**DESIGN A/E NOTE - GUIDE SPECIFICATION CONVENTIONS**

**Color-highlighted text**

**Yellow: Editor’s Notes. Comments inserted into the text are addressed to the A/E, not the Contractor. Editor’s Notes are formatted as hidden text. Editor’s Notes are not identified with an update. Do not print Editor’s Notes in issue for distribution to Bidders/Contractors.**

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**Red: Text updated in 1st quarter. April – June.**

**Strikethrough text and highlighting (not text) in previously issued quarters are deleted. Only 1st quarter highlighted updated text is indicated.**

**Turquoise: Text updated in 2nd quarter. July – September.**

**1st quarter updated text remains highlighted.**

**Pink: Text updated in 3rd quarter. October – December.**

**1st and 2nd quarter updated text remain highlighted.**

**Bright Green: Text updated in 4th quarter. January – March.**

**1st, 2nd and 3rd quarter updated text remains highlighted.**

**Text Editing**

**Select options [in brackets] and edit <notes> before issuing specifications for distribution to Bidders/Contractors.**

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**IMPORTANT: Retain month and year under section title on first page indicating updated Guide Specification Section issue used.**

**Note: This** page **will not print when Hidden text is unchecked as indicated in Editor’s Notes Tip.**

IF THE HIDDEN GUIDE SPECIFICATION CONVENTIONS DO NOT APPEAR PRECEEDING THIS

NOTE, TURN THEM ON AS FOLLOWS.

**FOR MICROSOFT WORD 2000 and 2003**, CLICK ON SHOW/HIDE ICON IN MENU BAR OR CHOOSE

TOOLS IN MENU BAR. THEN CLICK OPTIONS, VIEW TAB, UNDER FORMATTING MARKS, CHECK

HIDDEN TEXT.

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CORNER OF MENU BAR. CLICK ON WORD OPTIONS AT BOTTOM OF DROP DOWN. THEN CLICK

ON DISPLAY. CHECK THE HIDDEN TEXT BOX.

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THE GUIDE SPECIFICATION CONVENTIONS SHOULD NOW BE VISIBLE IN THE DOCUMENT.

(Delete this note before printing.)

SECTION **01 32 16**

CONSTRUCTION PROGRESS DOCUMENTATION

(Edited from DeCA June 2022 Design Criteria)

Edit this Section (including title and footer) if no project phasing required

1. GENERAL
   * + 1. SUMMARY
          1. Section Includes:

Administrative and procedural requirements for [**phasing (ADD/ALTER PROJECTS) and**] scheduling (all project types). FAILURE TO SUBMIT AN ACCEPTABLE SCHEDULE AND SUBSEQUENT UPDATES, AS REQUIRED, MAY RESULT IN WITHHOLDING OF PROGRESS PAYMENT.

* + - 1. SUBMITTALS
         1. Refer to Division 01 Section Administrative Requirements for procedures.
         2. Submittal List:

Edit table below if no project phasing required

Reference Submittal Item Quantity Govt. Action

1.5 Preliminary Project Schedule 4+CD R

1.6 Phasing Schedule (Add/Alter Projects) 4+CD R

1.7 Project Schedules and Requirements for

Maintaining Progress 4+CD R

1.7M Changes 4+CD R

1.8 Short Interval Schedules For Each I

Weekly Meeting

Attendee

R Review each submittal, mark to indicate action taken, and return.

I Submittal is for information or record purposes only. No action is required.

* + - 1. DEFINITIONS
         1. Non-excusable Delay: Any delay caused by events within the control of the Contractor.
         2. Excusable Delay: Any delay in completing the work that arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor or its subcontractors, such as strikes, acts of God, unusually severe weather, fires, floods, and acts of the Government.
         3. Critical Delay: A delay to any activity that impacts the project completion date by changing the critical path.
         4. Non-Critical Delay: A delay to any activity or task that does not exceed the available float time and does not impact the project completion date.
         5. Compensable Delay: Any delay beyond the control of the Contractor, that is caused solely by the Government, such as government requested or ordered changes, differing site conditions, government suspension of work, late approval of shop drawings, and late delivery of Government Furnished Equipment.
         6. Concurrent Delay: A delay resulting from simultaneous delays caused by both the Contractor and the Government.
      2. PRELIMINARY PROJECT SCHEDULE

Within 15 calendar days after issuance of Notice to Proceed, the Contractor shall submit a preliminary computer-generated network defining the Contractor's planned operations during the first 120 calendar days of work for approval. The Preliminary Project Schedule forms the basis for the Project Schedule specified herein and must include all of the required plan and program preparations, submittals and approvals identified in the contract (for example, Quality Control Plan, Safety Plan, and Environmental Protection Plan) as well as permitting activities, and other non-construction activities.

* + - 1. PROJECT SCHEDULE AND CONTRACTOR'S RESPONSIBILITY FOR COMPLETION
         1. The Contractor shall, within 60 days after the Notice to Proceed, or alternative date as identified by the Contracting officer, prepare and submit to the Contracting Officer a Project Schedule, as developed with the most current version of Primavera P6, to show the order in which the Contractor will complete the work in the furtherance of an identified substantial complete date within the time specified in the Contract, measured in calendar days. Failure to develop the Project Schedule to an appropriate level of detail will result in its disapproval.
         2. The Contractor shall furnish such manpower, materials, facilities, and equipment and work hours, including night shifts, overtime operations, Sundays, and holidays as necessary to ensure completion of the Work in accordance with the approved Project Schedule. If the Contractor, through non-excusable delay, fails to meet a scheduled milestone by 14 days, causes a change in a critical path activity start or completion date, or foresees a delay in the project’s substantial completion date, the Contractor shall take the following recoveryactions:

Reschedule activities to achieve maximum practical concurrence of activities.

Increase manpower in such quantities and skills as will eliminate or minimize the impact of the missed milestone on the Project Schedule, the satisfaction of the Contracting Officer.

Increase the number of working hours per shift, shifts per working day, working days per week, or the amount of equipment utilized. Perform any combination, subject to approval by the Contractor Officer and coordination of any additional required inspections.

If any work requires inspection outside of normal working hours, the Contractor shall pay resulting additional costs for inspections by Government or government-authorized personnel, including GSA per diem rates for lodging, travel, and meals. Contractor shall also bear the cost of uncovered and recovering any work that is concealed prior to inspection.

Submit a revised Project Schedule demonstrating the Contractor’s proposed plan to make up the delay in schedule progress and to ensure completion of work within the contract’s period of performance. On phased projects, provide sub-schedules corresponding to each phase. Support the revised Project Schedule with a narrative report that clearly explains the proposed plan in all accordance with Paragraph 1.7 herein.

* + - 1. PHASING PLANS AND SCHEDULES (ADD/ALTER PROJECTS)
         1. Occupancy Requirements:

The commissary will remain in operation throughout the duration of this Contract.

The Contractor shall cooperate with the Contracting Officer in phasing and coordinating the work to minimize, to the maximum extent possible, disruptions and interference with commissary daily operations.

* + - * 1. Scheduling:

The Contractor shall submit a detailed schedule of work that conforms to the priority and sequencing of work shown on the Government Phasing Plan, and shall notify the Contracting Officer 14 days in advance of anticipated changes in the phasing plan or work schedule to allow adjustments in store operations that the ability of the commissary to function is not adversely affected. The Contracting Officer shall provide written notice to proceed before the Contractor commences phase changes or work that affects store operations.

In instances where the Commissary must vacate an area prior to commencement of work, the Contractor shall provide five days in the Project Schedule for commissary personnel to move fixtures and merchandise, as necessary, from existing to newly completed areas.

* + - * 1. Government Phasing Plan: The Government Phasing Plan provided with the contract documents is intended to provide baseline information to the Contractor on the commissary’s phasing needs and to identify a potential phasing sequence. The Contractor shall develop and utilize a Phasing Plan that makes use of its own means, methods, and abilities, so long as the Government’s operational and safety requirements are achieved.
        2. Contractor's Phasing Plan: A phasing plan developed by the Contractor from information provided in the Government Phasing Plan and gathered in a formal meeting of project stakeholders that shall be scheduled by the Contractor within 30 days from Notice to Proceed. Mandatory invitees to the meeting are the Store Director (or authorized representative), the DeCA Project Manager, the Contracting Officer, key management of the Contractor, major Sub-Contractors and Suppliers, and other technical representative as identified by DeCA. The Contractor shall submit a draft phasing plan to the Contracting Officer at least 10 days prior to the meeting and shall submit its final Phasing Plan no later than 10 days following the meeting.
        3. The Contractor shall not proceed to work on subsequent phases until the Contracting Officer approves the phasing plan. Once approved, the Contractor’s Phasing Plan will be the required operation phasing plan for the Project, unless replaced by an approved amended plan.
        4. The Contractor shall comply with phase turnover and conditions for proceeding to subsequent phases identified in Division 01 Section 01 32 16.10 Phased Construction.
        5. Subsequent revisions to the Phasing Plan: If revisions to the Phasing Plan are required for efficient and timely performance of the Work, the Contractor shall submit the revised plan to the Contracting Officer for approval, along with corresponding changes to the Project Schedule. Only upon receipt of the Contracting Officer's approval may the Contractor proceed with implementing the revised Phasing Plan and Project Schedule.
        6. General Restrictions and Limitations:

Work areas inside the commissary will be available to the Contractor during hours the commissary closes to customers, as appropriate. Commissary personnel regularly work during hours when the commissary is closed. The Contractor shall coordinate access and request approval from the Contracting Officer seven days in advance of the need to perform work when the commissary is closed.

To minimize impacts on commissary operations and customers, Contractor shall perform work on excessively disruptive tasks during the commissary's closed hours. Such tasks include, but are not limited to, tasks involving disconnecting or rerouting electrical power, certain types of demolition, items requiring curing to avoid slipping/falling risks, work that creates excessive noise, generates fumes, or produces other irritants or risks to customers or commissary employees. All after-hours work should be closely coordinated with the Contracting Officer, the Commissary Store Director, and Installation.

The Contractor shall schedule construction inside the commissary to minimize interference with commissary operations and shall perform operations that create indoor dust, noise, and fumes during hours in which the commissary is closed.

The Contractor shall accomplish the work so that the commissary does not close any times other than those that are a normally scheduled part of operations. However, if the Contractor finds that commissary closure will result in a benefit to the Project and to the commissary operation, the Contractor may request, a one-day closure on a day prior to or following a normally scheduled closed day, by submitting the request at least 30 days’ notice to the planned closure. The Contracting Officer is under no obligation to approve such a closing, and the Contractor may not proceed with work on closed commissary premises prior to receiving written notice to.

Contractor shall maintain utilities to all adjacent facilities at all times except as required during scheduled changeover periods, and schedule outages and interruptions with, and obtain written approvals from, the Contracting Officer.

Contractor shall coordinate the installation of the mechanical, fire detection and suppression, and electrical systems to maintain the existing building at its current levels of operation while the new systems are being developed.

* + - 1. PROJECT SCHEDULE AND REQUIREMENTS FOR MAINTAINING PROGRESS
         1. The Contractor shall ensure that the Work will be completed within the contract’s period of performance, as amended by any modification, and shall perform all work in an orderly and closely coordinated sequence and in conformance with the Project Schedule and associated milestones.
         2. No update to any schedule, even if accepted by the Contracting Officer, shall change the period of performance under the contract, adjust the project milestones, or modify the Project Schedule unless such change or update is approved by the Contracting Officer through the contract modification process.
         3. General Format:

Base schedules on the critical path method using the Precedence Diagram Method format ("PDM").

Use Primavera Project Planner (P6) Software, latest version, for Windows Operating Systems.

Edit paragraph below if no project phasing required

The Contractor shall include anticipated lost days due to weather in the Project Schedule, based on publicly available weather data. A lost workday caused by weather is defined as a day in which the Contractor's workforce cannot work at least 50 percent of the day on the impacted activity(s) because of weather. The Contractor shall immediately notify the Contracting Officer when a lost day has occurred due to weather and record weather conditions on impact on scheduled work in the Daily Report. If the number of lost workdays caused by weather exceeds the number of days anticipated in the Project Schedule, the Contracting Officer may issue a contract modification, if appropriate.

* + - * 1. Schedule Submittal Formats:

Submit tabular reports on 8-1/2-inch by 11-inch sheets.

Submit graphic reports on 11-inch by 17-inch sheets with the exception of the logic diagrams, in which case submit on 30-inch by 42-inch sheets.

Provide two (2) copies per submittal. On each page, clearly identify the Project, Contractor, filename, and the date of data collection for each project.

Submit schedule back-up information electronically.

Each electronic file shall contain the Project Schedule (initial submittal), or the latest updated Progress Schedule (subsequent monthly submittals), as relevant.

Properly label each electronic file identifying the Project, Contractor, filename, and the date of data collection.

Narrative Report: Provide a Narrative Report with each schedule submission. The Narrative Report is expected to communicate to the Government the thorough analysis of the schedule output and the plans to compensate for any problems, either current or potential, which are revealed through that analysis. Include the following information as minimum in the Narrative Report:

Identify and discuss the work scheduled to start in the next update period.

A description of activities along the two most critical paths where the total float is less than or equal to 20 work days.

A description of current and anticipated problem areas or delaying factors and their impact and an explanation of corrective actions taken or required to be taken.

Identify and explain why activities based on their calculated late dates should have either started or finished during the update period but did not.

Identify and discuss all schedule changes by activity ID and activity name including what specifically was changed and why the change was needed. Include at a minimum new and deleted activities, logic changes, duration changes, calendar changes, lag changes, resource changes, and actual start and finish date changes.

f. Identify and discuss out-of-sequence work.

* + - * 1. Contractor’s Scheduling Representative: Before starting the Work, the Contractor shall designate, a Scheduling Representative with at least five (5) years’ experience scheduling construction projects similar in size and nature to this project. This representative shall monitor and maintain the Project Schedule as defined in this Section and shall revise, update, and recommend logic revisions to the Project Schedule as necessary. Representative must have a comprehensive knowledge of Critical Path Method (CPM) scheduling principles and application. The Contractor shall submit the name, qualifications and experience of the Scheduling Representative to the Contracting Officer for approval. The Scheduling Representative shall be responsible for the coordination and implementation of all Contractor activities and responsibilities relating to the Project Schedule and scheduling. The Government may request removal and replacement of the Scheduling Representative if schedule submittals do not meet contractual requirements or standard industry practices.
        2. Proposed Baseline Project Schedule: Within sixty days (60) calendar days after the Notice to Proceed, the Contractor shall submit a Project Schedule. The Project Schedule shall show the order, interdependence of activities, and the sequence of the plan to accomplish the work within the contract’s period of performance.

Review of Project Schedule: Upon acceptance by the Contracting Officer, the submitted schedule shall be identified as the Baseline Project Schedule. Within 21 calendar days of the Project Schedule submittal, the Contracting Officer will conduct a teleconference with the Contractor and other DeCA representatives to discuss questions and comments on the schedule. The Government will provide an advance set of comments to the Contractor three calendar days prior to the meeting and will notify the Contractor in writing of the disposition of the schedule one calendar day prior to the teleconference. If the Project Schedule is approved as submitted, a teleconference may not be required, at the discretion of the Contracting Officer.

By accepting the submitted Baseline Project Schedule, the Contracting Officer is not assuming any of the Contractor's responsibility for the timely and orderly completion of the Work or the coordination of the performance of the Contractor's Work or its subcontractors with that of other Contractors.

In developing the Project Schedule, the Contractor shall:

Develop the Project Schedule to the appropriate level of detail to address the major milestones and to allow for satisfactory project planning and execution.

Clearly indicate any special sequencing, predetermined use of multiple shifts or overtime, and related costs. Unless otherwise indicated, work hours shall be Monday through Friday, 8 hours per day (day shift). Identify work by days in the Project Schedule, and note weekends, holidays, and second or third shifts.

Provide a minimum of 80 activities per $1,000,000 of work. Assign each piece of equipment with a separate activity. DO NOT consider the refrigeration system as one piece of equipment. Designate a responsible party for each activity, including all design, submittal review, fabrication, and delivery activities. Indicate on the Project Schedule durations for all activities in working days, with durations of no less than one (1) nor more than twenty (20) days per activity (with the exception of activities such as design, submittals, fabrication, or deliveries).

Identify all precedence relationships among the design, submittal, fabrication, delivery and Contractor's activities, as well as those of subcontractors. Base the Project Schedule on a thorough review of the contract requirements, showing the interface between separate Contractor's and subcontractor's work. Ensure all definable features of the work are identified in the Project Schedule.

Purchasing Activities: Include activities associated with the critical submittals and their approvals, purchasing, fabrication, and delivery of long lead materials, equipment, fabricated assemblies, and supplies. Assign these activities to a 7-day calendar. DO NOT use fabrication and Delivery activities as "Stored Material" items. Stored Materials are allowed for specific items meeting the criteria listed in Division 01 Section Fiscal Matters and Related Data.

List the following activities as separate line activities on the Project Schedule:

Submission and approval of:

* + - * 1. Contractor Quality Control Plan.
        2. Safety Plan.
        3. CPM Schedule.
        4. Mechanical/electrical layout drawings.
        5. O & M manuals.
        6. As-built drawings.
        7. DD1354 data and installed equipment lists.
        8. Refrigeration submittal.
        9. Cold Storage Room Shop drawings
        10. Structural steel shop drawings.
        11. Fire protection shop drawings.
        12. Testing and balancing of HVAC, plus commissioning plans and data.
        13. Security System.

Implementation and termination of each temporary utility.

Implementation and termination of each temporary support facility.

Edit below if no project phasing required

Relocation dates [**(phases, etc.)].**

GFCI item dates.

GFGI item dates.

Air and water balance dates.

HVAC commissioning dates.

Controls testing plan.

Controls testing.

Performance Verification testing.

Other systems testing, (Commissioning).

Training.

Phase Inspections/Move-in.

Move-out.

Substantial Completion inspection.

Correction of punch list from Phase inspection.

Final inspection.

Notice to Proceed.

Project Final Completion (All project close out requirements are complete).

Red Zone Meeting

Contractor’s pre-final inspection

Government's pre-final inspection

Correction of punch list from Government’s pre-final inspection.

Identify Government and other agency activities that could impact progress. These activities include, but are not limited to: approvals, inspections, utility tie-ins, Government Furnished Equipment (GFE), [**each phase start and phase completion dates**]. "Logically link" government activities to the schedule.

In addition to any contract milestones identified in the contract documents, indicate on the Baseline Project Schedule no fewer than three and no more than eighteen Contract Milestones for the completion of various components of the Work.

Suggested Milestones:

Delete paragraphs below if no project phasing required

HVAC start-up.

[**Phase Start to include Sub-Phase start**].

[**Phase Completion to include Sub-Phase completion**].

Telecommunications and IT systems installation.

POSM/Data installation [**by phase**].

Refrigeration 100 percent ready for inspection.

Security system complete.

Fire Alarm system complete.

Government Furnished Equipment (GFE).

h. Constrain contractually specified milestones to show negative float if the early finish date of the last activity in that phase falls after the milestone date.

i. Date/time constraint(s), other than those required by the Contract, is not allowed

unless accepted by the Contracting Officer. Identify all non-contractual constraints, propose (if any) and provide an explanation for the purpose of the constraint in the Narrative Report. The Government reserves the right to delete any such constraint when evaluating the effects of delays. Constrain contractually specified milestones to show negative float if the early finish date of the last activity in that phase falls after the milestone date.

j. Ensure all activities have at least one predecessor and successor except for two activities (the first and last).

k. Start and Finish dates: DO NOT automatically update by default mechanisms that may be included in scheduling software systems.

l Ensure actual Start and Finish dates on the schedule match those dates provided from Contractor Quality Control Reports or Contractor Daily Reports. Record the Actual Start and Finish dates on the Daily Reports or Quality Control Reports for every in-progress, or completed activity for the day of record.

Out-of-Sequence Progress: Activities that have posted progress without all preceding logic being satisfied (Out-of-Sequence Progress) is allowable on a case-by-case basis with the approval of the Contracting Officer. Propose logic corrections to eliminate all out-of-sequence progress, or justify not changing the sequencing, prior to submitting an updated Project Schedule for approval. Provide explanation in the Monthly Narrative.

Lag activities: Ensure durations for Lag Activities do not have a negative value. In conditions where start-to-start relationships exist, ensure lag time not exceed the original duration of the preceding activity. Do not use lags when the creation of an activity will perform the same function (e.g., concrete cure time).

Critical Path Activities: Limit critical (0-day float) activities to 30 percent, and near-critical (<5-day float) activities to 40 percent or less. Minimize the use of Finish-to-Start relationships.

Log Comments: Comments inserted into the Project Schedule shall be for the Contractor’s use only. Failure by the Government to address those comments is not an acceptance or rejection of such comments.

Provide a coding system that clearly identifies (at a minimum) the following items per each activity:

Responsibility Code: to identify General Contractor, Suppliers, Purchasing, Subcontractors, Government, etc. Identify all activities in the Project Schedule by the party responsible for that activity. Responsibility includes, but is not limited to, the subcontracting firm, Contractor work force, or Government agency performing a given task. Ensure activities do not belong to more than one responsible party. Identify the responsible party for each activity by the Responsibility Code.

Area/Phase Code: defining major areas and locations of Work. Work Areas: Identify all activities in the Project Schedule by the work area (key plan) and Phase in which the activity occurs. DO NOT allow activities to cover more than one work area. Identify work area of each activity by the Area/Phase Code.

The appropriate CLIN code item for each activity.

A type of activity (submittal, fabrication, delivery, Contract milestone, etc.) code.

Activity descriptions, durations and coding for preparation and processing of submittals, Shop Drawings, Product Data and Samples, fabrication, delivery and installation/erection/assembly of products, materials and equipment.

Work Breakdown Structure (WBS) Code: Adjust the provided code to the specific project. Add or delete headings or sub-tiers as necessary.

Cost [and resource] load all construction activities in the Project Schedule. **[NOTE TO THE SPECIFIER:** – Include resource loading for projects estimated to be over $10 million in valuation**]** [Assign manpower-loading for each construction activity. In addition, submit a separate manpower summary analysis in graphic format depicting manpower by Subcontractor aggregate. Ensure the graph (s) show the number of man-days of effort, by month, over the duration of the Contract Schedule. Base activities’ resource loading on the Contractors’ estimate used in pricing the Work.] Failure to timely provide a Baseline Schedule may result in withholding all Contract payments until the Contracting Officer receives an acceptable schedule. Ensure the assigned dollar values for all activities cumulatively equal the total Contract Price and include the costs for mobilization, bonds and insurance. Prorate General requirements, overhead and profit, and other costs not attributable to specific activities throughout all construction activities shown in the Project Schedule.

Reserve 1% of contract value for Final Punch list, and closeout activities.

In addition reserve $40,000 for required Closeout Documents.

Ensure tabular reports contain the following: activity identification, the original duration, remaining duration, percent completion, activity description, early dates, late dates, total float, added or deleted activities, and changes to logic and durations. An exception is the cost report. Ensure the cost report includes the activity identification, activity description, original duration, remaining duration, the percent completion, values, total budget value, previous total value, this month value and remaining values per each item. This cost report total shall be the contract amount including approved Contract Modifications. In addition, subtotal the report by Contract Modifications.

Cost Report: Contains columns providing activity ID numbers and activity descriptions for each activity, previous percent complete by activity, percent completed this period by activity, percent completed to date by activity, original budgeted amount by activity, earnings this period by activity, and earned to date by activity. Organize this report by CLIN item and sort by activity ID numbers. Clearly display Project and CLIN item totals at the top of CLIN item group and project total.

Activity Report: Contains columns displaying activity ID numbers, activity descriptions, original durations, actual durations, remaining durations, early start, late start, early finish, late finish, actual start, actual finish, suspend dates, resume dates and percent complete for each activity. Organize this report by project, phase and area. Sort project by early start. Display percent complete to date for each phase, area and activity.

Total Float Report: A list of all incomplete activities sorted in ascending order of Total Float. List activities which have the same amount of total float in ascending order of Early Start Dates. Do not show completed activities on this report.

Graphic diagrams of the following: Ensure all reports in this paragraph contain an activity identification, the original duration, remaining duration, percent completion, activity description, early dates, late dates and total float for each activity.

A logic diagram showing a continuous activity flow from left to right (11 inches by 17 inches and 30 inches by 42 inches). Show activity numbers, description, duration, and total float on the diagram. Graphically and clearly identify contract milestones and critical path.

A short interval schedule (3-week look ahead) chart as described in paragraph 1.8 of this section.

* + - * 1. The Contractor shall submit monthly scheduling reports and short interval reports. Logic diagrams shall be submitted when major logic changes are made to the Project Schedule or when the Contracting Officer deems necessary.
        2. Requests for revisions to Project Schedule, shall be submitted to the Contractor Officer as described herein, allowing the Contracting Officer fourteen (14) calendar days for review.
        3. Update the Project Schedule on a regular basis, monthly at a minimum. The Contractor and Government representative shall jointly inspect the work, preferably on the 25th of each month, to determine the progress (percent completion) for each activity in the Project Schedule.
        4. All approved Contract Modifications shall be incorporated into the monthly update of the Progress Schedule. The latest accepted Progress Schedule shall become the current Project Schedule. Sequentially number each monthly Progress Schedule and date for identification, in the form and substance requested by the Contracting Officer. Ensure the monthly Progress Schedule includes all tabular and graphic reports and electronic media indicated above.
        5. At the discretion of the Contracting Officer, payment may be withheld without a current approved Project Schedule, and the Project Schedule shall be used to generate the monthly payment application based on completed work. Base progress and earned value on work-in-place and project through the end of the month. Use this information to generate a Progress Payment Application. Submit the payment application no later than the 1st day of each month. Activities that do not have an approved budget line item are not payable.
        6. Contractor shall attend a monthly progress meeting as prescribed in the paragraph PERIODIC SCHEDULE UPDATE MEETINGS with the Contracting Officer or designated representative, and be prepared to discuss:

All proposed revisions and adjustments to the Project Schedule reflecting the status of the Project.

Actual start and actual finish dates for all activities in progress or completed, as appropriate.

The estimated percent complete for each activity in progress.

All logic changes pertaining to project modification activities sequencing or durations, and corrections to schedule logic to avoid out of sequence progress.

The monthly meeting described in this paragraph is in addition to the "weekly progress meetings" described in Division 01 Section 01 30 00 Administrative Requirements.

* + - * 1. Changes: When changes in the work are necessary:

The Contractor shall submit for review a fragnet analysis along with a proposal for each change, along with a narrative statement which clearly explains the changes.

The fragnet and supporting narrative should identify how the Contractor proposes to incorporate the changed work and the time impact, if any, of the change on the project completion date.

The fragnet and supporting narrative should demonstrate the time impact and the projected computation time impact on all affected activities using the latest approved Progress Schedule.

In cases where the Contractor does not submit a fragnet for a specific change or delay, it is mutually understood and agreed that said change or delay has no time impact on the Contract completion date and that no time extension is required.

If the Contractor and the Contracting Officer cannot agree on the extension or reduction of time for a particular change, the Contracting Officer may require certain logic and/or duration times in all subsequent reports. The logic and/or duration times shall remain in effect until a modification is executed or until the logic and durations are otherwise superseded.

The Contractor shall advise the Contracting Officer of objections to the data furnished by the Government in writing, fully supporting the objections with an alternate plan, no later than 10 calendar days after receiving the information from the Contracting Officer.

Data provided by the Contracting Officer shall be used until the alternate plan is reviewed and accepted by the Contracting Officer.

If the Contractor does not submit an alternate plan in the stipulated time, the Contracting Officer will deem that the Contractor has agreed with the Contracting Officer’s logic/duration time changes to the Project Schedule.

The approved fragnet shall be the basis of evaluation of time performance of the work.

Contractor shall ensure the Monthly Progress Payment Narrative, as required in Division 01 Section 01 27 00 Fiscal Matters and Related Data, specifically references all changes made since the previous period, relating each change to approved Project Schedule changes.

Within 14 calendar days after Owner acceptance, and again after Final Project Completion, if different from Owner occupancy, submit an As-Built Schedule documenting actual start and actual finish dates for ALL activities and the logic ties between all activities documenting the actual sequence of work. Failure to timely provide an As-Built Schedule may result in withholding of all payments until an acceptable schedule is received.

* + - * 1. Schedule Delays:

If the Contractor determines that it will not be able to perform the Work in accordance with the contract milestones and achieve substantial completion within the period of performance, and:

is behind in the Work based on the Progress Schedule or

is, in the opinion of the Contracting Officer, delaying or failing to prevent a delay by its Subcontractors, the Contractor shall submit a plan to the Contracting officer within 7 calendar days, including proposed adjustments to the Project Schedule, showing how the Contractor plans to minimize the impact on the Project and how the contractor plans to put the Project back on schedule.

If the Contracting Officer finds the proposed plan is not acceptable, the Contractor shall submit a new plan. If the actions taken by the Contractor on the second proposed plan are not satisfactory, the Contractor shall take the actions designated by the Contracting Officer.

If the Contractor determines it is necessary to revise its critical path logic in order to achieve the contract milestones and substantial completion within the period of performance, the Contractor shall submit a revised recovery plan for approval prior to commencing Work on relevant activities. Unapproved or out-of-sequence work on the critical path is not permitted without prior Government approval.

The Contracting Officer may immediately order the Contractor to finish completion of late activities, and any activities which have been delayed by the late activities, by whatever means necessary.

If the Contractor works multiple shifts, extended overtime, Saturdays, Sundays or holidays as a means to recover lost time and/or to finish the Work for its own benefit, the Contractor will be responsible for the resultant costs incurred by the Government.

* + - * 1. Schedule Float: The Contractor and the Government agree that float available in the schedule is a shared resource and is not for the exclusive use of either the Government or the Contractor, but is to be used in the best interest of the project. Negative float is not permitted without an approved recovery plan. Use of float suppression techniques, such as preferential sequencing (arranging critical path through activities more susceptible to Government caused delay), lag logic restraints, zero total float or zero free float constraints, extended activity times, or imposing constraint dates other than as required by the contract, shall be cause for rejection of the project schedule or its updates. The use of resource leveling (or similar techniques) for the purpose of artificially adjusting activity durations to consume float and influence the critical path is expressly prohibited.
        2. Expedited Work: The Government may request the Contractor to work overtime to expedite the completion of the Work or a portion of the Work at a time when the Contractor is otherwise in conformance with the contract and the Project Schedule. If such a situation should occur, a price for the expedited work shall be negotiated prior to commencement and confirmed through the contract modification process.
        3. Time Extensions: The Contracting Officer may approve a time extension if the relevant event or condition impacts the critical path, the relevant event or condition changes the contract end date, and there is no concurrent Contractor-caused event or condition resulting in the impact to the critical path. The Contractor bears the burden of proving (using fragnets. and other tools) the cause of the need for the extension. The Contractor is not entitled to an extension of time or additional compensation for delays to non-critical path activities or for a schedule delay that does not extend the completion date beyond the l contract completion date. This applies even if the Contractor could have completed the Work prior to the original completion date or the Contractor submitted a schedule showing completion of the Work prior to that date. A compensable delay is available only for government-caused delays that extend the contract completion date.
      1. SHORT INTERVAL SCHEDULES
         1. Short Interval Schedules: The Contractor shall submit Short Interval Scheduling (SIS) or 3-week look-a-heads for each weekly construction meeting, using approved software and methodologies.
         2. The interval is a three-week projection that includes the week submitted and the following two weeks.
         3. The SIS shall provide sufficient detail to evaluate milestones and identify/coordinate with the current schedule, and shall include all planned activities scheduled for the three-week period
         4. The SIS shall be submitted in bar chart format on a daily scale, sorted by early start and responsibility, and covering all activity work for the following three weeks.
         5. The Contracting Officer will review the SIS and, if necessary, require revisions.

1.9 PERIODIC SCHEDULE UPDATE MEETINGS

A. Conduct periodic schedule update meetings for the purpose of reviewing the proposed Periodic Schedule Update, Schedule Reports, Narrative Report, and progress payment. Conduct meetings at least monthly within the proposed schedule data date. The contractor’s authorized scheduler must organize, group, sort, filter, perform schedule revisions as needed and review functions as requested by the Contractor and/or Government. Provide a draft of the proposed narrative report and schedule date file to the Government a minimum of two workdays in advance of the meeting. The Contractor’s Project Manager and scheduler must attend the meeting with the Contracting Officer, superintendents, foreman and major subcontractor as required to discuss the project schedule and work.

B. Following the periodic schedule update meeting, make corrections to the draft submittal. Include only those changes approved by the Government in the submission and invoice for payment.

C. Submit the complete Periodic Schedule Update of the Project Schedule containing all approved progress, revisions, and adjustments not later than 4 work days after the periodic schedule update meeting.

1. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

END OF SECTION