

SECTION 01040
COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Contractor shall be solely responsible for coordination of all of the Work. They shall supervise, direct and cooperate fully with all subcontractors, manufacturers, fabricators, suppliers, distributors, installers, testing agencies and all others whose services, materials or equipment are required to ensure completion of the Work within the Contract Time and in accordance with the Contract Documents.
- B. Contractor shall cooperate with and coordinate their Work with the work of any other contractors, subcontractors, utility service companies or Owner's employees performing additional work related to the Project at the site.
- C. Contractor shall maintain sufficient competent personnel, drafting equipment and supplies at the site for the purpose of preparing layout and coordination drawings. These drawings shall supplement the Contract Documents, and the working and Shop Drawings as necessary to correlate the work of various trades. Where such drawings are to be prepared by Subcontractors, Contractor will ensure that each Subcontractor maintains the required personnel and facilities at the site.
- D. Contractor shall also coordinate their Work with the work of others under separate contract with HRSD or others parties to assure compliance with schedules.
- E. Contractor shall attend and participate in all project coordination or progress meetings and report on the progress of all Work and compliance with schedules.
- F. Contractor shall provide to HRSD's Project Manager a copy of any and all temporary land lease or easement negotiated between the Contractor and a property owner.

1.2 PUBLIC NOTIFICATION

- A. The Contractor shall attend a coordination meeting with Owner, Engineer, and *{insert additional property owners}* personnel to discuss notification of property owners prior to the commencement of work. This meeting will be scheduled by the Engineer following issuance of the Notice to Proceed. Include parties affected by the work including locality representatives. A separate meeting may be required with adjacent property owners and impacted parties.
- B. The Contractor shall coordinate with the Engineer and HRSD's Project Manager regarding HRSD notifications by letter or door hangers within the designated distribution areas for all easement owners, property owners, residents, businesses, and facilities that may be affected by the construction operations.
 - 1. Contractor is responsible for coordinating schedule and shall provide a firm start schedule 45 calendar days prior to staging or entering the work site to allow for HRSD's Public Information Specialist (or other designated individual) to design all project notifications for the public.
 - 2. Contractor to assist or distribute the HRSD, designed and approved, Project Introductory Notifications. Distribution of these notifications shall occur 30 calendar days in advance of any staging or commencement of work, to all easement owners, property owners, residents, businesses, and facilities that may be affected by the construction activities as within the project limits. The Contractor shall not be permitted to commence work until these distributions have been completed and confirmed by the Engineer or HRSD Project Manager.

3. Contractor shall for the entire duration of this project distribute project update notices (as designed and approved by HRSD) to all business, residence or facility within the upcoming work zone, 7 calendar days in advance of commencing work. The Contractor shall not be permitted to commence work until these distributions have been completed and confirmed by the Engineer or HRSD Project Manager.
4. Contractor will distribute Additional Notices (as designed and approved by HRSD) for work such as but not limited to: detours or street closures, service interruptions or shut offs, and night work a minimum of 48 hours prior to the scheduled work or as defined by the HRSD Public Information Specialist (or other designated individual). The Contractor shall not be permitted to commence work until these distributions have been completed and confirmed by the Engineer or HRSD Project Manager.
5. Contractor shall distribute project closeout notices to all easement owners, property owners, residents and businesses that may be affected by the construction operations by letter or door hangers within the project limits.
6. Contractor shall notify the HRSD Project Manager and HRSD Public Information Specialist (or other designated individual) of the scheduled dates for distributing each notice such that HRSD can perform timely website updates.
7. The Contractor shall keep a copy of each notice on site to provide or review with the public as needed.

1.3 OTHER PROJECTS *{if applicable}*

- A. The *{insert specific project name}* are being constructed concurrently with the following projects:
 1. *{Insert other project name}*.
 - a. *{Insert applicable resident project engineer, contact information, or projected schedule date for other projects}*.

1.4 OTHER UTILITY OWNERS

- A. The Contractor shall coordinate with any private and public utility owners with facilities within the limits of the project and abide by all Miss Utility laws and notification requirements.

1.5 HRSD UNIFIER ENTERPRISE PROJECT MANAGEMENT SYSTEM

- A. The Contractor will be required to utilize HRSD's Unifier Enterprise Project Management System for the duration of this project. This includes but is not limited to taking part in the required software training (generally a half day course at HRSD) and using the web-based software as intended to facilitate the management of the project. The project management software will be used to track and manage information such as meeting action items, shop drawing submittals, Request for Information (RFI), Work Change Directives, Contractor payment requests, Change Orders, specific documents as directed in the Contract Documents, and for all other financial related matters. Contractor will be obligated to initiate required workflow actions in a timely manner such that workflow and schedule are not adversely impacted.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION