

SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS

PART 1 – GENERAL

1.1 PROJECT MANAGEMENT AND COORDINATION

- A. Subcontract List: Submit a written summary identifying individuals or firms proposed for each portion of the Work.
- B. 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.
- C. Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work.
- D. Requests for Information (RFIs): On discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI. Use forms acceptable to Architect and Owner.
- E. Project Web Site: Provide, administer, and use Project Web site for purposes of hosting and managing project communication and documentation until Final Completion.
 - 1. Provide up to five Project Web site user licenses for use of the Owner, Architect, and Architect's consultants.
 - 2. Contractor, subcontractors, and other parties granted access by Contractor to Project Web site shall execute a data licensing agreement in the form of Agreement acceptable to Owner and Architect.
- F. Schedule and conduct progress meetings at Project site at regular intervals. Notify Owner and Architect of meeting dates and times. Require attendance of each subcontractor or other entity concerned with current progress or involved in planning, coordination, or performance of future activities.
 - 1. Record minutes and distribute to everyone concerned, including Owner and Architect.

1.2 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files: Electronic digital data files of the Contract Drawings may be provided by Architect for Contractor's use in preparing submittals.
- B. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 1. Submit schedule and list of submittals to architect for approval within 30 days of date established for commencement of the Work.

BUILDING FOR ROGERS FACILITIES DEPARTMENT
ROGERS, AR

2. 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.
 3. Submit digital copies of each action submittal. Architect will return digital copy.
 4. Submit pdf copies of each informational submittal. Architect will not return copies.
 5. Architect will return submittals, without review received from sources other than Contractor.
- C. Electronic Submittals: 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. Name file with unique identifier, including project identifier, Specification Section number, and revision identifier.
 3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
- D. Identify options requiring selection by Architect.
- E. Identify deviations from the Contract Documents on submittals.
- F. Contractor's Construction Schedule Submittal Procedure:
1. Submit required submittals in the following format:
 - a. Working electronic copy of schedule file, where indicated.
 - b. PDF electronic file.
 - c. Paper copies as required by Owner for review.
 2. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
 - a. Submit a working electronic copy of schedule, using software indicated, and labeled to comply with requirements for submittals. Include type of schedule (initial or updated) and date on label.
 3. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

BUILDING FOR ROGERS FACILITIES DEPARTMENT
ROGERS, AR

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections.
 - 1. Post electronic submittals as PDF electronic files directly to Cloud Based Project Management System specifically established for Project.
 - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 - 2. Submit electronic submittals via email as PDF electronic files.
 - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.

2.2 ACTION SUBMITTALS

- A. Submit digital copies of each submittal unless otherwise indicated. Architect will return digital copies.
- 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 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 42 inches (762 by 1067 mm). 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. 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.

6. If variation is inherent in material or product, submit at least **three** sets of paired units that show variations.

2.3 INFORMATIONAL SUBMITTALS

- A. Informational Submittals: Submit digital copies of each submittal unless otherwise indicated.
- B. Qualification Data: Include lists of completed projects with project names and addresses, names and addresses of architects 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.

2.4 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 Architect.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit digital copy 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.

2.5 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 commencement of the Work.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
- C. Cost Correlation: Superimpose a cost correlation timeline, indicating planned and actual costs. On the line, show planned and actual dollar volume of the Work performed as of planned and actual dates used for preparation of payment requests.
- D. Contractor is required to submit updated Gantt- Chart schedule with each application for payment in order for application for payment to be processed.

BUILDING FOR ROGERS FACILITIES DEPARTMENT
ROGERS, AR

- E. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar 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 indicate date by which recovery will be accomplished.

PART 3 – EXECUTION

3.1 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 Architect.
- B. Architect 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. Informational Submittals: Architect will review each submittal and will not return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

3.2 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Updating: At bi-weekly intervals, update schedule to reflect actual construction progress and activities. Issue schedule two days before each regularly scheduled progress meeting.
 - 1. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribute copies of approved schedule to Owner, Architect, 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 013000- ADMINISTRATIVE REQUIREMENTS

(THIS PAGE LEFT BLANK INTENTIONALLY)