

**SECTION 01 3216  
CONSTRUCTION PROGRESS SCHEDULE**

**PART 1 - GENERAL**

**1.01 DESCRIPTION**

- A. Prepare the Construction Schedule and submit to the Construction Manager **10** days after award of Contract. Contractors are to update their schedule(s) every two weeks or as directed by the Construction Manager.

**1.02 SECTION INCLUDES**

- A. Milestone Construction Schedule
- B. Submittals
- C. Construction Schedule Description
- D. Scheduling Conference and Master Project Schedule
- E. Content of Schedule
- F. Updating
- G. Three Week Look Ahead Schedule
- H. Distribution
- I. Recovery Schedule
- J. Progress Schedule Effect on Progress Payment
- K. Reports

**1.03 MILESTONE CONSTRUCTION SCHEDULE**

A. GENERAL

1. The established Milestone Construction Schedule applies to all Contractors. Particular attention is called to the existing site restrictions, including but not limited to existing roadways, traffic patterns and parking and to the Owner's established operating schedule. At all times, provisions must be made to accommodate the normal working operation of the Owner. Work at the project site which will impact the Owner's operations must be coordinated in advance through the CONSTRUCTION MANAGER. At no time will the Contractor be allowed to adversely disrupt the operation of the Owner without approval of a written request.
2. The Contractor understands that time is of the essence. All the necessary means, methods, and manpower shall be provided by the contractor to complete all work, including punch list and closeout activities, within the allotted timeframe.
3. If meeting the established milestone dates require that the Contractor apply multiple shifts and/or work during night-time or weekend hours to perform his Work, the Contractor may be allowed special access to the site. Expressed written requests must be received and reviewed at least 7 calendar days prior to any such access is granted. The Contractor will be responsible for costs incurred by the Construction Manager for any additional oversight that may be required.
4. All incomplete and deficient work identified on the Punch list, Observation list, or any other document generated by the Owner, Architect / Engineer, and Construction Manager shall be completed within 30 calendar days of issuance. In no case shall the time exceed 30 calendar days after the issuance of the Certificate of Substantial Completion.

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5. Any incomplete or deficient work needing to be completed after the Certificate of Substantial Completion that exist in owner occupied areas, shall be completed during hours that are convenient for the owner. If such time frame requires additional oversight by the Construction Manager, the Contractor may be liable for those costs incurred.
6. Reference the General Conditions of the Contract and any supplementary conditions regarding extensions of time and delays.

**B. OVERALL SCHEDULE**

- |                            |  |                                      |
|----------------------------|--|--------------------------------------|
| 1. Mobilization            |  | May 4, 2020                          |
| 2. Construction            |  | May 2020 – September 27, 2021        |
| 3. Project Closeout        |  | September 27, 2021- November 5, 2021 |
| 4. Entire Project Complete |  | December 3, 2021                     |

**C. MILESTONE PROJECT SCHEDULE**

**1. General**

- |   |                                |
|---|--------------------------------|
| Critical Path Long Lead Submittals Due                      | May 22, 2020                   |
| Shops Vacated All Sites (by Owner)                          | May 25, 2020                   |
| Start Interior Demo All Sites                               | May 25, 2020                   |
| Begin Abatement / Renovations all sites                     | June 22, 2020                  |
| Loose Steel for RTU Supports all sites                      | August 3, 2020                 |
| Structural Steel & Decking all sites                        | August 10, 2020                |
| Miscellaneous Metals all sites                              | August 17, 2020                |
| Temporary Partitions & Exit Paths in Place                  | August 27, 2020                |
| Re-occupancy of buildings at all sites                      | August 24 – September 11, 2020 |
| MEP and Misc GC work in occupied areas where appropriate    | August 27 – June 25, 2021      |
| Additions Enclosed for Temp Heat all sites                  | October 30, 2020               |
| Main Distribution Panels Complete All Sites                 | November 20, 2020              |
| Turnover of Additions (Except Seaway South)                 | March 26, 2021                 |
| <i>*This means punch list, and all training is complete</i> |                                |
| Renovations at all Sites Incl. Kitchens                     | June 1 – August 20, 2021       |

**2. Site**

- |  |                 |
|--|-----------------|
| Mobilize, Site Prep, Staging Areas     | May 4, 2020     |
| Begin Site Electric All Locations      | May 25, 2020    |
| Begin Major Site Development all sites | July 6, 2020    |
| <br>                                   |                 |
| Complete – All sites                   | August 27, 2021 |

**3. Northwest Tech**

- |                               |                             |
|-------------------------------|-----------------------------|
| Begin Utility Relocations     | May 25, 2020                |
| Begin Addition Foundations    | No later than June 15, 2020 |
| Begin Abatement / Renovations | June 22, 2020               |

**4. Southwest Tech**

- |                               |                 |
|-------------------------------|-----------------|
| Begin Abatement / Renovations | June 22, 2020   |
| Mechanical Room Complete      | August 13, 2021 |

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Remaining Interior Renovations Complete

August 20, 2021

**5. Seaway Tech**

Begin Utility Relocations May 25, 2020

Begin Additions Foundations (except South Addition) No later than June 15, 2020

Begin Foundations South Addition No later than September 8, 2020

Turnover of South Addition April 9, 2021

*\*This means punch list, and all training is complete*

**1.04 SUBMITTALS**

- A. Submit initial schedule at or before pre-construction meeting.
  - 1. Construction Manager and Architect will review schedule and return reviewed copy within 5 days after receipt.
  - 2. Re-submit schedule within 5 days after return of reviewed copy.
  
- B. The Master Project Construction Schedule, prepared by the Construction Manager using construction schedules submitted by the Prime Contractors, shall be approved and signed by the Contractors prior to submission of the first payment application. Upon review and approval of the Prime Contractors submitted schedules by the Construction Manager, the Construction Manager will incorporate the schedules into a Master CPM Schedule to be reviewed and signed by all parties.
  
- C. Contractor's Project Construction Schedule shall be submitted in the following formats:
  - 1. Portable Document Format (PDF)
  - 2. Raw electronic format of the scheduling software that the contractor is using.
  
- D. Three-Week Look-ahead schedules
  - 1. The look-ahead schedule shall consist of detailed activities that may or may not be shown on the master project schedule.
  - 2. Each contractor will be required to submit the look ahead schedule at least 3 business days prior to the project meetings for use and discussion at the project meetings.
  - 3. The Construction Manager will provide the template for each contractors' use.
  - 4. Raw electronic format of the schedule template provided by the Construction Manager shall be submitted.

**1.05 CONSTRUCTION SCHEDULE DESCRIPTION**

- D. Before the Work is started, prepare a sequential list of work items which constitutes the Work on the project. Schedule shall allow ample time for completion of Work prior to the contract completion date.
  
- E. The scheduling and execution of construction activities in accordance with the contract documents are the responsibility of the Contractor. The Contractor shall include and coordinate all its sub-contractors and material suppliers in the development and update(s) of the progress schedule

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**1.06 SCHEDULING CONFERENCE AND MASTER PROJECT SCHEDULE**

- A. After receipt of all preliminary schedules, the Construction Manager will convene a scheduling conference involving the Owner and Contractor for the purpose of discussing the preliminary schedules and agreeing upon corrections and adjustments to the individual schedules to define an acceptable Master Progress. Multiple meetings will be held if needed to reach a mutually agreeable schedule.
- B. Within 5 days after conclusion of scheduling conference(s), and at least 10 days before first Application for Payment by any Contractor, Contractor shall submit the Master Progress Schedule which includes the Work of all Sub Contractors, incorporating the agreed-upon corrections and adjustments. Contractor shall distribute electronic and hard copies of Master Progress Schedule as directed by the Construction Manager.

**1.07 CONTENT OF SCHEDULE**

- A. Developed using the Critical Path Method (CPM) with the critical path clearly shown.
- B. A complete sequence of construction activity.
- C. Milestone activities identified for key components of the project with interim milestone dates as defined by the contract documents. Include any temporary enclosures and space conditioning as necessary for coordination of work.
- D. Dates for beginning, and completion of, each element of Work.
- E. Activity durations shall be expressed in whole days
- F. Long Lead items shall be clearly identified as procurement task tied to the respective installation task.
- G. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
  - 1. Phasing: Arrange list of activities on schedule by phase.
  - 2. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
  - 3. Work Restrictions: Show the effect of the following items on the schedule:
    - a. Coordination with existing construction.
    - b. Limitations of continued occupancies.
    - c. Uninterruptible services.
    - d. Partial occupancy before Substantial Completion.
    - e. Use-of-premises restrictions.
    - f. Provisions for future construction.
    - g. Seasonal variations.
    - h. Environmental control.
- H. Startup, Testing, Commissioning, and Training activities shall be clearly defined.

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- I. The construction schedule shall be presented as a bar chart schedule, divided into units based on the various work of section described in the Divisions of the Contract Documents. The bar chart shall show the various sub-divisions of such work. This Construction Schedule shall show time of shop drawing submittal, with reasonable time for approval, and shall show schedule for completion of each unit of work in increments of ten percent (10%).

**1.08 UPDATING**

- A. Highlight activities modified since previous submittal, changes in scope, and other identifiable changes.
- B. Provide narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken or proposed, and its effect, including the effect of changes on schedules.
- C. Indicate progress of each activity.
- D. Include:
  - 1. Actual progress to date, indicated by showing the data date by when the schedule was recalculated by.
  - 2. Major changes in scope.
  - 3. Activities modified since previous updating.
  - 4. Revised projection due to changes.
- E. Submit Construction Schedule updates with each monthly payment request.

**1.09 THREE WEEK LOOK AHEAD SCHEDULE**

- A. All Prime Contractors shall provide a three-week "look ahead" activity schedule for coordination of immediate construction activities. This is a separate schedule from the construction progress schedule.
- B. The three-week schedule is to be updated weekly.
- C. The three-week schedule is to include:
  - 1. Current week and the next two weeks
  - 2. All critical coordination activity
  - 3. Reference to next project milestones
  - 4. New activities scheduled to commence during the period
  - 5. Key activities scheduled to be completed during the period
  - 6. All utility shutdown requirements
  - 7. Site accessibility events
  - 8. Highlighted variances from the previous two-week schedule
- D. The three-week schedule shall be reviewed at the weekly Coordination Meeting. All critical issues are to be identified for coordination. The Construction Manager will coordinate items involving the Owners' operations.
- E. Information derived from the three-week schedule is to be utilized in the maintenance of the Contractor's detailed schedule.
- F. The Construction Manager will provide the required template for use.

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**1.10 DISTRIBUTION**

- A. Owner.
- B. Construction Manager.
- C. Architect / Engineer
- D. Contractors as required for coordination of Work.
- E. Job site files.

**1.11 RECOVERY SCHEDULE**

- A. When periodic update and / or the Construction Manager's observations indicates the Work is FOURTEEN or more calendar days behind the current approved schedule, a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule shall be submitted within TWO days of notification. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished. Costs incurred by the Construction Manager for and additional resources and oversight of the schedule recovery plan shall be borne by the contractor in the form of a deduct change order to their contract.
- B. The owner reserves the right to withhold payment until such time as the Contractor submits a daily schedule showing work to be again on schedule with the Construction Schedule and until the Work is being installed according to the approved Construction Schedule, without additional cost to the Owner. Approved delays for changes in the work will be recognized as extending this Construction Schedule, but such items as delays due to resubmitting of shop drawings, will not be approved as cause for an adjustment to the construction schedule.

**1.12 PROGRESS SCHEDULE EFFECT ON PROGRESS PAYMENT**

- A. If Contractor required preliminary progress schedules or progress schedule updates have not been submitted and found acceptable, CONSTRUCTION MANAGER will refuse to recommend any payment to that Contractor, and Applications for Progress Payment will be returned to Contractor.

**1.13 REPORTS**

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
  - 1. List of subcontractors at Project site.
  - 2. List of separate contractors at Project site.
  - 3. Approximate count of personnel at Project site.
  - 4. Equipment at Project site.
  - 5. Material deliveries.
  - 6. High and low temperatures and general weather conditions, including presence of rain or snow.

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7. Testing and inspection.
8. Accidents.
9. Meetings and significant decisions.
10. Stoppages, delays, shortages, and losses.
11. Meter readings and similar recordings.
12. Emergency procedures.
13. Orders and requests of authorities having jurisdiction.
14. Change Orders received and implemented.
16. Change Directives received and implemented.
17. Services connected and disconnected.
18. Equipment or system tests and startups.
19. Partial completions and occupancies.
20. Substantial Completions authorized.

- B. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

**PART 2 - PRODUCTS - NOT USED**

**PART 3 - EXECUTION - NOT USED**

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