

## SECTION 01039

### COORDINATION AND MEETINGS

#### PART 1 - GENERAL

##### 1.1 SECTION INCLUDES

- A. Coordination
- B. Alterations
- C. Cutting and patching
- D. Pre-construction conference
- E. Progress meetings
- F. Pre-installation conferences

##### 1.2 COORDINATION

- A. Coordinate scheduling, submittals, and Work on the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify that the CITY requirement characteristics of operating equipment are compatible with building utilities. Coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements and installation of mechanical and electrical work. Follow routing shown for pipes, and conduit, as closely as practicable; place runs parallel with line of structure. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. Coordinate completion and clean up of Work of separate Sections in preparation for Substantial Completion.
- E. Coordinate correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of the City of Milwaukee's activities.
- F. Coordinate the supply and installation of all conduits and raceways for electrical power and low voltage lines, electrical power wiring, panel-

boards, pull boxes, and door security hardware. The work includes coordination with TOEPFER Security Corporation at 2711 S. Calhoun Road, New Berlin 53146, phone 262-786-3600, which is supplying, installing, and programming the card readers and door alarms. TOEPFER Security Corporation shall design all low voltage power and control wiring in coordination with the Contractor, and shall be responsible for furnishing and installing the wiring in accordance with the design.

### 1.3 ALTERATIONS

- A. Materials: As specified in product Sections, match existing products and work for patching and extending work.
- B. Close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity.
- C. Remove, cut, and patch work in a manner to minimize damage and to provide a means of restoring products and finishes to original condition.
- D. Refinish visible existing surfaces to original condition.
- E. Where new work abuts or aligns with existing, perform a smooth and even transition. Patched work to match existing adjacent work in texture and appearance.
- F. When finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to the CITY.
- G. Patch or replace portions of existing surfaces, which are damaged, lifted, or discolored, or showing other imperfections.
- H. Finish surfaces as specified in individual product Sections.

### 1.4 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements which affects:
  - 1. Structural integrity of element.
  - 2. Integrity of weather-exposed or moisture resistant element.
  - 3. Efficiency, maintenance, or safety of element.
  - 4. Visual qualities of sight-exposed elements.
  - 5. Work of City of Milwaukee or separate contractor.

- C. Execute cutting, fitting, and patching to complete Work, and to:
1. Fit the several parts together, to integrate with other Work.
  2. Uncover Work to install or correct ill-timed work.
  3. Remove and replace defective and non-conforming Work.
  4. Remove samples of installed Work for testing.
  5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
  6. Execute work by methods that will avoid damage to other Work, and provide proper surfaces to receive patching and finishing.
  7. Cut rigid materials using masonry saw or core drill.
  8. Restore Work with new products in accordance with requirements of Contract Documents.
  9. Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
  10. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
  11. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.
  12. Identify any hazardous substance or condition exposed during the Work to the CITY.

#### 1.5 ASBESTOS ABATEMENT

1. Existing structures to be modified have been identified as including asbestos-containing building materials as noted in Exhibit "D", "LIMITED ASBESTOS AND LEAD BASED PAINT SURVEY REPORT" as referenced in Section 01010, Summary of Work.
2. Before modification of these structures, Contractor shall engage a qualified Subcontractor to encapsulate, enclose, or remove and dispose of all asbestos in accordance with current regulations of the Environmental Protection Agency (EPA) and all Governmental Agencies. The subcontractor shall furnish all labor, material, services, insurance, bonds and equipment necessary for the removal and disposal of lead and asbestos containing building materials. The subcontractor shall be responsible for submitting all necessary paperwork and notifications to the proper local, state and federal agencies as required. A copy of all notifications shall be given to the Milwaukee Water Works (MWW). The subcontractor shall also submit copies of the layout and construction of decontamination enclosure systems and barriers for isolation of the areas to the MWW.
3. The Subcontractor shall comply with all of the following:
  - A. Asbestos Regulations of the U.S. Department of Labor – Occupational Safety and Health Administration (OSHA): Comply with all regulations concerning the handling of asbestos containing materials as required by

OSHA in the Code of Federal Regulations Title 29, Part 1910 Section 1910.1001 and Code of Federal Regulations Title 29, Part 1926 Section 1926.1101.

- B. State of Wisconsin Department of Natural Resources, Comply with “Notice of Demolition – NR 447 WAC.”
  - C. City of Milwaukee Ordinance, Chapter 66 (Ordinance 870856) relating to regulations for building projects involving the disturbance of toxic and hazardous substances for establishing fees.
  - D. In addition to the above references, comply with any additional regulations that may be in effect as of the date of commencement of this job.
  - E. The Subcontractor shall be responsible for complying with all laws and regulations concerning personal air monitoring during the work.
  - F. Procure all necessary permits and arrange for a project inspector to be on the site for testing as necessary.
4. Subcontractor’s Qualifications:  
The Subcontractor for asbestos abatement shall be regularly engaged in this type of activity and shall be familiar with the regulations which govern this work. The Subcontractor shall demonstrate to the CITY that it has successfully completed at least three (3) asbestos abatement projects, has the necessary staff and equipment to perform the work, and that it has an approved site for disposal of the asbestos. Subcontractor shall furnish proof of Liability insurance covering the work as required by all Federal, State and Local governing agencies.
5. Asbestos Abatement Liability Insurance:  
This insurance is required in addition to the other liability coverages specified herein. Asbestos abatement liability insurance shall be written as an "occurrence" type policy and shall cover Contractor, and City, Consulting Engineer, and Consulting Engineer's Consultants, as additional insureds, against claims arising from bodily injury, sickness, disease, or death of any person other than Contractor's employees arising out of any act related to asbestos abatement work.

The liability limits shall be not less than:

Personal injury and property damage	\$2,000,000 each occurrence
	\$2,000,000 general aggregate

6. Professional Liability Insurance:

This insurance shall be required only in cases where the Contract Documents specifically require that Contractor provide for design services to be performed by a professional engineer with appropriate expertise in accordance with applicable laws and regulations, licensed or registered in the State of Wisconsin, and that the shop drawings or other evidence of design bear the seal and signature of that professional engineer. This insurance shall provide protection against claims arising out of performance of professional design services and caused by a negligent error, omission, or act for which the insured party is legally liable; such professional liability insurance shall provide coverage in the amount of \$3,000,000 which shall be maintained throughout the duration of the Project and for one year after Final Acceptance.

In the event that the professional design services are performed by an independent consultant or Subcontractor engaged by Contractor, this insurance shall be furnished and maintained by the independent consultant or Subcontractor. In the event that the professional design services are performed by a member of Contractor's organization, this insurance shall be furnished and maintained by Contractor.

A certificate of insurance for such professional liability insurance coverage, including the amount, duration, and name of the insured party, shall be delivered to City and Consulting Engineer.

1.6 PRECONSTRUCTION CONFERENCE

- A. City of Milwaukee will schedule a pre-construction conference after Notice of Award.
- B. Attendance Required: CITY and Prime Contractor.
- C. Sample Agenda (subject to change):
  - 1. Submission of executed bonds and insurance certificates (unless previously submitted to DPW).
  - 2. Submission of list of all Subcontractors, Schedule of Values, and project progress schedule.
  - 3. Designation of personnel representing the parties in Contract.
  - 4. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders and Contract closeout procedures.
  - 5. Scheduling and reports.
  - 6. Use of premises by City of Milwaukee and Contractor.
  - 7. Construction facilities and controls provided by City of Milwaukee if any.
  - 8. Temporary utilities and controls provided by City of Milwaukee, if any.
  - 9. Security procedures.

10. Procedures for testing.
11. Procedures for start-up of equipment.
12. Requirements for maintaining record documents.
13. Inspection and acceptance of equipment put into service during construction period.
14. Conflicts.

#### 1.7 PROGRESS MEETINGS

- A. The CITY will Schedule and administer meetings throughout progress of the Work as required.
- B. The CITY will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within three days to the CITY, participants, and those affected by decisions made.
- C. Attendance Required: Contractor's general superintendent, major Subcontractors and suppliers, CITY, as appropriate to agenda topics for each meeting.
- D. Sample Agenda (subject to change):
  1. Review minutes of previous meetings.
  2. Review of Work
  3. Field observations, problems, and decisions.
  4. Field observations of problems to 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. Other business relating to Work.

#### 1.8 PREINSTALLATION CONFERENCES

- A. When determined by the CITY, convene a pre-installation conference at work site prior to commencing work.
- B. Require attendance of parties directly affecting, or affected by, work of the specific Section.
- C. Notify all parties four days in advance of meeting date.

- D. Prepare agenda and preside at conferences, record minutes, and distributed copies within two days after conference to participants, with one copy to the CITY.
- E. Review conditions of installation, preparation and installation procedures, and coordination with related work.

**END OF SECTION**