SECTION 01 32 16.00 20

SMALL PROJECT CONSTRUCTION PROGRESS SCHEDULES
08/18

PART 1 GENERAL

1.1 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information onlysubmittals not having a "G" designation are for Contractor Quality Control or Designer of Record approval. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Baseline Construction Schedule; G

Baseline Design Schedule; G

Monthly Updates; G

1.2 PRE-CONSTRUCTION SCHEDULE REQUIREMENT

Prior to the start of work, prepare and submit to the Contracting Officer a Baseline Design Schedule and Baseline Construction Schedule in the form of a Network Analysis Schedule (NAS)or Bar Chart Schedule in accordance with the terms in Contract Clause FAR 52.236-15 Schedules for Construction Contracts, except as modified in this contract.
Prior to the start of work, prepare and submit to the Contracting Officer a Baseline Construction Schedule in the form of a Network Analysis Schedule (NAS) or Bar Chart Schedule in accordance with the terms in Contract Clause FAR 52.236-15 Schedules for Construction Contracts, except as modified in this contract.

The approval of a Baseline Construction Schedule is a condition precedent to:

a. The Contractor starting demolition work or construction stage(s) of the contract.

b. Processing Contractor's invoice(s) for construction activities/items of work.

c. Review of any schedule updates.

Submittal of the Baseline Design and Construction Schedule, and subsequent schedule updates, is understood to be the Contractor's certification that the submitted schedule meets the requirements of the Contract Documents, represents the Contractor's plan on how the work will be accomplished, and accurately reflects the work that has been accomplished and how it was sequenced (as-built logic).

1.3 SCHEDULE FORMAT

Provide schedule in either NAS or Bar Chart format as specified in the task order.

1.3.1 Network Analysis Schedule (NAS)

Use the critical path method (CPM) to schedule and control project activities. Prepare and maintain project schedules using Primavera P6 or Microsoft Project 2010.

Within 15 calendar days after approval of the Initial Schedule or approval of the final design for a design build project, submit to the Contracting Officer a final NAS schedule.

1.3.1.1 Activity Requirements

a. At a minimum, identify the following in the schedule:

(1) Design and Construction time for major systems and components

(2) Each activity assigned with its appropriate Responsibility Code

(3) Each activity assigned with its appropriate Phase and Area Codes

(4) Major submittals and submittal processing time

(5) Major equipment lead time

b. Build the Schedule as follows:

(1) Show design periods, submittals, Government review periods, material/equipment delivery, utility outages, on-site construction, inspection, testing, and closeout activities.

(2) With the exception of the Contract Award and End Contract milestone activities, use of open-ended activities is not allowed; each activity must have predecessor and successor ties. No activity must have open start or open finish (dangling) logic. Minimize redundant logic ties. Once an activity exists on the schedule it must not be deleted or renamed to change the scope of the activity and must not be removed from the schedule logic without approval from the Contracting Officer. While an activity cannot be deleted, where said activity is no longer applicable to the schedule but must remain within the logic stream for historical record, it can be changed to a milestone. Document any such change in the milestone's "Notebook," including a date and explanation for the change. The ID number for a deleted activity must not be re-used for another activity.

(3) Assign each activity its appropriate Responsibility Code and Area Code, indicating location and responsibility to accomplish the work indicated by the activity, Phase Code, and Work Location Code. Include anticipated tasks to be assigned Government responsibility.

(4) Date/time constraints or lags, other than those required by the contract, are not allowed unless approved by the Contracting Officer. Include as the last activity in the contract schedule, a milestone activity named "Contract Completion Date".

(5) Include the following Contract Milestones:

(a) Include as the first activity on the schedule a start

milestone titled "Contract Award", which must have a Mandatory Start constraint equal to the Contract Award Date;

(b) Include Interim or Phased Completion Milestones required by the Contract or as approved by the Contracting Officer;

(c) Include Facility Turnover Planning Meeting Milestones;

(d) Include an unconstrained finish milestone on the schedule titled "Substantial Completion". Substantial Completion is defined as the point in time the Government would consider the project ready for beneficial occupancy wherein by mutual agreement of the Government and Contractor. Government use of the facility is allowed while construction access continues in order to complete remaining items (e.g. punch list and other close out submittals).

(e) Include an unconstrained finish milestone on the schedule titled "Projected Completion". Projected Completion is defined as the point in time the Government would consider the project complete. This milestone must have the Contract Completion Date (CCD) milestone as its only successor.

(f) Include as the last activity on the schedule a finish milestone titled "Contract Completion (CCD)" with constraint type "Must Finish No Later Than". Calculation of schedule updates must be such that if the finish of the "Projected Completion" milestone falls after the contract completion date, then negative float will be calculated on the longest path and if the finish of the "Projected Completion" milestone falls before the contract completion date, the float calculation must reflect positive float on the longest path. This milestone must be set to 5:00 pm.

(6) Provide lead time for major equipment.

1.3.1.2 Anticipated Weather Lost Work Days

Refer to Section 01 11 00.00 10 GENERAL CONTRACT REQUIREMENTS, paragraph TIME EXTENSIONS FOR UNUSUALLY SEVERE WEATHER.

Assign the Weather Calendar to any activity that could be impacted by adverse weather. The Contracting Officer will issue a modification in accordance with the contract clauses, giving the Contractor a time extension for the difference of days between the anticipated and actual adverse weather delay if the number of actual adverse weather delay days exceeds the number of days anticipated for the month in which the delay occurs and the adverse weather delayed activities are critical to contract completion. A lost workday due to weather conditions is defined as a day in which the Contractor cannot work at least 50 percent of the day on the impacted activity.

1.3.1.3 Activity Identification

a. Identify Government, Construction Quality Management (CQM), Construction activities planned for the project and other activities that could impact project completion if delayed.

b. Identify administrative type activity/milestones including pre-construction submittal and permit requirements prior to demolition

or construction stage.

c. Create separate activities for each Phase, Area, Floor Level, and Location the activity is occurring.

d. Do not use construction category activity to represent non-work type reference (Such as, Serial Letter or Request for Information) in NAS.

e. Place non-work reference within P6 activity details notebook. Activity categories included in the schedule are specified below.

1.3.1.4 Responsibility Code

Assign each activity its appropriate Responsibility Code indicating responsibility to accomplish the work indicated by the activity, Phase Code and Work Location Code.

1.3.1.5 Primavera P6 Settings and Parameters

Use the following Primavera P6 settings and parameters in preparing the Baseline Schedule. Deviation from these settings and parameters, without prior consent of the Contracting Officer, is cause for rejection of schedule submission.

a. General: Define or establish Calendars and Activity Codes at the "Project" level, not the "Global" level.

b. Admin Drop-Down Menu, Admin Preferences, Time Periods Tab:

(1) Set time periods for P6 for Hours/Day, Hours/Week, Hours/Month and Hours/Year based on Section 01 11 00.00 10 Paragraph "WORKING HOURS".

(2) Use assigned calendar to specify the number of work hours for each time period: Must be checked.

c. Admin Drop-Down Menu, Admin Preferences, Earned Value Tab: Earned Value Calculation: Use "Budgeted values with current dates".

d. Project Level, Dates Tab: Set "Must Finish By" date to "Contract Completion Date", and set "Must Finish By" time to 05:00pm.

e. Project Level, Defaults Tab:

(1) Duration Type: Set to "Fixed Duration & Units".

(2) Percent Complete Type: Set to "Physical".

(3) Activity Type: Set to "Task Dependent".

(4) Calendar: Set to "Standard 5 Day Workweek". Calendar must reflect Saturday, Sunday and all Federal holidays as non-work days. Alternative calendars may be used with Contracting Officer approval.

f. Project Level, Calculations Tab:

(1) Activity percent complete based on activity steps: Must be Checked.

(2) Reset Remaining Duration and Units to Original: Must be Checked.

(3) Subtract Actual from At Completion: Must be Checked.

(4) Recalculate Actual units and Cost when duration percent (%) complete changes: Must be Checked.

(5) Link Actual to Date and Actual This Period Units and Cost: Must be Checked.

(6) Price/Unit: Set to "$1/h".

(7) Update units when costs change on resource assignments: Must be Unchecked.

g. Project Level, Settings Tab:

(1) Define Critical Activities: Check "Longest Path".

h. The NAS must have a minimum of 30 construction activities. No on-site construction activity may have durations in excess of 20 working days.

1.3.1.6 Microsoft Project 2010 Settings and Parameters

Use the following MS Project 2010 settings and parameters in preparing the Baseline Schedule:

a. The Network must have a minimum of 30 construction activities. In general, all definable features of work identified in the Quality Control Plan should be represented by construction activites where practicable or sensible.

b. No on-site construction activity may have durations in excess of 20 working days.

c. Critical is defined as having zero days of Total Slack. Within the Baseline Schedule no more than 20 percent of the activities shall be critical.

d. Logic: include the following setting: File, Options, Schedule tab - Split in-progress tasks - must be selected.

e. Status Date gridline is displayed in the Gantt Chart view.

f. Task Type is set to Fixed Work for "boots-on-the-ground" construction activities.

g. Task Type is set to Fixed Duration for design activities, submittals, Government reviews, procurement, material/equipment delivery, and utility outages.

h. "Effort Driven" is turned ON for Fixed Duration tasks.

i. Set time periods for the project for Hrs/Day, Hrs/Week, and days/month based on Section 01 11 00.00 10 Paragraph "WORKING HOURS.

1.3.1.7 Cost Loading Microsoft Project 2010 Schedules

Assign material, labor and equipment costs to their respective

Construction Activities. Assign material and equipment costs, for which payment will be requested in advance of installation, to their respective procurement activity (i.e. the material/equipment on-site activity). Evenly disperse overhead and profit to each activity over the duration of the project. Cost loading must total to 100 percent of the value of the contract.

1.3.1.7.1 Software Settings

a. Resource Sheet

(1) Resource Name: Enter each code and resource for the project
(2) Type: Set to "Material"
(3) Material Label: Enter units of measurement for each resource
(4) Std. Rate: Enter unit cost for each resource
(5) Accrue at: Set to "Prorated"

b. Assigning Resources to Each Activity

(1) Select each activity in Gantt Chart
(2) Assign resources, Resource Tab
(3) Select each resource and enter the quantity of the units; then, assign the resource(s) to the activity

c. Baseline for Earned Value Calculation, File Tab, Options, Advanced, Default task Earned Value method: Set to "Physical % Complete" or as directed by the Contracting Officer

1.3.1.7.2 Tabular Reports

1.3.1.7.2.1 Tracking Gantt Schedule with Cost Table

Submit a Tracking Gantt Schedule with each schedule update showing activity baseline cost, cost percent complete, and Budgeted Cost of Work Performed (BCWP), as directed by the Contracting Officer.

1.3.1.7.2.2 Earned Value Over Time Report

a. With each schedule submission, submit Earned Value Over Time Report S-Curves indicating Planned Value to the contract completion date based on projected early and late activity finish dates and Earned Value.

b. Revise Earned Value Over Time Report S-Curves when the contract is modified, or as directed by the Contracting Officer.

1.3.1.7.3 Pay Activity Data

Manually enter pay activity data in the RMS 3 database according to the requirements of Section 01 45 00.15 10 RESIDENT MANAGEMENT SYSTEM CONTRACTOR MODE(RMS CM). Tha pay activity schedule shall be identical to the activities in the NAS.

1.3.2 Bar Chart Schedule

The Bar Chart must, as a minimum, show work activities, submittals, Government review periods, material/equipment delivery, utility outages, on-site construction, inspection, testing, and closeout activities. The Bar Chart must be time scaled and generated using an electronic

spreadsheet program.

1.3.2.1 Schedule of Prices

Within 15 calendar days after the NTP is acknowledged, prepare and deliver to the Contracting Officer a Schedule of Prices. Provide a detailed breakdown of the task order price that assigns costs to activities shown on the Bar Chart Schedule.

Costs may be considered for Bonding, Design Submittals, and on-site construction activities only. Cost may not be considered for activities that do not result in tangible work in place including mobilization, temporary construction, Environmental Protection, Quality Control, Safety, submittals, pre-constructionplanning, or similar.

Overhead and profit costs shall be evenly dispersed over each pay activity and over the entire duration of the project. Cost loadings must total 100 percent of the task order value. The Schedule of Prices shall be manually entered in the RMS 3 database as pay activities according to the requirements of Section 01 45 00.15 10 RESIDENT MANAGEMENT SYSTEM CONTRACTOR MODE(RMS CM).

1.3.3 Schedule Submittals and Procedures

Submit Schedules and updates in hard copy and on electronic media that is acceptable to the Contracting Officer. Submit an electronic back-up of the project schedule in an import format compatible with the Government's scheduling program.

1.4 PAYMENTS FOR STORED MATERIALS

Per FAR 52.232-5(B)(2), Payments Under Fix-Price Construction: "In preparation of estimates, the Contracting Office may authorize material delivered on the site and preparatory work done to be taken into consideration." Material costs for which payment will be requested in advance of installation must be assigned to their respective on-site construction activity. These Stored Materials payments requie evidence of paymnet, proper storage on site, and inspection for compliance.

1.5 COST LOADING OF CLOSEOUT ACTIVITES

Cost load the "Correction of punch list from Government pre-final inspection" activity(ies) not less than 5 percent of the present task order value. Activity(ies) may be declared 100 percent complete upon the Government's verification of completion and correction of all punch list work identified during Government pre-final inspection(s).

1.6 SCHEDULE MONTHLY UPDATES

Update the Design and Construction Schedule at monthly intervals. The updated schedule must be kept current, reflecting actual activity progress and plan for completing the remaining work. Submit copies of purchase orders and confirmation of delivery dates as directed by the Contracting Officer.

a. Narrative Report: Identify and justify the following:

(1) Progress made in each area of the project;

(2) Critical Path

(3) Date/time constraint(s), other than those required by the contract;

(4) Listing of changes made between the previous schedule and current updated schedule including: added or removed activities, original and remaining durations for activities that have not started, logic (sequence, constraint, lag/lead), milestones, planned sequence of operations, longest path, calendars or calendar assignments, and cost loading.

(5) Status of any long lead materials/equipment

(6) Status of critical testing requirements, (i.e. TAB (testing, adjusting and balancing), sewer line testing, commissioning).

(7) Status of Contract Completion Date and interim milestones;

(8) Current and anticipated delays (describe cause of delay and corrective actions(s) and mitigation measures to minimize);

(9) Description of current and future schedule problem areas.

For each entry in the narrative report, cite the respective Activity ID and Activity Name, the date and reason for the change, and description of the change.

1.7 CONTRACT MODIFICATION (applicable when use of NAS is specified)

Submit a Time Impact Analysis (TIA) with each cost and time proposal for a proposed change. TIA must illustrate the influence of each change or delay on the Contract Completion Date or milestones. No time extensions will be granted nor delay damages paid unless a delay occurs which consumes all available Project Float, and extends the Projected Finish beyond the Contract Completion Date.

a. Each TIA must be in both narrative and schedule form. The narrative must define the scope and conditions of the change; provide start and finish dates of impact, successor and predecessor activity to impact period, responsible party, describe how it originated, and how it impacts the schedule. The schedule submission must consist of three native files:

(1) Schedule Sub-network - Model the scope of the change condition by showing only the schedule activites to be added as a result of the change, their immediate predecessor and successor activities in the existing schedule, and how the change activities are to be logically tied together.

(2) Update Schedule - Provide the most recently accepted update schedule in effect at the time of the change. This update schedule shall not contain any revisions or additions to the existing logice or activities.

(3) Revised Update Schedule - Provide a schedule that models the effects of the disruption on the update schedule in effect at the time of the change. The revised udate shall have the Schedule Sub-network inserted into the Update Schedule to show how the project and scheduled completion date was impacted as a result of

the disruption.

b. TIAs must include any mitigation, and must determine the apportionment of the overall delay assignable to each individual delay. Apportionment must provide identification of delay type and classification of delay by compensable and non-compensable events. The associated narrative must clearly describe analysis methodology used, and the findings in a chronological listing beginning with the earliest delay event.

(1) Identify and classify types of delays as follows:

(a) Force majeure delay (e.g. weather delay): Any delay event caused by something or someone other than the Government (including its agents) or the Contractor, or the risk of which has not been assigned solely to the Government or the Contractor. If the force majeure delay is on the critical path, in absence of other types of concurrent delays, the Contractor is granted an extension of contract time, classified as a non-compensable event.

(b) A Contractor-delay: Any delay event caused by the Contractor, or the risk of which has been assigned solely to the Contractor. If the contractor-delay is on the critical path, in absence of other types of concurrent delays, Contractor is not granted extension of contract time, and classified as a non-compensable event. Where absent other types of delays, and having impact to project completion, provide a Corrective Action Plan, identifying plan to mitigate delay, to the Contracting Officer.

(c) A Government-delay: Any delay event caused by the Government, or the risk of which has been assigned solely to the Government. If the Government-delay is on the longest path, in absence of other types of concurrent delays, the Contractor is granted an extension of contract time, and classified as a compensable event.

(2) Use functional theory to analyze concurrent delays, where: Separate delay issues delay project completion, do not necessarily occur at same time, rather occur within same monthly schedule update period at minimum, or within same as-built period under review. If a combination of functionally concurrent delay types occurs, it is considered Concurrent Delay, which is defined in the following combinations:

(a) Government-delay concurrent with Contractor-delay: Excusable time extension, classified non-compensable event.

(b) Government-delay concurrent with force majeure delay: Excusable time extension, classified non-compensable event.

(c) Contractor-delay concurrent with force majeure delay: Excusable time extension, classified non-compensable event.

(3) A pacing delay, reacting to another delay (parent delay) equally or more critical than paced activity, must be identified prior to pacing. Contracting Officer will notify Contractor prior to pacing. Contractor must notify Contracting Officer prior to pacing. Notification must include identification of parent delay issue, estimated parent delay time period, paced activity(s) identity, and pacing reason(s). Pacing Concurrency is defined as

follows:

(a) Government-delay concurrent with Contractor-pacing: Excusable time extension, classified compensable event.

(b) Contractor-delay concurrent with Government-pacing: Inexcusable time extension, classified non-compensable event.

c. Submit data containing the narrative and native schedule files.

d. Unless the Contracting Office request otherwise, only confirmed task order modifications must be added into the Construction Schedule.

1.8 3-WEEK LOOK AHEAD SCHEDULE

Prepare and issue a 3-Week Look Ahead schedule to provide a more detailed day-to-day plan of upcoming work identified on the Construction Schedule. Key the work plans to activity numbers when a NAS is required and update each week to show the planned work for the current and following two-week period. Additionally, include upcoming outages, closures, preparatory meetings, and initial meetings. Identify critical path activities on the Three-Week Look Ahead Schedule. The detail work plans are to be bar chart type schedules, maintained separately from the Construction Schedule. Activities must not exceed 5 working days in duration and have sufficient level of detail to assign crews, tools and equipment required to complete the work.

1.9 CORRESPONDENCE AND TEST REPORTS:

All correspondence (e.g., letters, Requests for Information (RFIs), e-mails, meeting minute items, Production and QC Daily Reports, material delivery tickets, photographs) must reference Schedule Activities that are being addressed. All test reports (e.g., concrete, soil compaction, weld, pressure) must reference Schedule Activities that are being addressed.

1.10 ADDITIONAL SCHEDULING REQUIREMENTS

Any references to additional scheduling requirements, including systems to be inspected, tested and commissioned, that are located throughout the remainder of the Contract Documents, are subject to all requirements of this section.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --