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SECTION 01310

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SECTION 01310

ADMINISTRATIVE PROCEDURES

PART 1 GENERAL

1.1 SUMMARY

Manage project and coordinate activities of own employees, subcontractors, suppliers and offsite fabricators. Contractor will be required to use computers, E-mail, and internet resources for work described in this Section. Notify Contracting Officer of important meetings, schedule events and critical construction activities. Furnish experienced and trained persons, sufficient labor and materials and equipment required for planning and execution of project management functions and coordination activities. Coordinate construction activities and manage project resources to construct the project conforming to contract requirements, on time and within budget.

1.2 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

ENGINEERING MANUALS (EM)

EM 385-1-1 (1996) Safety and Health Requirements Manual

Corps of Engineers publications internet location is:
<http://www.usace.army.mil/inet/usace-docs/>

1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals having an "FIO" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submittals shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES. Bring following administrative submittal items to Preconstruction Conference:

SD-01 Preconstruction Submittals

Standard Form 100 ; FIO.

Equal Employment Opportunity Commission - Employer Information Report EEO-1, OMB - Standard Form 100. Submit for Contractor and applicable subcontractors. See Clause EQUAL OPPORTUNITY of Section 00700 CONTRACT

CLAUSES. A sample copy of SF 100 is appended to the end of this Section.

Affirmative Action Plan ; FIO.

Documentation of compliance with Clause AFFIRMATIVE ACTION COMPLIANCE REQUIREMENTS FOR CONSTRUCTION of Section 00700 CONTRACT CLAUSES.

List of Subcontractors ; FIO.

Submit a list of proposed subcontractors. Include company name, person to contact, street address, mail address, phone number, type of specialty and estimated subcontract quote. See Clauses SUBCONTRACTS (LABOR STANDARDS) and LIMITATIONS ON SUBCONTRACTING of Section 00700 CONTRACT CLAUSES.

Signature Authority ; FIO.

A power of attorney or a notarized letter of authority from Contractor identifying local representatives authorized to sign contract documents.

Drug-Free Work Place Record ; FIO.

A record to demonstrate compliance with Clause DRUG-FREE WORKPLACE of Section 00700 CONTRACT CLAUSES.

Accident Prevention Plan ; G|COR.

Within 20 calendar days after the date of Notice of Award, the Contractor shall submit Accident Prevention Plan with additional plans required by EM 385-1-1.

1.4 PROJECT COORDINATION

1.4.1 Resident Management System (RMS)

Contractor shall use Contracting Officer furnished Resident Management System (RMS) software for construction information management (CIM). RMS will be latest version of "RMS-QC" which is personal computer based. See Section 01312 RESIDENT MANAGEMENT SYSTEM (RMS).

1.4.2 Coordination with Other Contracts

See Clause OTHER CONTRACTS of Section 00700 CONTRACT CLAUSES.

1.5 PROJECT MEETINGS

Contracting Officer requires following types of project meetings:

-- Preconstruction Conference-- Partnering Meeting-- Partnering Regroup Meetings-- Coordination Meeting-- Preparatory and Initial Phase meeting for each feature of work-- Project Progress Meetings-- Alternate Dispute Resolution

Project meetings are described in detail in subparts below.

1.6 PRECONSTRUCTION CONFERENCE

Contracting Officer will conduct a Preconstruction Conference for this project in accordance with Clause PRECONSTRUCTION CONFERENCE of Section 00700 CONTRACT CLAUSES. Preconstruction Conference will be after Notice of Award (NOA) but prior to Notice to Proceed (NTP). Contracting Officer will notify Contractor of time, place, and agenda. Contractor shall notify key subcontractors and suppliers to attend. Contracting Officer will discuss contract "ground rules" and general issues including:

-- Lines of Contracting Officer authority-- Lines of Contractor authority-- 00700 Contract Clauses-- 00800 Special Contract Requirements -- Contract Administration-- Progress Payment-- Correspondence Procedures-- Project Schedule-- Submittal Register-- Labor requirements-- General Site Safety

1.6.1 Preconstruction Conference Minutes

Contracting Officer will take detailed minutes of Preconstruction Conference discussions and may use an audio or video tape. Copies of typed minutes will be provided to the Contractor to review for accuracy, sign and return. Signed minutes become part of the contract file. Audio or video tapes if used will be made available for Contractor to review or copy at Area Office.

1.6.2 Preconstruction Conference Submittals

Submittals required by this Section are described in paragraph SUBMITTALS above.

1.6.2.1 Other Division 01 Submittals

Bring listed Division 01 submittals in draft form to Preconstruction Conference:

-- Submittal Register - See Section 01330 SUBMITTAL PROCEDURES--
Environmental Protection Plan - See Section 01355 ENVIRONMENTAL
PROTECTION-- Quality Control Plan - See Section 01451A -
CONTRACTOR QUALITY CONTROL -- Temporary Facilities Plan - See
Section 01500

Contracting Officer reviews submitted draft plans to prepare Coordination Meeting agenda and understand Contractor procedures.

1.6.2.2 Divisions 02 through 16 Submittals

Bring submittal items for materials, workmanship, plans or events required early in project schedule which are ready for transmittal to Contracting Officer. Prepare transmittal of submittal items in accordance with Section 01330 SUBMITTAL PROCEDURES.

1.7 PARTNERING

Contracting Officer wants to have a bilateral project partnership with

Contractor that draws on strengths of both organizations to identify and achieve common goals. Typical partnering goals include:

-- Effective and efficient contract performance-- Project completion on time and within budget-- Construction completed according to plans and specifications-- Development of cooperative management teams-- Project success with customer (stakeholders) satisfaction-- Improved Project communication

1.7.1 Initial Partnering Meeting

Contractor, key subcontractors and suppliers shall attend a one-day project "Partnering Meeting". The Partnering Meeting is a project team building workshop facilitated by trained persons. Contracting Officer attendees and invited persons may include:

Administrative Contracting Officer Representative (Area Engineer)
Construction Quality Assurance Representatives
Jacksonville District - Construction Branch persons
Jacksonville District - Design Branch Designers
Local Sponsor (Owner)

Goal of initial Partnering Meeting is to build trust, identify common goals, and understand individual project members expectations and organizational values. Usual results include better communication between contract parties, shortened project learning curve and a cohesive two party contract partnership. Participants usually sign a voluntary partnering agreement generally describing mutual obligation to cooperate to achieve project goals and maintain effective communication. Contracting Officer will pay costs for workshop site rental and facilitator fees.

1.7.2 Partnering Regroups

After initial Partnering Meeting participation will be voluntary in accordance with a signed Partnering Agreement. After initial Partnering Workshop, costs will be agreed to by both partners and split shared equally, without changing contract price. Partnering Agreements include provisions for Contracting Officer and Contractor to request "Partnering Regroups" when needed. A "Partnering Regroup" is usually a short (4 hours - 1 day) informal partnering session where senior level Contractor and Contracting Officer project members and other interested parties review project issues of concern. Issues of conflict are reviewed, attempt to affirm common project goals and understand concerns of other partner.

1.8 COORDINATION MEETING

Coordination Meeting is scheduled, convened and conducted by Contracting Officer after a Preconstruction Conference and prior to starting physical construction. Draft plans submitted after NOA (i.e., Quality Control Plan, Environmental Protection Plan and Accident Prevention Program) will have been reviewed. Coordination Meeting is primarily for on-site Contractor Quality Control staff, including subcontractor and supplier employees performing quality control, to meet and discuss the project in detail with Contracting Officer's Quality Assurance Representatives. Purposes of

Coordination Meeting are:

-- Achieve mutual understanding with Contractor of required Quality Control-- Jointly review submitted draft plans; resolve issues of concern-- Discuss project plans and specifications, schedule, documentation-- Establish a good working relationship between the Contractors Quality Control Staff and Quality Assurance Representatives

1.9 PROGRESS MEETINGS

Schedule, convene and preside over progress meetings as required. As project activities increase ("ramp up"), a minimum of one progress meeting per week is typical of a project of this scope. Convene additional meetings as required, or when requested by Contracting Officer. Notify persons needed to be present to discuss agenda issues. Contracting Officer may direct attendance by key Contractor suppliers, or fabricators as needed. A sample meeting agenda is provided in paragraph GENERAL MEETING REQUIREMENTS below.

1.9.1 Progress Meeting Participants

Typical participants include:

-- Contracting Officer or Contracting Officer's Representative-- Contractor's Site Superintendent-- Contractor's Quality Control Manager-- Contractor's Safety Coordinator-- Subcontractors, as appropriate to the agenda-- Suppliers, as appropriate to the agenda-- Others as appropriate to the agenda

1.10 ALTERNATE DISPUTE RESOLUTION (ADR)

Contracting Officer wants disputes resolved in a timely, professional, and non-adversarial manner. ADR is a voluntary, non-binding procedure available for use in this contract. ADR combines business administration methods of issue clarification and problem solving techniques. ADR is used in place of formal dispute resolution procedures to promote and maintain amicable working relationships.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION

3.1 GENERAL MEETING REQUIREMENTS

See Section 01452 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL for Preparatory and Initial Phase meeting checklists. Contractor is responsible for phase and progress meetings to include:

Meeting notification to participants
Prepare agenda for meetings
Use phase checklists for Preparatory and Initial Phase meetings
Physical arrangements for meetings
Preside at meetings

Record minutes recording proceedings and decisions
Copy and send minutes to: Meeting participants
Project parties affected by decisions
Contracting Officer (No later than 3 working days)

3.2 PROGRESS MEETING AGENDA

Modify agenda as needed for on-going work.

Review minutes from previous progress meetings

Review work progress since previous meeting

Review current definable features of work:-- Identify phases of current features of work-- Identify pending phase changes-- Identify features for discussion in next scheduled meeting
Discuss problem prevention:-- Field observations-- Deficiencies and tracking-- Procedures working well-- Problems, conflicts-- Methods to improve
Review construction schedule:-- Identify delays-- Discuss proposed corrective actions to regain schedule
Submittals and RFIs:-- Review submittal register-- Identify submittals to expedite as required
Review off-site activities:-- Fabrications-- Material and equipment delivery schedule
Review Testing:-- Type, Schedule-- Received Results
Review changes to construction schedule:-- Planned progress during succeeding work period-- Coordination of various schedules-- Effect of changes on construction and completion date
Review site safety

Discuss maintaining contract quality for materials and workmanship
Discuss pending modifications, changes and substitutions
Discuss other business, as appropriate

3.3 CONSTRUCTION FORMS AND DETAILS

From the Jacksonville District Home Page, click the links ORGANIZATIONS, ENGINEERING, then CONSTRUCTION FORMS AND DETAILS. See web site address www.saj.usace.army.mil/cadd/end/construction_forms_and_details.htm.

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