

SECTION 01 3000**ADMINISTRATIVE REQUIREMENTS****PART 1 - GENERAL****1.01 PROJECT MANAGEMENT AND COORDINATION**

- A. Comply with requirements of the General Conditions, Article 4, "Administration of the Contract."
- B. Subcontract List: Submit a written summary identifying individuals or firms proposed for each portion of the Work.
- C. 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. List e-mail addresses and telephone numbers.
- D. Coordinate construction operations included in different Specification Sections to ensure efficient and orderly installation of each part of the Work.
 - 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.
- E. Requests for Information (RFIs): On discovery of the need for additional information, discovery of unforeseen condition or circumstance, conflict, discrepancy, omission in Contract Documents, or interpretation of the Contract Documents, prepare and submit an RFI. Use forms included or similar form approved by University's Representative. Contractor is prohibited to:
 - 1. Submit an RFI under pretense of a Contract Documents discrepancy or omission without thorough review of documents.
 - 2. Submit an RFI in a manner that suggests specific portions of Contract Documents are assumed to be excluded or by taking an isolated portion of Contract Documents in part rather than whole.
 - 3. Submit an RFI in an untimely manner without proper coordination and scheduling of Work of related trades.
 - 4. If Contractor submits an RFI contrary to one of above three paragraphs, Contractor shall pay cost of University's review, which cost shall be deducted from Contract sum.
- F. University will schedule a Preconstruction Conference at Project Site or other agreed location after issuing Notice to Proceed, and prior to commencement of Work. Contractor and all prime subcontractors shall attend.
- G. University's Representative shall schedule and conduct preconstruction meetings, pre-installation conferences and progress meetings. Progress meetings shall be at minimum of

biweekly intervals, unless otherwise directed. Require attendance of each subcontractor or other entity concerned with current progress or involved in planning, coordination, or performance of future activities.

1. University's representative shall record minutes and distribute to everyone concerned.
2. Pre-installation conferences shall be held for the following:
 - a. Roofing.
 - b. Portland cement plaster.
 - c. Interior and exterior painting.
 - d. Fire Protection systems.
 - e. Ductwork and accessories.
 - f. Utility shutdowns or installations.
 - g. Other installation which Contractor or University's Representative might require.

H. Coordination with the University:

1. Observation of Work by University's Representative shall not be interpreted as relieving the Contractor from responsibility for coordination of the Work, superintendence of the Work, or scheduling and direction of the Work.
2. Coordinate with the University's Representative to assure that Work on the project site, access to and from the project site, and the general conduct of operations is maintained in a safe and efficient manner, and that disruption and inconvenience to existing streets and property is minimized.

I. Guarantee to Repair Meeting: University's Representative may schedule and conduct a Guarantee to Repair meeting, at a convenient time, and no later than one month prior to Guarantee to Repair end date.

1. Meeting is to review guarantees and service and maintenance contracts for materials and equipment.
2. Attendees: University's Representatives, Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda:
 - a. Discuss items of significance that have occurred since Project closeout. Determine if repairs are needed to materials, products or equipment installed as part of the Work. Review operation of systems for proper and energy efficient operation. Other items as determined by University's Representative.
 - b. Review project issues that might be defective work as noticed by the University's Representatives.
 - c. Review of guarantees, bonds, service, and maintenance contracts for materials and equipment that might be in effect.
 - d. Walk the project site to review possible defective work.
4. Minutes: University's Representative will record and distribute meeting minutes.

1.02 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Requirements: Any document, submittal, RFI, pay request, or other item submitted to the University shall as a minimum contain the following:
 - 1. Project name, project number, and contract number.
 - 2. Contractor's name.
 - 3. University's Representative's name.
 - 4. Date.
- B. Action Submittals: Written and graphic information and physical samples that require University's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- C. Informational Submittals: Written and graphic information and physical samples that do not require University's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- D. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.
- E. Digital Data Files: Electronic digital data files of the Contract Drawings or Record Drawings may be provided by University's Representative for Contractor's use in preparing submittals and Shop Drawings.
 - 1. University's Representative makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
- F. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 1. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 2. University's Representative will discard submittals received from sources other than Contractor.
- G. Paper Submittals: Place a permanent label or title block on each submittal for identification. Provide a space approximately 4 by 5 inches on label or beside title block to record action taken by University's Representative. Include the following information on the label:
 - 1. Project name, project number, and contract number.
 - 2. Date.
 - 3. Name and address of Contractor.
 - 4. Name and address of subcontractor or supplier.
 - 5. Number and title of appropriate Specification Section.
- H. Electronic Submittals: As a Contractor option, submit electronically instead of paper copies. Identify and incorporate information in each electronic submittal file as follows:

1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Rotate pages so top of page is in correct position.
 3. Name file with unique identifier, including project identifier, Specification Section number, and revision identifier.
 4. Provide means for insertion to permanently record Contractor's review and approval markings.
- I. Identify options requiring selection by University's Representative.
1. Transmittal for Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form.
 - a. Transmittal Form for Submittals: Use facsimile of sample form included in Contract Documents, Exhibits.
- J. Contractor's Construction Schedule Submittal Procedure:
1. Submit three paper copies or electronic schedule file in a PDF or Microsoft Project® format.
 2. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
 3. Coordinate Contractor's construction schedule with the Cost Breakdown, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
 4. Include type of schedule (initial or updated) and date.
 5. Construction Schedule Updating Reports: Submit with Applications for Payment.
- K. Daily Construction Reports: Submit at weekly intervals.
- L. Site Condition Reports: Submit at time of discovery of differing conditions.
- M. Special Reports: Submit with two days at time of unusual event.

PART 2 - PRODUCTS

2.01 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections.
1. Send paper copies or submit electronic submittals via email as PDF electronic files.
 2. University's Representative will return annotated file.
 3. Retain one copy approved file as an electronic Project record document.

2.02 ACTION SUBMITTALS

- A. Submit three paper copies of each submittal or electronic PDF file. University's Representative will return two copies or electronic PDF file.

- B. Product Data: Mark each copy to show applicable products and options. Include the following:
1. Manufacturer's written recommendations, product specifications, and installation instructions.
 2. Wiring diagrams showing factory-installed wiring.
 3. Printed performance curves and operational range diagrams.
 4. Testing by recognized testing agency.
 5. Compliance with specified standards and requirements.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data. Submit on sheets at least 8½ x 11 inches and no larger than 30 by 42 inches. Include the following:
1. Dimensions and identification of products.
 2. Fabrication and installation drawings and roughing-in and setting diagrams.
 3. Wiring diagrams showing field-installed wiring.
 4. Notation of coordination requirements.
 5. Notation of dimensions established by field measurement.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture and for a comparison of these characteristics between submittal and actual component as delivered and installed. Include name of manufacturer and product name on label.
1. If variation is inherent in material or product, submit at least three sets of paired units that show variations.
- E. Exceptions to the Contract Documents shall be clearly identified by referencing respective paragraph or other requirements highlighting the proposed alternative. Submittals that in no way comply with Contract Documents shall be submitted as a Substitution Request.

2.03 INFORMATIONAL SUBMITTALS

- A. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. University's Representative will not return copies.
- B. Qualification Data: Include lists of completed projects with project names and addresses, names and addresses of Architect and owners, and other information specified.
- C. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- D. **Environmental Product Declarations (EPD): Submit manufacturer's literature to comply with mandatory Buy Clean California Act (BCCA) for eligible materials. Refer to General Conditions article 3.12.9 for specific requirements.**
1. Submit for current eligible materials even if not indicated within a specific specification section.

2.04 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to University's Representative.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit three copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

2.05 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type schedule within 30 days of date established for the Notice to Proceed.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
 - 1. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule.
 - 2. Critical Path: Work activities that constitute the critical path shall be identified.
 - 3. Startup and Testing Time: Include time for startup and testing.
 - 4. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for University's administrative procedures necessary for certification of Substantial Completion.
 - 5. Punch List and Final Completion: Include 14 days or more for completion of punch list items and final completion.
- C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
 - 1. Phasing: Arrange list of activities on schedule by phase if applicable.
 - 2. Work by University: Include a separate activity for each portion of the Work performed by University.
 - 3. Work Restrictions: Show the effect of Work restrictions on the schedule.
 - 4. Work Stages: Indicate important stages of construction for each major portion of the Work.
- D. Recovery Schedule: When periodic update indicates the Work is seven or more days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to

working hours, working days, crew sizes, and equipment required to achieve compliance, and indicating date by which recovery will be accomplished.

PART 3 - EXECUTION

3.01 INFORMATION AND PROCEDURES INSTRUCTIONS (RFI)

- A. Number each Request for Information (RFI) sequentially. The RFI number shall be followed by a sequential alphabetical suffix as necessary for each resubmission. For example, first RFI would be 001. Second RFI would be 002 and first resubmittal of RFI 002 would be 002A.
- B. Each RFI shall be limited to one subject.
- C. Submit an RFI if one of following conditions occur:
 - 1. Contractor discovers an unforeseen condition or circumstance that is not described in Contract Documents.
 - 2. Contractor discovers an apparent conflict or discrepancy between portions of Contract Documents that appears to be inconsistent or is not reasonably inferred from intent of Contract Documents.
 - 3. Contractor discovers what appears to be an omission from Contract Documents that cannot be reasonably inferred from intent of Contract Documents.
- D. Submit an RFI immediately upon discovery. Submit RFI within a time frame so as not to delay Contract schedule while allowing full response time described below.
- E. The University's Representative will resolve such questions and issue instructions within a reasonable period. The University's Representative's decisions are final and conclusive. In most cases, an RFI will receive responses within 14 days. In some cases, this time may need to be lengthened for complex issues, or shortened for emergency situations, as mutually agreed in writing.
- F. If the Contractor proceeds with Work affected before receipt of a response from University's Representative, within response time described herein, portions of Work which are not done in accordance with University's Representative's interpretations, clarifications, instructions, or decisions are subject to removal or replacement and Contractor shall be responsible for all resultant losses.
- G. In event of failure to agree as to scope of Contract requirements, Contractor shall follow procedures set forth in Article 4 of General Conditions.

3.02 SUBMITTAL REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to University's Representative.
- B. University's Representative will review each action submittal, make marks to indicate corrections or modifications required, will stamp each submittal with an action stamp, and will mark stamp appropriately to indicate action.

- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on University's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. University's Representative will advise Contractor when a submittal must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 8 days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals by University's consultants or University is required, allow 21 days for initial review of each submittal.

Insert list of submittals specified as requiring sequential review in first subparagraph below or identify submittals in specific Sections. Structural, HVAC, plumbing, and electrical components are examples of the Work that often require sequential review.

- a. When a specification section requires samples or color selections they shall be submitted at the same time as product submittals.
- b. Sequential reviews are required as specified within a specific section.

Delete below if not allowed.

5. Concurrent Consultant Review: Where the University's Representative directs that submittals shall be transmitted simultaneously to design consultants, allow 15 days for review of each submittal. Consultant will return submittal to University before being returned to Contractor.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block, and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked with approval notation from University's action stamp.
- E. Informational Submittals: University's Representative will review each submittal and will not return it, or will return it if it does not comply with requirements. University's Representative will forward each submittal to appropriate party.
- F. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

3.03 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.

1. As the Work progresses, indicate Actual Completion percentage for each activity.
 2. University's Representative may require updated schedule at any time and no more frequently than 14 day intervals.
 3. Submit updated schedule with Applications for Payment.
 4. Accepted, updated Contract schedule shall be Contract schedule of record for period it is current and shall be basis for payment during that period.
 5. University's Representative will determine acceptability of updated Contract schedule within seven days after its receipt.
- B. Distribute copies of approved schedule to University's Representative, subcontractors, testing and inspecting agencies, and parties identified by Contractor with a need-to-know schedule responsibility. When revisions are made, distribute updated schedules to the same parties.

END OF SECTION