

## **1.0 GENERAL**

### **1.1 COORDINATION**

- .1 Co-ordinate all construction activities to provide efficient and orderly construction of each and every part of the Work.
- .2 Where construction of one part of the Work is dependent on construction of other parts, schedule and co-ordinate construction activities in the sequence needed to obtain the best results.
- .3 Where availability of space is limited, co-ordinate construction of different parts of the Work to provide maximum accessibility for maintenance, service, and repair.
- .4 Make adequate provisions to accommodate Work scheduled for later construction by Other Contractors or by the Minister's own forces.

### **1.2 COMMUNICATION: EQUIPMENT**

- .1 Provide suitable telephone and facsimile equipment at the Contractor's office specified in this section [and the Contractor's Site office] for receiving communications by voice and facsimile.
- .2 Provide suitable computer equipment and software at the Contractor's office specified in this section [and the Contractor's Site office] for exchange of electronic data [by e-mail] of the following types of documents:
  - .1 [Letters and Memos] [Microsoft® Word] [ ]
  - .2 [Document Readers] [Adobe Acrobat® Reader] [ ]
  - .3 [Schedules] [Microsoft® Project] [ ]
  - .4 [Drawings] [AutoCAD®] [ ]
  - .5 [Communication] [Microsoft® Outlook] [ ]
  - .6 [ ] [ ]

### **1.3 COMMUNICATION METHODS**

- .1 Communications will be sufficiently given by any one of the following methods:
  - .1 Delivered personally to the Contractor, the Contractor's representative, or left at the Contractor's address as specified in this section.
  - .2 Mailed at any post office to the Contractor's address as specified in this section.
  - .3 Couriered to the Contractor's address as specified in this section.
  - .4 Transmitted by facsimile to the Contractor's facsimile number as specified in this section.

- .5 Transmitted by Internet to the Contractor's e-mail address as specified in this section.

#### **1.4 CONTRACT ADMINISTRATION**

- .1 Co-ordinate scheduling and timing of administrative procedures with other construction activities to avoid delays and provide orderly progress of the Work. Administrative procedures include the following:
  - .1 Preparation and monitoring of schedules.
  - .2 Co-ordination of construction and removal of temporary facilities.
  - .3 Co-ordination, review, and processing of submittals.
  - .4 Participation in project meetings.
  - .5 Following Contract acceptance procedures.
  - .6 Preparation of change order proposals.
  - .7 [ ].

#### **1.5 CONTRACTOR'S ADDRESS FOR CORRESPONDENCE**

- .1 Submit the name, address, telephone number, facsimile number, and e-mail address to be used for correspondence with the Contractor within 10 days of the date of commencement of the Contract. Update whenever information changes during the Contract.

#### **1.6 MINISTER'S ADDRESS FOR CORRESPONDENCE**

- .1 The Minister will provide to the Contractor the name, address, telephone number, facsimile number, and e-mail address to be used for correspondence with the Minister within 10 days of the date of commencement of the Contract. This information will be updated as required during the Contract.

#### **1.7 CONTRACTOR'S REPRESENTATIVES AND SITE MANAGEMENT**

- .1 Submit an organization chart showing the names, positions, telephone numbers, and responsibilities and levels of authority for the Contractor's representatives and site management organization, within 10 days of the date of commencement of the Contract, and update whenever information changes during the Contract.

#### **1.8 MINISTER'S REPRESENTATIVES AND ASSISTANTS**

- .1 The Minister will provide to the Contractor an organization chart showing the names, positions, telephone numbers, and responsibilities and levels of authority for the Minister's Representative and assistants, within 10 days of the date of commencement of the Contract, and will update whenever information changes during the Contract.

**2.0 PRODUCTS – NOT USED**

**3.0 EXECUTION – NOT USED**

**END OF SECTION**