

# *Section 15: Project Coordination*

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## **Introduction**

With all of the technical details that must be considered, project coordination is often given a low priority or, worse, left to chance. However, this often-overlooked aspect of power system design is vital to insure the success of any project.

## **During the initial design phase**

The following aspects are often overlooked during the initial design phase of a project, and can cause considerable time and money to be expended later in the process:

- **Coordination with the Serving Utility:** Coordination with the serving electric utility is vital if a clear understanding is to be achieved between both parties. Often, additional requirements are uncovered that affect the design of the project and its cost.
- **Coordination with the Local Planning/Regulatory/Codes Authorities:** This is vital to the success of the project. Additional requirements can be uncovered that affect the project, saving time and money vs. identifying them later.
- **Coordination with equipment manufacturers:** If this is possible prior to bidding, it can make the project run smoother later in the process, especially for difficult equipment application situations, since a clear understanding can be gained regarding the characteristics of the equipment in question and the best alternatives can be evaluated.
- **Coordination with the installing contractor,** if the actual construction is under your purview, can save time and frustrating delays by making your installation requirements clear.

## **Evaluating equipment bids**

In evaluating equipment bids, any clarifications or exceptions to the project specifications that the equipment manufacturers have submitted must be taken into account. This is the time to request re-quotes based upon rejection of the equipment manufacturer's clarifications, and to evaluate any alternates that have been submitted. It is a good idea to allow extra time for this process.

## **Post-bid/approval process**

Once the bid process is complete, further details must be coordinated with the equipment manufacturers. This is vital for two reasons:

1. To understand the details of the equipment proposed, and
2. To insure that the manufacturer understands the requirements of the equipment, including delivery requirements. The time taken at this stage will save time and money later in the process.

Once shop drawings are received, it is important to review them in a timely manner, with any changes marked clearly. Blanket statements to "adhere to the specifications," without details, can lead to frustrating project delays. This is also the time to submit the manufacturer's shop drawings to the serving utility and/or local planning/codes/regulatory authorities, if required. The equipment manufacturer will typically submit to the serving utility if required, but this should be double-checked to avoid confusion. Also, it is good practice to obtain the equipment submittal markups from the serving utility in order to be aware of any changes they request.

## **Equipment inspections**

If you require an inspection of the equipment, be sure that the manufacturer clearly understands your expectations. Make sure the manufacturer contacts you well in advance of the equipment availability date to allow for adequate trip planning time.

## **Commissioning**

When the equipment begins to arrive on site, it is a good idea to coordinate frequently with the installing contractor. Arrange for the local sales representatives for the major equipment to be on-site periodically during construction so that problems can be quickly resolved. If the manufacturer's service technicians are responsible for commissioning, make sure your expectations for the scope of their work are clear.

If the serving utility requires witness testing of any equipment or system, make sure they are notified at least two weeks in advance to allow for proper planning.

## **Final acceptance**

Once system commissioning is complete, arrange a walk-through with the client to show the completed installation. Also, obtain all equipment operation and maintenance manuals, including field and factory test reports, and store them in a secure area for future use.