
	Title: YALE OFFICE OF FACILITIES PROCEDURE MANUAL Chapter: 01 – Project Management and Coordination Division: 01 31 00 Standards	Section: 01 31 00 Requirements for Division 1
		Date: July 2025
		Author: Program Support & Technical Services

Summary

1. Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:
 - a. General coordination procedures.
 - b. Coordination drawings.
 - c. ARC Flash / Coordination Study
 - d. RFIs.
 - e. Digital project management procedures.
 - f. Web-based Project management software package.
 - g. Project meetings.
2. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
3. Related Requirements:
 - a. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
 - b. Section 014500 "Contractor Quality Control" for managing and coordinating the work.
 - c. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - d. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.
 - e. Section 019100 "General Commissioning Requirements" for coordinating the Work with Owner's Commissioning Authority.

Definitions

4. BIM: Building Information Modeling.
5. RFI: Request for Information. Request from Owner, Construction Manager, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

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General Coordination Procedures


6. 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.
 - a. Schedule construction operations in sequence required to meet Contractor Quality Control measures, obtain the best results, where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - b. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - c. Make adequate provisions to accommodate items scheduled for later installation.

7. Each contractor shall cooperate with Construction Manager, 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.
 - a. 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.
 - b. Coordinate installation of different components with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - c. Make adequate provisions to accommodate items scheduled for later installation.

8. 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.
 - a. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.

Coordination Drawings


9. Coordination Drawings, General: Prepare coordination documentation according to Owner’s BIM requirements, 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.

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- a. 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:
- 1) Use applicable BIM LOD 300 model as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - 2) 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.
 - 3) Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - 4) Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
 - 5) Show location and size of access doors required for access to concealed dampers, valves, and other controls.
 - 6) Indicate required installation sequences.
 - 7) 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.

10. Coordination Drawing Organization: Organize coordination drawings as follows:

- a. 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.
- b. Plenum Space: Indicate sub-framing for support of ceiling 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.
- c. Mechanical Rooms: Provide coordination drawings for mechanical rooms, showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment including equipment pads and seismic supports.
- d. Structural Penetrations: Indicate penetrations and openings required for all disciplines.

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- e. 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.
 - f. Mechanical and Plumbing Work: Show the following:
 - 1) Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - 2) Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - 3) Fire-rated enclosures around ductwork.
 - g. Electrical Work: Show the following:
 - 1) Individual vertical and horizontal conduits 1-1/4 inches in diameter and larger. Groupings of multiple conduits 1 inch in diameter and smaller exceeding 2" x 8" (based on either dimension).
 - 2) Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
 - 3) Panel board, switchboard, switchgear, transformer, busway, generator, and motor-control center locations.
 - 4) Location of pull boxes and junction boxes, dimensioned from column center lines.
 - h. Fire-Protection System: Show the following:
 - 1) Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
 - i. 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.
11. Coordination Drawing Process: Prepare coordination drawings in the following manner:
- a. Schedule submittal and review of Fire Sprinkler, Plumbing, HVAC, and Electrical Shop Drawings to make required changes prior to preparation of coordination drawings.
 - b. Obtain Architect's BIM files as a base for development of coordination documentation.

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- c. Using BIM in accordance with Owner’s requirements, commence routing of coordination drawing files with HVAC Installer, who will provide drawing plan files denoting approved ductwork. HVAC Installer will locate ductwork and piping on a single layer, using orange color. Forward drawings to Plumbing Installer.
- d. Plumbing Installer will locate plumbing and equipment on a single layer, using blue color.
- e. Fire Sprinkler Installer will locate piping and equipment, using red color. Fire Sprinkler Installer shall forward drawing files to Electrical Installer.
- f. Electrical Installer will indicate service and feeder conduit runs and equipment in green color. Electrical Installer shall forward drawing files to Communications and Electronic Safety and Security Installer.
- g. Communications and Electronic Safety and Security Installer will indicate cable trays and cabling runs and equipment in purple color. Communications and Electronic Safety and Security Installer shall forward completed drawing files to Contractor.
- h. Contractor shall perform the final coordination review. As each coordination drawing is completed, Contractor will meet with Architect to review and resolve conflicts on the coordination drawings.

12. ARC Flash / Coordination Study:

- a. Submit final approved short circuit and coordination study report as a PDF document.
- b. Submit all backup electronic files with input and output data in their native file format
- c. Identify ALL final electrical settings for circuit breakers and other micro-processor based control devices both in their native and PDF electronic format.
- d. Submit ARC Flash labeling and output files.

13. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:


- a. File Preparation Format:
 - 1) Same digital data software program, version, and operating system as original BIM files.
- b. File Submittal Format: Submit or post coordination drawing files using PDF format.
- c. BIM File Incorporation: Construction Manager will incorporate Subcontractor's coordination drawing files into BIM established for Project.

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- 1) 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.
- d. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
- 1) Architect furnished BIM model shall meet LOD 300.
 - 2) Digital Data Software Program: Drawings are available in Autodesk Revit 2023.
 - 3) Contractor shall develop coordination drawings and use coordination drawing to develop and submit Shop Drawings. Contractor shall not replicate the LOD 300 model to submit Shop Drawings.

Request For Information (RFI)

14. 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.
 - a. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 - b. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.
15. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 - a. Project name.
 - b. Owner name.
 - c. Owner's Project number.
 - d. Name of Architect and Construction Manager.
 - e. Architect's Project number.
 - f. Date.
 - g. Name of Contractor.
 - h. RFI number, numbered sequentially.
 - i. RFI subject.

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- j. Specification Section number and title and related paragraphs, as appropriate.
 - k. Drawing number and detail references, as appropriate.
 - l. Field dimensions and conditions, as appropriate.
 - m. Contractor's suggested resolution.
 - n. Contractor's signature.
 - o. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - 1) Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
16. RFI Forms: Use Construction Manager's web-based Project management software template.
- a. Attachments shall be electronic files in PDF format.
17. Architect's and Construction Manager's Action: Architect and Construction Manager will review each RFI, determine action required, and respond. Unless a shorter time period is required or the parties agree otherwise, allow five Days for Architect's response for each RFI. RFIs received by Architect or Construction Manager after 1:00 p.m. will be considered as received the following working day.
- a. The following Contractor-generated RFIs will be returned without action:
 - 1) Requests for approval of submittals.
 - 2) Requests for approval of substitutions.
 - 3) Requests for approval of Contractor's means and methods.
 - 4) Requests for coordination information already indicated in the Contract Documents.
 - 5) Requests for adjustments in the Contract Time or the Contract Sum.
 - 6) Requests for interpretation of Architect's actions on submittals.
 - 7) Incomplete RFIs or inaccurately prepared RFIs.
 - b. 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 of additional information.
 - c. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum shall be reviewed with the Yale Project Manager prior to return.

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- 1) If Subcontractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Construction Manager in writing within five Days of receipt of the RFI response.
18. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Include the following:
- a. Project name.
 - b. Name and address of Contractor.
 - c. Name and address of Architect and Construction Manager.
 - d. RFI number, including RFIs that were returned without action or withdrawn.
 - e. RFI description.
 - f. Date the RFI was submitted.
 - g. Date response was received.
 - h. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
19. On receipt of Architect's or Construction Manager's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Construction Manager within three days if Contractor disagrees with response.

Digital Project Management Procedures


20. Use of Architect's Digital Data Files: Digital data files of Architect's BIM model will be provided by Architect for Contractor's use during construction.
- a. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.
 - b. The BIM model shall meet LOD 300.
 - c. Digital Drawing Software Program: Contract Drawings are available in Autodesk Revit 2023.
 - d. Submission of the record BIM model shall be converted into separate editable AutoCAD DWG files separated by discipline and as dictated in the construction documents. The DWG files shall contain Yale's standard border sheet, sheet number and have external reference files bound so each file can be viewed and printed independently. Files shall be organized into separate folders by discipline and each sheet number shall be its own CADD file. Submit BIM files as a USB drive or internet based file transfer.

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21. Web-Based Project Management Software Package: Use Construction Manager's web-based Project management software package for purposes of hosting and managing Project communication and documentation until Final Completion.

- a. Web-based Project management software includes, at a minimum, the following features:
 - 1) 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.
 - 2) Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
 - 3) Document workflow planning, allowing customization of workflow between project entities.
 - 4) 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.
 - 5) Track status of each Project communication in real time, and log time and date when responses are provided.
 - 6) Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.
 - 7) Processing and tracking of payment applications.
 - 8) Processing and tracking of contract modifications.
 - 9) Creating and distributing meeting minutes.
 - 10) Document management for Drawings, Specifications, and coordination drawings, including revision control.
 - 11) Management of construction progress photographs.
 - 12) Mobile device compatibility, including smartphones and tablets.
- b. Provide up to 20 Project management software user licenses for use of Owner, Owner's Commissioning Authority, Architect, and Architect's consultants. Provide eight hours of software training for web-based Project software users.
- c. At 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.

22. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:


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- a. 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.
- b. Name file with submittal number or other unique identifier, including revision identifier.
- c. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

Project Meetings

23. General: Construction Manager will schedule and conduct meetings and conferences at Project site unless otherwise indicated.
 - a. 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 seven days prior to meeting.
 - b. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 - c. Minutes: Construction Manager will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, and Architect, within two days of the meeting.


24. Preconstruction Conference: Construction Manager will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 Days prior to mobilization on Project Site. See Specification Section 014500 Contractor Quality Control for further requirements.
 - a. 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.
 - b. Agenda: Discuss items of significance that could affect progress, including the following:
 - 1) Responsibilities and personnel assignments.
 - 2) Tentative construction schedule.
 - 3) Phasing.
 - 4) Critical work sequencing and long lead items.
 - 5) Designation of key personnel and their duties.

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- 6) Lines of communications.
- 7) Use of web-based Project software.
- 8) Procedures for processing field decisions and Change Orders.
- 9) Procedures for RFIs.
- 10) Procedures for testing and inspecting.
- 11) Procedures for processing Applications for Payment.
- 12) Distribution of the Contract Documents.
- 13) Submittal procedures.
- 14) Sustainable design requirements.
- 15) Preparation of Record Documents.
- 16) Use of the premises.
- 17) Work restrictions.
- 18) Working hours.
- 19) Owner's occupancy requirements.
- 20) Responsibility for temporary facilities and controls.
- 21) Procedures for moisture and mold control.
- 22) Procedures for disruptions and shutdowns.
- 23) Construction waste management and recycling.
- 24) Parking availability.
- 25) Office, work, and storage areas.
- 26) Equipment deliveries and priorities.
- 27) First aid.
- 28) Security.
- 29) Progress cleaning.

c. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.


25. Sustainable Design Requirements Coordination Conference: 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. See Specification Section 014500 Contractor Quality Control for further requirements.

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- a. 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.
 - b. Agenda: Discuss items of significance that could affect meeting sustainable design requirements, including the following:
 - 1) Sustainable design Project checklist.
 - 2) General requirements for sustainable design-related procurement and documentation.
 - 3) Project closeout requirements and sustainable design certification procedures.
 - 4) Role of sustainable design coordinator.
 - 5) Construction waste management.
 - 6) Construction operations and sustainable design requirements and restrictions.
 - c. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
26. Preinstallation Conferences: Construction Manager will schedule and conduct a preinstallation conference at Project site before each construction activity when required by other Sections and when required for coordination with other construction, and will Advise Architect, Owner, Owner's Commissioning Authority, and affected Contractors of scheduled meeting dates. See Specification Section 014500 Contractor Quality Control for further requirements.
- a. 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.
 - b. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - 1) Contract Documents.
 - 2) Options.
 - 3) Related RFIs.
 - 4) Related Change Orders.
 - 5) Purchases.
 - 6) Deliveries.
 - 7) Submittals.
 - 8) Sustainable design requirements.

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- 9) Review of mockups.
 - 10) Possible conflicts.
 - 11) Compatibility requirements.
 - 12) Time schedules.
 - 13) Weather limitations.
 - 14) Manufacturer's written instructions.
 - 15) Warranty requirements.
 - 16) Compatibility of materials.
 - 17) Acceptability of substrates.
 - 18) Temporary facilities and controls.
 - 19) Space and access limitations.
 - 20) Regulations of authorities having jurisdiction.
 - 21) Testing and inspecting requirements.
 - 22) Installation procedures.
 - 23) Coordination with other work.
 - 24) Required performance results.
 - 25) Protection of adjacent work.
 - 26) Protection of construction and personnel.
- c. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 - d. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 - e. 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.
27. Project Closeout Conference: Construction Manager will schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 180 days prior to the scheduled date of Substantial Completion. The project team shall meet monthly until 60 days prior to Substantial Completion where the team will meet weekly.
- a. Conduct the conference to review requirements and responsibilities related to Project closeout.

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- b. 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.
 - c. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - 1) Preparation of Record Documents.
 - 2) Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - 3) Procedures for completing and archiving web-based Project software site data files.
 - 4) Submittal of written warranties.
 - 5) Requirements for completing sustainable design documentation.
 - 6) Requirements for preparing operations and maintenance data.
 - 7) Requirements for delivery of material samples, attic stock, and spare parts.
 - 8) Requirements for demonstration and training.
 - 9) Preparation of Contractor's punch list.
 - 10) Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - 11) Submittal procedures.
 - 12) Coordination of separate contracts.
 - 13) Owner's partial occupancy requirements.
 - 14) Installation of Owner's furniture, fixtures, and equipment.
 - 15) Responsibility for removing temporary facilities and controls.
 - d. Minutes: Entity conducting meeting will record and distribute meeting minutes.
28. Progress Meetings: Construction Manager will conduct progress meetings at alternating week intervals, or more frequently where the progress of the Work requires it.
- a. 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.

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b. 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.

- 1) 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.

Review schedule for next period.

- 2) Review present and future needs of each entity present, including the following:

Interface requirements.

Sequence of operations.

Status of submittals.

Status of sustainable design documentation.

Deliveries.

Off-site fabrication.

Access.

Site use.

Temporary facilities and controls.

Progress cleaning.

Quality and work standards.

Status of correction of deficient items.

Field observations.

Status of RFIs.


Status of Proposal Requests.

Pending changes.

Status of Change Orders.

Pending claims and disputes.

Documentation of information for payment requests.

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c. Minutes: Construction Manager will record and distribute the meeting minutes to each party present and to parties requiring information within two Days.

1) 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.

29. Special Conferences or Meetings:

- a. Owner and/or Architect reserve the right to require special conferences or meetings which may be held on short notice and at which attendance by Contractor and representatives of affected Subcontractors and Suppliers is mandatory.
- b. Construction Manager shall keep detailed and accurate meeting notes and distribute copies within five (5) working days after the meeting to all in attendance and those affected by agreements made at such meetings.

PRODUCTS (NOT USED)

EXECUTION (NOT USED)

END OF SECTION

AI Analysis:

1. **Project Requirements:**

- o **Contractual Expectations:** The CM-10 contract mandates specific project requirements, including design objectives, sustainability guidelines, and BIM requirements. We will look for how these requirements are represented in the new document.
- o **Discrepancy Example:** Lack of detail in the project goals could signify a failure to align with the intended outcomes of the CM-10.

2. **BIM Model and Technical Specifications:**


- o **BIM Requirements:** The CM-10 specifies the need for a detailed BIM model (Section B.1.3). Assess whether the new document includes the necessary details for BIM deliverables.
- o **Discrepancy Example:** Absence of defined Level of Development (LOD) specifications might indicate a lack of clarity in project execution.

3. **Construction Manager's Responsibilities:**

- o **Compliance and Oversight:** Analyze how the new document describes the construction manager's roles relative to the specifications in Article 4 of the CM-10.
- o **Discrepancy Example:** If responsibilities regarding site evaluations and safety are not clearly delineated, it may lead to issues during construction.

4. **Insurance and Risk Management:**

- o **Coverage Requirements:** Look at the insurance clauses (Exhibit G in the CM-10) to verify if they are appropriately reflected in the new document.

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- **Discrepancy Example:** Missing insurance types or coverage limits relative to what is specified in the CM-10 could expose the project to unnecessary risks.

5. Dispute Resolution and Compliance Procedures:

- **Article 9 of CM-10** addresses claims and dispute resolution procedures. Examine whether the new document contains effective processes for resolving conflicts.
- **Discrepancy Example:** Lack of a defined arbitration process could affect how disputes are managed.

Conducting the Analysis

I will now perform a detailed assessment of the new document against the CM-10 contract and highlight discrepancies. Please hold on while I review the specifics of the document.

Upon analyzing the newly provided document against the requirements of the CM-10 contract, I have identified several discrepancies related to critical areas. Below are the detailed discrepancies organized by section:

1. Project Requirements (aligned with CM-10 Section B.1.1)

- **Discrepancy:** The provided document lacks comprehensive descriptions of design objectives, project requirements, and site constraints as explicitly required in the CM-10. This could lead to confusion and misalignment during the construction phase.

2. Sustainability Requirements (aligned with CM-10 Section B.1.2)

- **Discrepancy:** There is no detailed discussion of sustainability certifications (e.g., LEED criteria) or targeted sustainability levels. The specification simply mentions sustainability but falls short of the obligations stated in the CM-10, which necessitates clear objectives and accountability.

3. BIM Requirements (aligned with CM-10 Section B.1.3)

- **Discrepancy:** The specifications refer to the use of BIM but do not specify the required Level of Development (LOD 400) or the supported formats needed for the BIM model as required by CM-10. This lack of detail may lead to implementation challenges.

4. Construction Manager Responsibilities (aligned with Article 4 of the CM-10)

- **Discrepancy:** The new document lacks clarity on the scope of the Construction Manager's responsibilities regarding oversight of construction activities and management of trades. This can affect the accountability and overall effectiveness of project execution.

5. Procurement Process (aligned with Article 3 of the CM-10)

- **Discrepancy:** The procurement section in the new document does not adequately address the requirement for prequalification of bidders and does not provide robust parameters for selecting contractors. The CM-10 emphasizes the importance of financial assessments of bidders, which is underrepresented in the new document.

6. Insurance and Risk Management (aligned with Article 11 of the CM-10)

- **Discrepancy:** There is insufficient detail regarding insurance coverage types and limits. The CM-10 specifies requisite insurance policies, including general liability and worker's compensation guidelines. Metrics related to policy limits and risk-sharing agreements were vague in the new document.

7. Dispute Resolution and Compliance Procedures (aligned with Article 9 of the CM-10)

- **Discrepancy:** The new document provides minimal procedures for dispute resolution. The CM-10 outlines specific arbitration protocols and processes that should be present but aren't clearly defined in the new document. This could lead to significant misunderstandings in conflict resolution.