

SECTION 01 32 16

PROGRESS SCHEDULES AND REPORTS

PART 1 - GENERAL

1.1 GENERAL

- A. Progress Schedule shall be based on and incorporate Milestone and completion dates specified in Contract Documents.
- B. Overall time of completion and time of completion for each Milestone shown on Progress Schedule shall adhere to times in Document 00 52 00 (Contract Agreement), unless an earlier (advanced) time of completion is requested by Contractor and agreed to by City. A Change Order shall formalize any such agreement.
 - 1. City is not required to accept an earlier (advanced) schedule, i.e., one that shows early completion date(s) for the Contract Time.
 - 2. Contractor is not entitled to extra compensation in the event agreement is reached on an earlier (advanced) schedule and Contractor completes its Work, for whatever reason, beyond completion date shown in earlier (advanced) schedule but within the Contract Time.
- C. Failure of Progress Schedule to include any element of the Work or any inaccuracy in Progress Schedule will not relieve Contractor from responsibility for accomplishing the Work in accordance with the Contract. City's acceptance of Schedule shall be for its use in monitoring and evaluating job progress, payment requests, and time extension requests, and shall not, in any manner, impose a duty of care upon City, or act to relieve Contractor of its responsibility for means and methods of construction.

1.2 PROGRESS SCHEDULE

- A. Contractor shall provide City with a Preliminary Schedule at the Preconstruction Conference which include the Contractor's schedule for up to thirty (30) Days after the Notice to Proceed.
- B. The Preliminary Schedule shall indicate detailed plan for the Work to be completed in first thirty (30) Days of the Contract; details of planned mobilization; sequence of early operations; and procurement of materials and equipment. The Preliminary Schedule shall show Work beyond thirty (30) Days in summary form.
- C. Contractor shall submit an updated Initial Schedule for City review and approval no later than ten (10) Days after the Notice to Proceed effective date. The Initial Schedule and all subsequent updates shall comply with all standards herein.

1.3 SCHEDULE FORMAT AND LEVEL OF DETAIL

- A. Each Schedule (Preliminary, Initial, and Updates) shall indicate all separate fabrication, procurement and field construction activities required for completion of the Work, including but not limited to the following:
1. All Contractor, Subcontractor, and assigned Contractor Work shall be shown in a logical Work sequence that demonstrates a coordinated plan of Work for all contractors. The intent is to provide a common basis of acceptance, understanding, and communication, as well as interface with other contractors.
 2. Activities related to the delivery of Contractor-furnished and City-furnished equipment to be Contractor-installed per Contract shall be shown.
 3. All activities shall be identified through codes or other identification to indicate the building (i.e. buildings, Site Work) and Contractor/Subcontractor responsibility to which they pertain.
 4. Each Schedule shall break up the work schedule into activities of durations of approximately fourteen (14) Days or less each, except for non-field construction activities or as otherwise deemed acceptable by City.
 5. Each Schedule shall show the critical path in red. For each activity, the Schedule shall show early start, late start, early finish, late finish, durations measured in Days, Project Float, resources, predecessor and successor activities, planned workday/week for the activity, manpower loading, and scheduled/actual progress payments.
- B. Seasonal weather conditions (which do not constitute a delay as defined herein) shall be considered in the planning and scheduling of all potential Work influenced by high or low ambient temperatures or presence of high moisture for the completion of the Work within the allotted Contract Time.
- C. Failure by Contractor to include any element of Work required for performance of the Work on the detailed construction schedule shall not excuse Contractor from completing all Work required within the Contract Time.
- D. A two-week "look ahead," detailed daily bar chart schedule shall be updated weekly and provided to the City.
- E. Utilize computer-scheduling software, such as "Microsoft Project" or approved equivalent, for all scheduling including schedule updates.

1.4 MONTHLY SCHEDULE UPDATE SUBMITTALS

- A. Following acceptance of Contractor's Initial Schedule, Contractor shall monitor progress of Work and adjust its Schedule each month to reflect actual progress in blue and any anticipated changes to planned activities.

1. Each Schedule update submitted shall be complete, including all information requested for the Preliminary Schedule and Initial Schedule submittal.
 2. Each update shall continue to show all Work activities including those already completed.
 3. Completed activities (shown in blue) shall accurately reflect “as built” information by indicating when activities were actually started and completed, and Contractor warrants the accuracy of as-built information as shown.
- B. Updating, changing or revising of any report, curve, schedule or narrative submitted to City by Contractor under this Contract, nor City’s review or acceptance of any such report, curve, schedule or narrative shall not have the effect of amending or modifying, in any way, the Contract Substantial Completion date or Milestone dates or of modifying or limiting, in any way, Contractor’s obligations under this Contract.

1.5 RECOVERY SCHEDULE

- A. If a Schedule update shows a Substantial Completion Date five (5) Days beyond any Contract Substantial Completion date, or individual Milestone completion dates, Contractor shall submit to City within seven (7) Days the proposed revisions to recover the lost time. As part of this submittal, Contractor shall provide a written narrative for each revision made to recapture the lost time. If the revisions include sequence changes, Contractor shall provide a schedule diagram comparing the original sequence to the revised sequence of Work. If City reasonably requests, Contractor shall show the intended critical path; secure appropriate Subcontractor and supplier consent to the recovery Schedule, and submit a narrative explaining trade flow and construction flow changes, duration changes, added/deleted activities, critical path changes and identify all near critical paths and man-hour loading assumptions for major Subcontractors.

1.6 TIME IMPACT EVALUATION (“TIE”) FOR CHANGE ORDERS, TIME EXTENSIONS AND DELAYS

- A. When Contractor requests a time extension for any reason, Contractor shall submit a TIE that includes both a written narrative and a schedule diagram depicting how the changed Work or other impact affects other schedule activities. The schedule diagram shall show how Contractor proposes to incorporate the changed Work or other impact in the schedule, and how it impacts the current Schedule update critical path or otherwise. Contractor is also responsible for requesting time extensions based on the TIE’s impact on the critical path. The diagram shall be tied to the main sequence of scheduled activities to enable City to evaluate the impact of changed Work to the scheduled critical path.
- B. Contractor shall comply with the requirements of paragraph 1.6A of this Section for all types of delays such as, but not limited to, Contractor/Subcontractor delays, adverse weather delays, strikes, procurement delays, fabrication delays, etc.

- C. Contractor is responsible for all costs associated with the preparation of TIEs, and the process of incorporating TIEs into the current schedule update. Contractor shall provide City with four copies of each TIE.

1.7 DAILY REPORTS

- A. Contractor shall provide daily construction reports the following morning showing personnel, trades, equipment and supervision on site; weather; work started, completed and any impediments, problems or delays, for the work day.

1.8 COST DATA

- A. Contractor shall provide City with copies for each Day Contractor works on the Project, to be delivered to City either the same Day or the following morning before starting Work at the Site. Contractor shall take monthly progress photographs of all areas of the Work. Contractor shall maintain copies of all correspondence with Subcontractors and records of meetings with Subcontractors.

**PART 2 – PRODUCTS
NOT USED**

**PART 3 – EXECUTION
NOT USED**

-END OF SECTION-