



WMU Design Guidelines Instructions: These guidelines are to be used by the Design Professional to inform the design process and outline WMU-specific desires for University projects. Text appearing in blue indicates a WMU design guideline which must be met for all campus projects unless approved in writing by the University. Blue text that is struck out indicates products or practices that are **not** acceptable, and shall not be included unless similarly approved. Any text remaining in black is to be edited by the Design Professional as part of the normal specifications-writing process. Guidelines language shall be included in the project specifications and their intent incorporated into the drawings.

SECTION 01 3100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

1.2 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Owner, [**Construction Manager**], Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.3 INFORMATIONAL SUBMITTALS

- A. **Subcontract List:** Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. **Key Personnel Names:** Within [**15**] <Insert number> days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and cellular telephone numbers and e-mail addresses. Provide names, addresses,



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and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. Post copies of list in project meeting room, in temporary field office, [**in web-based Project software directory**] and in prominent location in [**each**] built facility. Keep list current at all times.

1.4 GENERAL COORDINATION PROCEDURES

A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.

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.

B. Coordination: Each contractor shall [**cooperate with Project coordinator who shall**] coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its own operations with operations included in different Sections that depend on each other for proper installation, connection, and operation.

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 with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.

C. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.

1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.

D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities [**and scheduled activities of other contractors**] [**and direction of Project coordinator**] to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's construction schedule.
2. Preparation of the schedule of values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Preinstallation conferences.



7. Project closeout activities.
8. Startup and adjustment of systems.

1.5 COORDINATION DRAWINGS

Designer Note: Refer to the latest version of WMU's *BIM Project Execution and Standards Guide* for additional requirements for coordination drawings.

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
 1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to coordination drawings [**by multiple contractors**] in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
 - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
 - e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
 - f. Indicate required installation sequences.
 - g. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
 1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
 2. Plenum Space: Indicate subframing for support of ceiling, [**raised access floor,**] and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
 3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
 4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.



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5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
 6. Mechanical and Plumbing Work: Show the following:
 - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
 7. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inches in diameter and larger.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
 - c. Panel board, switch board, switchgear, transformer, busway, generator, and motor-control center locations.
 - d. Location of pull boxes and junction boxes, dimensioned from column center lines.
 8. Fire-Protection System: Show the following:
 - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
 9. Review: Architect will review coordination drawings to confirm that in general the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make suitable modifications and resubmit.
 10. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 01 3300 "Submittal Procedures."
- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format: Same digital data software program, version, and operating system as original Drawings.
 2. File Preparation Format: **[DWG] [DXF] [DGN]**, Version **<Insert designation>**, operating in **[Microsoft Windows] [Apple Macintosh]** operating system.
 3. File Submittal Format: Submit or post coordination drawing files using **[format same as file preparation format] [PDF format]**.
 4. BIM File Incorporation: **[Develop and incorporate] [Construction Manager will incorporate Contractor's]** coordination drawing files into BIM established for Project.
 - a. **[Perform] [Construction Manager will perform]** three-dimensional component conflict analysis as part of preparation of coordination drawings. Resolve component conflicts prior to submittal. Indicate where conflict resolution requires modification of design requirements by Architect.
 5. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.



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- a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
- b. Digital Data Software Program: Drawings are available in **<Insert name and version of digital data software program and operating system>**.
- c. Contractor shall execute a data licensing agreement in the form of **[AIA Document C106] [Agreement included in this Project Manual] [Agreement form acceptable to Owner and Architect]**.

1.6 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 1. Project name.
 2. Project number.
 3. Date.
 4. Name of Contractor.
 5. Name of Architect **[and Construction Manager]**.
 6. RFI number, numbered sequentially.
 7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: **[AIA Document G716] [Form bound in Project Manual] [Software-generated form with substantially the same content as indicated above, acceptable to Architect]**.
 1. **RFIs shall be submitted in PDF electronic format.**

Designer Note: Coordinate timetable in 1.6.D with the *Agreement for Construction Management Services / Agreement for Construction General Contracting*, Paragraph 3.04.2.9.

- D. Architect's **[and Construction Manager's]** Action: Architect **[and Construction Manager]** will review each RFI, determine action required, and respond. Allow **[seven]** **<Insert number>** working days for Architect's response for each RFI. RFIs received by Architect **[or**



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Construction Manager] after 1:00 p.m. will be considered as received the following working day.

1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect [**or Construction Manager]** of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 01 2600 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect[**and Construction Manager]** in writing within [**10**] **<Insert number>** days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. ~~Submit log [weekly] <Insert time>. Use software log that is part of web-based Project software. Include the following: [Software log with not less than the following:]~~
1. Project name.
 2. WMU project number.
 3. Name and address of Contractor.
 4. Name and address of Architect [**and Construction Manager]**.
 5. RFI number including RFIs that were returned without action or withdrawn.
 6. RFI description.
 7. Date the RFI was submitted.
 8. Date Architect's [**and Construction Manager's]** response was received.
 9. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 10. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.
 11. RFIs shall be named according to WMU's naming convention. See link under 'Facility Records' heading at bottom of this webpage: <http://www.fm.wmich.edu/intranet/forms> for requirements.
 12. A final RFI log and all RFIs shall be submitted to WMU as individual electronic PDFs as part of the closeout process.
- F. On receipt of Architect's [**and Construction Manager's]** action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect [**and Construction Manager]** within [**seven**] **<Insert number>** days if Contractor disagrees with response.



1.7 DIGITAL PROJECT MANAGEMENT PROCEDURES

~~A. Architect's Data Files Not Available: Architect will not provide Architect's [BIM model] [CAD drawing] digital data files for Contractor's use during construction.~~

Designer Note: Refer to WMU's *BIM Project Execution and Standards Guide* for requirements around use of Architect's digital data files in order to edit paragraph 1.7.B.

B. Use of Architect's Digital Data Files: Digital data files of Architect's BIM model and CAD drawings will be provided by Architect for Contractor's use during construction.

1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project ~~refer~~ As-built Drawings.
2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
3. Digital Drawing Software Program: Contract Drawings are available in **<Insert name and version of digital drawing software program and operating system>**.
4. Contractor shall execute a data licensing agreement in the form of **[AIA Document C106 Digital Data Licensing Agreement] [Agreement included in Project Manual] [Agreement form acceptable to Owner and Architect]**.
 - a. Subcontractors, and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of **[AIA Document C106] [Agreement included in this Project Manual] [Agreement acceptable to Owner and Architect]**.
5. **<Insert additional conditions on which digital data drawing files will be made available>**.
6. The following digital data files will be furnished for each appropriate discipline:
 - a. Floor plans.
 - b. Reflected ceiling plans.
 - c. **<Insert name of digital data file>**.

C. Web-Based Project Software: Provide, administer, and use ~~[Use Architect's] [Use Owner's] [Use Construction Manager's]~~ web-based Project software site for purposes of hosting and managing Project communication and documentation ~~until Final Completion~~.

1. Web-based Project software site includes, at a minimum, the following features:
 - a. Compilation of Project data, including Contractor, subcontractors, Architect, architect's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.
 - b. Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
 - c. Document workflow planning, allowing customization of workflow between project entities.
 - d. Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, Construction Change Directives, and Change Orders.
 - e. Track status of each Project communication in real time, and log time and date when responses are provided.
 - f. Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.



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- g. Processing and tracking of payment applications.
- h. Processing and tracking of contract modifications.
- i. Creating and distributing meeting minutes.
- j. Document management for Drawings, Specifications, and coordination drawings, including revision control.
- k. Management of construction progress photographs.
- l. Mobile device compatibility, including smartphones and tablets.
- m. **<Insert description of software feature>**.

Designer Note: It is WMU's expectation that all core team members and other WMU personnel (as designated) shall have access to the web-based platform. The Contractor will be required to provide training for the various individuals at the start of the construction period.

- 2. Provide up to **[seven]** **<Insert number>** web-based Project software user licenses for use of Owner, **[Owner's Commissioning Authority]** [, **Construction Manager]**, Architect, and Architect's consultants. Provide **[eight]** **<Insert number>** hours of software training at Architect's office for web-based Project software users.
 - 3. ~~At Substantial Completion of Project,~~ provide digital archive in format that is readable by common desktop software applications in format acceptable to **Owner and Architect**. Provide data in locked format to prevent further changes.
 - a. Project web platform to remain active throughout the warranty period.
 - 4. Provide **[one of]** the following web-based Project software packages under their current published licensing agreements:
 - a. Autodesk; ~~Buzzsaw~~ **[Constructware]** **[BIM 360]**.
 - b. Corecon Technologies, Inc.
 - c. Meridian Systems; Prolog.
 - d. Newforma, Inc.
 - e. Procore Technologies, Inc.
 - f. Viewpoint, Inc.; Viewpoint for Project Collaboration.
 - g. **<Insert name of hosting company and product>**.
- D. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare 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 submittal number or other unique identifier, including revision identifier.
 - 3. Name file according to WMU's naming convention. See link under 'Facility Records' heading at bottom of this webpage: <http://www.fm.wmich.edu/intranet/forms> for requirements.
 - 4. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.8 PROJECT MEETINGS

- A. General: **[Schedule and conduct]** **[Construction Manager will schedule and conduct]** meetings and conferences at Project site unless otherwise indicated.



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1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times a minimum of 10 working days prior to meeting.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, **[Construction Manager,]** and Architect, within **[three]** <Insert number> days of the meeting.
- B. Preconstruction Conference: **[Architect will schedule and conduct]** **[Construction Manager will schedule and conduct]** **[Schedule and conduct]** a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than **[15]** <Insert number> days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner, **[Owner's Commissioning Authority,]** **[, Construction Manager,]** Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.
 - k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Sustainable design requirements.
 - o. Preparation of Record Documents.
 - p. Use of the premises **[and existing building]**.
 - q. Work restrictions.
 - r. Working hours.
 - s. Owner's occupancy requirements.
 - t. Responsibility for temporary facilities and controls.
 - u. Procedures for moisture and mold control.
 - v. Procedures for disruptions and shutdowns.
 - w. Construction waste management and recycling.
 - x. Parking availability.
 - y. Office, work, and storage areas.
 - z. Equipment deliveries and priorities.
 - aa. First aid.
 - bb. Security.
 - cc. Progress cleaning.
 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.



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Designer Note: For projects seeking LEED certification, include a sustainable design coordination conference as required.

- C. Sustainable Design Requirements Coordination Conference: **[Owner will schedule and conduct] [Construction Manager will schedule and conduct]** a sustainable design coordination conference before starting construction, at a time convenient to Owner, **[Construction Manager,]** Architect, and Contractor.
1. Attendees: Authorized representatives of Owner, **[Owner's Commissioning Authority,]** **[Construction Manager,]** Architect, and their consultants; Contractor and its superintendent and sustainable design coordinator; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect meeting sustainable design requirements, including the following:
 - a. Sustainable design Project checklist.
 - b. General requirements for sustainable design-related procurement and documentation.
 - c. Project closeout requirements and sustainable design certification procedures.
 - d. Role of sustainable design coordinator.
 - e. Construction waste management.
 - f. Construction operations and sustainable design requirements and restrictions.
 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- D. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other sections and when required for coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect, **[Construction Manager] [, and Owner's Commissioning Authority]** of scheduled meeting dates.
 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Sustainable design requirements.
 - i. Review of mockups.
 - j. Possible conflicts.
 - k. Compatibility requirements.
 - l. Time schedules.
 - m. Weather limitations.
 - n. Manufacturer's written instructions.



- o. Warranty requirements.
 - p. Compatibility of materials.
 - q. Acceptability of substrates.
 - r. Temporary facilities and controls.
 - s. Space and access limitations.
 - t. Regulations of authorities having jurisdiction.
 - u. Testing and inspecting requirements.
 - v. Installation procedures.
 - w. Coordination with other work.
 - x. Required performance results.
 - y. Protection of adjacent work.
 - z. Protection of construction and personnel.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

Designer Note: The process of project closeout should be discussed at the start of construction as well as at the end, and should be a standard agenda item for OAC meetings, specifically as it relates to close-out documentation required by the University.

- E. Project Closeout Conference: **[Schedule and conduct] [Construction Manager will schedule and conduct]** a project closeout conference, at a time convenient to Owner and Architect, but no later than **[90] <Insert number>** days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 2. Attendees: Authorized representatives of Owner, **[Owner's Commissioning Authority,] [Construction Manager,]** Architect, and their consultants; 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: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of Record and As-built Documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Procedures for completing and archiving web-based Project software site data files.
 - d. Submittal of written warranties.

Designer Note: For projects seeking LEED certification, include sustainable design documentation as required.

- e. Requirements for completing sustainable design documentation.
- f. Requirements for preparing operations and maintenance data.
- g. Requirements for delivery of material samples, attic stock, and spare parts.
- h. Requirements for demonstration and training.
- i. Preparation of Contractor's punch list.
- j. Procedures for processing Applications for Payment at Substantial Completion and for final payment.



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- k. Submittal procedures.
 - l. Coordination of separate contracts.
 - m. Owner's partial occupancy requirements.
 - n. Installation of Owner's furniture, fixtures, and equipment.
 - o. Responsibility for removing temporary facilities and controls.
4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- F. Progress Meetings: **[Conduct] [Construction Manager will conduct]** progress meetings at **[weekly] [biweekly] [monthly] [regular] <Insert appropriate interval>** intervals.
- 1. Coordinate dates of meetings with preparation of payment requests.
 - 2. Attendees: In addition to representatives of Owner, **[Owner's Commissioning Authority] [, Construction Manager,]** and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Status of submittals.
 - 5) Status of sustainable design documentation.
 - 6) Deliveries.
 - 7) Off-site fabrication.
 - 8) Access.
 - 9) Site use.
 - 10) Temporary facilities and controls.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) Status of RFIs.
 - 16) Status of Proposal Requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.



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4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

- G. Coordination Meetings: **[Conduct] [Construction Manager will conduct] [Project Coordinator will conduct]** Project coordination meetings at **[weekly] [biweekly] [monthly] [regular] <Insert appropriate interval>** intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
 1. Attendees: In addition to representatives of Owner, **[Owner's Commissioning Authority] [, Construction Manager,]** and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Status of submittals.
 - 5) Deliveries.
 - 6) Off-site fabrication.
 - 7) Access.
 - 8) Site use.
 - 9) Temporary facilities and controls.
 - 10) Work hours.
 - 11) Hazards and risks.
 - 12) Progress cleaning.
 - 13) Quality and work standards.
 - 14) Status of RFIs.
 - 15) Proposal Requests.
 - 16) Change Orders.
 - 17) Pending changes.



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3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3100