E F E G" F P#.8+31 3..#\*&'\$1&.' 6++1&'() \$1 %++@,7 &'1+#/\$,)" P#.8+31 3..#\*&'\$1&.' 6++1&'() \$#+ &' \$\*\*&1&.' 1. ) -+3&0&3 6++1&'() 2+,\* 0.# .12+# -5#-.)+)4 )532 \$) -#.(#+)) 6++1&'() \$' -#+&')1\$,,\$1&.'3.'0+#+'3+)"
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