

Attachment A

Section 011000 – Summary of Work

SECTION 011000 – SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Type of Contract.
4. Phased construction.
5. Work by District of Columbia Government (District).
6. Work under separate contracts.
7. Purchase contracts.
8. District-furnished products.
9. Contractor-furnished, District-installed products.
10. Access to site.
11. Coordination with occupants.
12. Work restrictions.
13. Specification and drawing conventions.
14. Miscellaneous provisions.

1.3 DEFINITIONS

- A. District and District Representatives: Refer to General Conditions of Contract for Construction for District's administration of construction contract.
- B. COTR is Contracting Officer's Technical Representative, and where context requires, term "COTR" means "District." The COTR is responsible for technical aspects of project and technical liaison with Contractor as well as final inspection and acceptance as specified in Contract. The COTR is not authorized to make any commitments or otherwise obligate District or authorize any changes which affect contract price, terms, or conditions.
 1. District may appoint other entities to manage day-to-day activities for the execution of the Project.
 2. Where term "Architect" or "Engineer" is used in Contract Documents, it shall be construed to mean "COTR."
 3. Where term "Construction Manager" or "CM" is used in Contract Documents, it shall be construed to mean "COTR."

1.4 PROJECT IDENTIFICATION

- A. Project Identification: MEP Upgrades – Washington Center for Aging Services
1. Project Location: 2601 18th Street, NE – Washington DC 20018
 2. Ward: 5
- B. Owner: District of Columbia Department of Real Estate Services (DRES), Construction Division at the following location:
1. The Reeves Center, 2000 14th Street, NW, Suite 800, Washington, DC 20009.
- C. Architect: R. McGhee & Associates
1. Address: 740 6th Street NW – Suite 302
Washington DC 20001
- D. Engineer: Global Engineering Solutions
1. Address: 1355 Piccard Drive
Rockville MD 20850

1.5 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:
- Replacement of 52 PTAC units at the 2nd and 3rd floors of the B wing. PTAC units will receive thermostat at unit – no DDC annunciation or remote control required. Control valve shall be electric and for local control only.
 - Replacement of 2 AHU's (AHU-C2 and C4) at the C Attic of the B wing. The 2 new AHU shall receive DDC controls and shall be controlled/monitored by the BAS.
 - 2 RTUs - RTU-A1 (A-wing) and RTU-C2 (kitchen unit), that were previously replaced and have updated control panels with the control conduit already installed, will receive interface and programming to BAS.
 - Replacement of the Fire Alarm system for the entire 152,000sf building.
 - Repair of 10% of the D wing roof and all the D wing roof gutters.

1.6 TYPE OF CONTRACT

- A. Project will be constructed under a single prime contract.

1.7 EXISTING CONDITIONS

- A. Contractor: Responsible to determine existing conditions on Project site by examination, whether shown on Drawings or not.
- B. In addition to demolition which is specified in other Sections and that which may be specifically shown on Drawings, cut, move or remove items as necessary to allow Work to proceed. Provide such items as:

1. Repair or removal of unsafe or unsanitary conditions.

2. Removal of abandoned items and items serving no useful purpose, such as abandoned piping, conduit, wiring and electrical devices.
3. Removal of unsuitable or extraneous materials such as abandoned furnishings and equipment, and debris such as rotten wood, rusted metals and deteriorated concrete.
4. Cleaning of surfaces and removal of surface finishes as needed to install new work and finishes.

1.8 ACCESS TO SITE

- A. General: Contractor shall have full use of site for construction operations during construction period. Contractor's use of site is limited only by District's right to perform work or to retain other contractors on portions of Project.
 1. Contractor Parking: Vehicle parking for Contractor and construction personnel shall be the responsibility of the Contractor.
- B. Use of Site: Limit use of site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated. Site has very limited lay down area.
 1. Driveways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to District, District's employees, the public, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Access to the Project. Contractor shall comply with the following:
 1. The area available to the contractor for performance of the Work is shown on the Drawings. If the District or the Occupant continues to occupy portions of the Project during construction, Contractor shall schedule and conduct the Work so as to cause the least interference with the operations of the District or Occupants.
 2. When the following must be interrupted, provide alternate facilities acceptable to the COTR or schedule the interruption for a time when occupancy will not be impaired:
 - a. Emergency means of egress.
 - b. Utilities and building systems which must remain in operation to allow safe and useful occupancy.

1.9 DISTRICT'S OCCUPANCY REQUIREMENTS

- A. District Occupancy of Completed Areas of Construction: District reserves the right to occupy and to place and install equipment in completed areas of building, before Final Completion, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and partial occupancy shall not constitute acceptance of the total Work.
 1. Upon completion of the Work and written request from the Contractor, COTR will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before District occupancy.

2. Certificate of Occupancy from authorities having jurisdiction shall be obtained by Contractor before District occupancy.
3. Before partial occupancy, required inspections, commissioning and employee training for the fire alarm and sprinkler systems, mechanical systems, and electrical systems shall be fully operational. Upon occupancy, District will operate and maintain mechanical and electrical systems serving occupied portions of building.
4. Upon occupancy, District will assume responsibility for maintenance and custodial service for occupied portions of building.
5. Partial Acceptance: For the purpose of installation of Data Rooms, FF&E, and Security, Partial Acceptance of the areas may be granted by the COTR to allow contracted installers access to perform their work.

1.10 WORK RESTRICTIONS

- A. On-Site Work Hours: Work shall be generally performed during normal business work hours of 7:00 a.m. to 7:00 p.m., Monday through Friday, except otherwise allowed by District and authorities having jurisdiction (AHJ).
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by District or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
 1. Notify District not less than two (2) work days in advance of proposed utility interruptions.
 2. Do not proceed with utility interruptions without District's written permission.
- C. Noise, Vibration, and Odors: Coordinate with the COTR operations that may result in high levels of noise and vibration, odors, or other disruption to District occupancy.
 1. Notify Construction Manager not less than two work days in advance of proposed disruptive operations.
 2. Construction Manager's written permission before proceeding with disruptive operations.
 3. Obtain required approvals from authorities having jurisdiction.
- D. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.
- E. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.
- F. No eating or drinking is allowed in the building at any phase during Construction.
- G. Employee Identification: If required by the Contract, Contractor shall provide identification badges for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

1.11 PERMITS AND RESPONSIBILITIES

- A. Permits: The Contractor shall, without additional expense to the District, be responsible for obtaining any necessary licenses, fees, inspections, and permits, other than the building permit, and for complying with any federal, and municipal laws, codes, and regulations applicable to the performance of the work. The Contractor shall also be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper

safety and health precautions to protect the work, the workers, the public, and the property of others. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.

- B. The Contractor shall not load or permit any part of the construction or site to be loaded so as to endanger its safety.
- C. When required for the safety of the Work or adjoining structures, the Contractor shall shore up, brace, underpin and protect foundations and other portions of existing structures which are in any way affected by the Work. The Contractor, before commencement of any part of the Work, shall give any notice to the District.

1.12 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "MasterFormat" numbering system.
 - 1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
 - 2. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
 - 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
 - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
- C. Where performance type specifications are used within Specifications or where pre-engineered or Contractor designed systems, elements, equipment or components are called for, District shall have right to rely on Contractor's design. Approval by District of Contractor's Design Submittals shall be limited to acknowledgment that design was prepared with intent of meeting specified performance criteria, but neither District's review or approval shall constitute review of design itself, of designer's calculations, or of effectiveness of design in actually satisfying specified criteria.
- D. Work under this Contract may be specified by combination of descriptive, performance, reference standard and name brand specifications. Where Specifications define characteristics

of Contractor designed systems, items or components, Contractor responsible to design, engineer, manufacture, and install systems, items and components to meet specified functional requirements, performance requirements, quality standards, durability standards, and conditions of use as well as all applicable codes, regulations and referenced trade or industry standards. Contractor: Perform such design by employing engineers licensed by pertinent jurisdiction and require engineers to seal and sign designs necessary to perform Work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012300 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for alternates.
- B. Contractor agrees that Alternate quantities and amounts shall be in effect for duration of the Contract or as stated on the Request for Proposal Bid Forms.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by Offerors and stated on the Proposal Form for certain work defined in the Solicitation Requirements that may be added to or deducted from the Base Proposal amount if District decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A Schedule of Alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate No. 1: Two (2) Year Warranty on all HVAC Systems.

1. Base Bid: Full 1-year warranty on all HVAC systems as shown on HVAC Drawings and as Specified in Division 23.
2. Alternate: Additional 1-year warranty on all HVAC systems as shown on HVAC Drawings and as Specified in Division 23.

END OF SECTION 012300

SECTION 012610 - REQUEST FOR INTERPRETATION (RFI)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Requests for Interpretation.
- B. Related Sections include the following:
 - 1. Division 01 Section "Contract Modification Procedures" for procedural requirements governing handling and processing of Contract modifications.
 - 2. Division 01 Section "Project Management and Coordination."
 - 3. Division 01 Section "Submittal Procedures".
 - 4. Division 01 Section "Product Requirements" for product and substitution requirements.

1.3 DEFINITIONS

- A. Request for Interpretation (RFI): Request from Contractor seeking interpretation or clarification of some requirement of Contract Documents and not involving change in Contract Sum or Contract Time.
 - 1. Improper RFI: An RFI meeting any of the following conditions:
 - a. RFI not prepared in accordance with requirements of this Section
 - b. RFI missing graphic solution proposal from contractor where appropriate
 - c. RFI with subject listed as improper subject matter in "GENERAL" article of this section.
 - 2. Frivolous RFI: RFI that requests information that is clearly indicated on or reasonably inferable from Contract Documents.
- B. Proposal Request: Document issued by Architect after Contract award which may include drawings and other information used to solicit proposal for change in Work. See Division 01 Section "Contract Modification Procedures."

1.4 GENERAL

- A. Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.

- B. Submit RFI from subcontractor or material supplier through Contractor who shall review and sign each RFI prior to submittal.
 - 1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
 - 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- C. Improper subjects for RFIs: Do not submit RFI for following:
 - 1. To request approval of submittals. Comply with Division 01 Section "Submittal Procedures."
 - 2. To request approval of substitutions. Comply with Division 01 Section "Product Requirements."
 - 3. To request coordination of various materials and systems indicated on Contract Documents with field conditions and with each other. Comply with Division 01 Section "Project Management and Coordination."
 - 4. To provide as-built information required by Record Documents specified in Division 01 Section "Project Record Documents."
 - 5. To request changes which are known to entail additional cost or credit, or alter Contract Time. Comply with Division 01 Section "Contract Modification Procedures."
 - 6. Requests for interpretation of Architect's actions on submittals.
 - 7. Incomplete RFIs or inaccurately prepared RFIs.

1.5 REQUEST FOR INTERPRETATION (RFI)

- A. General:
 - 1. RFI is a request for interpretation only. If Contractor believes response to RFI results in change in Contract Sum, Contract Time, or both, comply with Division 01 Section "Contract Modification Procedures."
 - 2. Submit RFI on form attached at the end of this section or on another form, subject to Architect's prior review and approval. Form shall be completely filled in and if prepared by hand, shall be fully legible after photocopying or transmission by facsimile (FAX).
 - 3. RFI may be submitted by e-mail or via web-based system. Address for e-mail or web address and login information will be distributed at Pre-Construction Conference. Electronic form of attached Request for Interpretation will be provided upon request.
- B. Number RFIs sequentially using only next sequential number. Do not include subcontractors RFI number on form; include date submitted.

1. Each page of attachments to RFI shall bear RFI number and shall be consecutively numbered.
- C. Content of RFIs:
1. Specifically identify time response interpretation is required to avoid impact on Construction Schedule and Cost.
 2. Include a detailed, legible description of item needing information or interpretation and the following:
 - a. Project name.
 - b. Project number.
 - c. Date.
 - d. Name of Contractor.
 - e. Name of Architect and Construction Manager.
 - f. RFI number, numbered sequentially.
 - g. RFI subject.
 - h. Specification Section number and title and related paragraphs, as appropriate.
 - i. Drawing number and detail references, as appropriate.
 - j. Field dimensions and conditions, as appropriate.
 - k. Contractor's suggested resolution.
 - 1) If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 - l. Contractor's signature.
 - m. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - 1) Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- D. RFI shall include written and graphic solutions proposed by Contractor. Following consultation with Construction Manager, Architect will determine if proposal is in accord with Contract Documents and design intent of Project.
1. Contractor's failure to make reasonable effort to propose realistic solution may result in Request for Interpretation returned with no action.

2. Submit separate RFI for each item or, subject to Architect's approval, group of closely related items requiring interpretation or clarification. RFIs containing more than a single item or group of closely related items not approved by Architect will be returned unanswered or will be reviewed with the time specified for review allotted to each individual item, at Architect's discretion.

E. Improper or Frivolous RFI:

1. Will be returned unanswered and shall be labeled as frivolous in the official RFI log.
2. At Contractor's request, after notification by Architect that RFI is improper or frivolous, RFI will be processed with processing costs charged to Contractor as follows:
 - a. Contractor shall reimburse Owner for Construction Manager's and Architect's account for time spent in processing improper or frivolous RFI at rate of 2.9 times rate of Direct Personnel Expense (DPE). Direct Personnel Expense is defined as direct salaries of Construction Manager's and Architect's personnel engaged on Project and portion of costs of mandatory, and customary contributions and benefits related thereto, including employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions, and similar contributions and benefits.

- F. For RFIs submitted in form of drawings, follow submittal procedures specified for Shop Drawings in Division 01 Section "Submittal Procedures."

1.6 REVIEW AND SUBMITTAL

- A. Submit Electronic copy of completed RFI form to Construction Manager, including required attachments.
1. RFI received on Friday afternoon will not be processed until following Monday, which will be recorded receipt of RFI date.
- B. Allow minimum of 7 working days review and response time for each RFI.
1. Requested response time indicated on RFI shall be consistent with minimum review period specified.
 2. Requested response time will be extended where required by concurrent review of excessive number of RFIs, including improper and frivolous RFIs.
- C. Architect's and Construction Manager's Action: Architect and Construction Manager will review each RFI, determine action required, and respond.
1. The following RFIs will be returned without action:
 - a. RFIs that meet improper or frivolous definitions as listed in this section.

2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and Construction Manager in writing within 10 days of receipt of the RFI response.
- D. On receipt of Architect's and Construction Manager's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect and Construction Manager within seven days if Contractor disagrees with response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly and as requested by Construction Manager or Architect. Include the following:
 1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect and Construction Manager.
 4. RFI number including RFIs that were dropped and not submitted.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's and Construction Manager's responses were received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012610

REQUEST FOR INTERPRETATION (RFI)

NOTE! AN RFI IS A REQUEST FOR INTERPRETATION ONLY. IF A REPLY TO AN RFI REQUIRES ADDITIONAL SERVICES BY ARCHITECT, OR WILL CHANGE SCOPE OF WORK OR CONTRACT TIME, SUBMIT PROPOSAL REQUEST IN ACCORDANCE WITH DIVISION 01 SECTION "CONTRACT MODIFICATION PROCEDURES."

CONTRACTOR

Project _____ RFI No: _____

Project No: _____ Date: _____

Drawing Ref: _____

Specification Ref: _____

Final date for receipt of interpretation without impacting Construction Sum or Contract Time _____

Recommended Solution: (Attach additional sheets as required to fully describe recommended solution)

By: _____

Date: _____

GES Inc

Response: (Attach additional sheets as required to fully describe response)

By: _____

Date: _____

CONSTRUCTION MANAGER

Response: (Attach additional sheets as required to fully describe response)

By: _____

Date: _____

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Administrative and supervisory requirements necessary for coordinating construction operations including, but not limited to:
 - 1. General project coordination procedures.
 - 2. Pre Installation Conferences.
 - 3. Progress Meetings.
 - 4. Required Reporting.
 - 5. Closeout Conference.
 - 6. Coordination Meetings.
 - 7. Administrative and supervisory personnel qualifications.
 - 8. Request for Interpretation / Information (RFI).

1.3 SUBMITTALS

- A. The following documents shall be submitted, discussed, issued, and tracked using the Contract Project Management Software through the ePM system to keep traditional paper-based modifications to minimum:
 - 1. Minor Changes in Work.
 - 2. Requests for Proposals (RFP).
 - 3. Change Order Requests.
 - 4. Change Orders.
 - 5. Price Determined Later (PDL) Change Order, also known as Basic Change Directive (BCN), Construction Change Directive.
- B. Qualifications: Provide qualifications of personnel identified in this Section under Quality Assurance Article.
- C. Key Personnel: Provide names, addresses and qualifications of key personnel within 5 days after Award of Contract. Include name of individual who is designated to sign documents.
 - 1. Contractor is restricted from changing personnel identified on this list without the approval of the COTR.
 - 2. Changes in Contractor's officer authorized to sign documents shall be submitted immediately to the COTR.

1.4 QUALITY ASSURANCE

- A. On-Site Superintendent: Shall have minimum 5 years experience on projects of similar size and scope as the Project.

1.5 CONTRACT PROJECT MANAGEMENT SOFTWARE

- A. District will implement procedure to provide Project communications on internet-based system. System used is Prolog® Manager software by Meridian Systems. District will provide one copy of licensed contract project management software. Contractor shall be responsible for additional license purchase.
- B. Use internet-based Prolog® software system to facilitate contract administration communications. The list below indicates the documents that require use of the electronic communications. All correspondence requires a cover sheet.
 - 1. Schedules.
 - 2. Submittals (except samples)
 - 3. RFI's
 - 4. Requests for Payment
 - 5. Change Order Directives
 - 6. Meeting Minutes.
 - 7. Daily reports.
 - 8. Other correspondence and reports necessary as required by contract.

- D. To alleviate redundancy and confusion, internet-based communications and submittals will be used exclusively by the District and Contractor, including CM and A/E when applicable. There shall not be a mix of hard-copy and electronic communications on the Project. Only hard-copy submittals requiring samples for initial selection or verification will be accepted by the COTR.

1.6 COORDINATION

- A. Coordinate construction operations included in various Sections of Specifications to ensure efficient and orderly installation of each part of Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.

1.7 COMMISSIONING

- A. Commissioning Process shall be directed by Commissioning Authority; Contractor shall fully participate in the Commissioning Processing by committing resources and subcontractors. Provide services of qualified personnel to co-operate and coordinate with Commissioning Authority

1.8 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. In addition to Project Manager and Project Superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.

1.9 PROGRESS MEETINGS

- A. Schedule District's Progress Meetings at Project Site weekly to keep project on schedule, to review progress, and to solve or avert potential problems. Notify COTR of scheduled meeting dates.
 - 1. Coordinate dates of meetings with preparation of Request for Payment application.
- B. Attendees: In addition to representatives of COTR, subcontractors as appropriate, or others as requested by COTR with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings.
 - 1. COTR, or designated person, will chair District's progress meeting, record and update and maintain, and distribute the meeting minutes.
- C. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - 1. Contractor's Construction Schedule: Review progress since last meeting. Determine where each activity is in relation to Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within Contract Time.
 - 2. Review present and future needs of each entity present, including, but not limited to, following:
 - a. Interface requirements.
 - b. Time.
 - c. Sequences.
 - d. Status of submittals.
 - e. Deliveries.
 - f. Off-site fabrication problems.
 - g. Access.
 - h. Site utilization.
 - i. Temporary facilities and services.
 - j. Hours of work.
 - k. Safety - Hazards and risks.
 - l. Housekeeping.
 - m. Quality and work standards.
 - n. Requests for Information.
 - o. Change Orders.
 - p. Documentation of information for payment requests.
 - q. Detailed Construction Schedule.
 - r. Three-Week Look-Ahead Schedule.
- D. Reporting: Within reasonable time after each meeting, COTR, or designated person, will distribute minutes of meeting using Electronic Project Management (ePM) software, including brief summary in narrative form of progress since previous meeting and distribute to each party present and to parties who should have been present. When District elects to prepare minutes of meeting, any other purported minutes are void.

1.10 REPORTING REQUIREMENTS

A. Contractor shall be responsible for reporting to the District through the COTR all daily, weekly, and monthly reports in accordance with the Contract Documents, which may or may not be specified in other Sections. The list below may include, but may not be limited to, the required forms. Contractor shall review all Contract Documents to meet requirements for reporting. This Article does not include the regular submittals, certificates, schedules, bonds, and payment requisitions as specified in other Sections. All reports shall be submitted in editable electronic format.

DAILY REPORTS	WEEKLY REPORTS	MONTHLY REPORTS	OTHER REPORTING PERIODS
Daily Construction Reports (Refer to Section 01 32 00)	Weekly Statement of Compliance (Form No. DC 2640-11) Due: Within 7 days after payment date of payroll period.	Application for Payments (Refer to Section 01 29 00) and All Required Attachments	Apprentices and Trainees Employment Report (20 CFR 5.a.4(c) Send Initial Report + One Report Every 3 Months.
	Weekly Payroll Records showing compliance with 40 USC 276a-276a 7 (Davis-Bacon Act)	Material Location Reports (Refer to Section 01 32 00)	Field Correction Reports. As needed. (Refer to Section 01 32 00)
	Weekly Statement of Compliance, required under the Copeland Regulations of the Secretary of Labor (29 CFR, Part 3)	Copy of First Source Agreement Contract Compliance Report (due not later than 10th of the month; original goes to DOES)	Site Utilization Plan (15 days after NTP); 1 time only. See Section 01 50 00 "Temporary Facilities & Controls."
		Monthly Progress Reports: Including: <ul style="list-style-type: none"> • Progress Narrative • Schedule Narratives • Cost Update • PCN/CO's • RFI's • Safety Narrative • Inspections by Third Parties • LEED Compliance • Progress Photographs • Start-up & Commissioning 	
		Monthly CBE Compliance Report	
		Waste Reduction Report (See Section 01 74 19 "Construction Waste	

DAILY REPORTS	WEEKLY REPORTS	MONTHLY REPORTS	OTHER REPORTING PERIODS
		Management)	
		Quality Assurance Reports (See Section 01 79 90 "Quality Assurance Reporting")	
		Waste Reduction Report (See Section 01 74 19 "Construction Waste Management & Disposal.")	

- B. Some forms listed above may be specified in other Sections. Refer to other Sections for requirements.
- C. Other forms as may be requested by the COTR and not specified in the Construction Documents.

1.11 CLOSEOUT CONFERENCE

- A. Schedule Project Closeout conference with sufficient time to prepare for requesting Completion.
- B. Attendees: Contractor shall invite COTR, subcontractors, installers, fabricators (as necessary).
- C. Agenda: Contractor shall prepare agenda and include the following and items for discussion that are required by other Sections:
 1. Start-up of facilities and systems.
 2. Status of Building Commissioning
 2. Operations and maintenance manuals.
 3. Testing, adjusting, and balancing.
 4. System demonstration and observation.
 5. Operation and maintenance instructions for the District's personnel.
 6. Contractor's inspection of work.
 7. District's inspection.
 8. Inspections by authorities having jurisdiction.
 9. Certificate of occupancy.
 10. Closeout submittals, including Record Drawings, Record Submittals, BIM Reports.
 11. Final application for payment.
 12. Final cleaning.
 13. Contractor's Demobilization Plan.
 14. Warranty Communication Procedure.

1.12 COORDINATION MEETINGS

- A. Supplement progress meetings and pre-installation meetings with coordination meetings as required to ensure careful coordination of various activities involved.

- B. Request representation at each meeting by every party currently involved in coordination or planning for construction activities involved.
- C. Notify COTR of coordination meetings.
- D. Record meeting results and distribute copies using Contract Project Management software to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 1 PRODUCTS (Not Used)

PART 2 EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Coordinate the Schedule with the Application for Payment; refer to Section 01 29 00 "Payment Procedures."

1.2 SUMMARY

- A. Administrative and procedural requirements for schedules and reports required for proper performance of Work.
- B. Contractor's Responsibility shall include but not be limited to the following for providing, coordinating, and managing Construction Progress Documents:
 - 1. Ensure timely execution of Work using critical path method schedule, because timely Contractor performance is essential to this Contract.
 - 2. Allow District to monitor Contractor's Contract Schedule continuously so that District may audit Contractor's management of Contract Schedule via comparison to the approved Contract Schedule under District's control.
 - 3. Use approved Contract Schedule for management of entire Work and make no change, modification, or updating of logic and/or durations in Contract Schedule without prior written concurrence from District.
 - 4. Ensure adequate planning, scheduling, and reporting during execution of Work so it may be executed in orderly and expeditious manner within specified time constraints.
 - 5. Ensure coordination of self-performed work with work of:
 - a. All of elements of Contractor's organization, including subcontractors,
 - b. Between subcontractors and vendors at all tiers,
 - c. District personnel and District consultants and
 - d. Separate contractors.
- C. Required Scheduling Software: District will provide Contractor with one (1) login for District's version of software; additional logins shall be acquired by the Contractor and assigned to the District for the purpose of the Project.
 - 1. Utilize Primavera (P6) Enterprise Project Portfolio Management.
 - 2. Set adjustable settings, including those pertaining to float calculation and progress/logic override, in accordance with District's instructions, which shall require most conservative available settings.
- D. At the request of the COTR in writing the Contractor shall be required to participate in meetings necessary to reach a mutual agreement and acceptance of the Detailed Construction Schedule (DCS), or the Cash Flow Projections.

1.3 PRE-SCHEDULE MEETING

- A. The Contractor and the delegated Scheduler shall meet with the District representatives within 10 days after Notice to Proceed and before the detailed CPM schedule is developed, to address questions regarding this Section and to discuss the District's requirements to facilitate the expeditious preparation, review, and acceptance of the Schedule.

1.4 DEFINITIONS

- A. DCS: Detailed Construction Schedule.
- B. Data Date: Last Work Day of each month, for months between NTP and Acceptance, in accordance with schedule update requirements of this specification.
- C. Work: Entirety of work to be performed by Contractor under this Contract.
- D. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
 - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- E. Cost Loading: The allocation of the schedule of values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum unless otherwise approved by Architect.
- F. CPM: Critical Path Method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- G. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- H. Milestone: The starting or ending point of an activity.
- I. Float: The measure of leeway in starting and completing an activity. Float time is not for the exclusive use or benefit of either District or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
- J. Fagnets: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
- K. Major Area: A story of construction, a separate building, or a similar significant construction element.
- L. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.

- M. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.
- N. Network: A network diagram is a graphic representation showing the relationship of activities and events in the correct sequences required to complete the Project with the Contract Time.
- O. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.
- P. Day: Calendar day unless otherwise noted. Contract uses calendar days.

1.5 SUBMITTALS

- A. Detailed Construction Schedule (DCS): Submit to District within 14 calendar days following NTP, 2 hard copies in color and editable-electronic copy of detailed time-scaled precedence format network graphics and reports of proposed DCS in a format and level of detail approved by the COTR containing following:
 - 1. Narrative of Contractor's proposed methodology, including proposed general sequencing plan.
 - 2. Activity number, description, duration, cost loading, resource loading, coding structure and total float for each activity.
 - 3. Sequence of operations for Work and order and interdependencies of Work activities. Indicate major points of interface or interrelation of such activities with activities of District and/or other contractors.
 - 4. Conformance with and identification of Milestone durations and/or dates specified.
 - 5. Contractor shall develop and include interim milestones in the CPM.
 - 6. Delivery of District-furnished material and/or equipment, if applicable.
 - 7. Primary, Secondary and Tertiary Critical path (or paths).
- B. Three-Week Look-Ahead Schedule.
- C. Qualifications: Provide qualifications for Scheduler assigned to the project. Within 5 days after Award of Contract, provide the following:
 - 1. Name and address of proposed Scheduler.
 - 2. List of prior construction projects and 3 selected Primavera network samples that the proposed scheduler has prepared. The 3 CPM schedules shall be for projects similar in complexity and magnitude of this Project.
- D. Daily Construction Reports. As described in this Section.

1.6 QUALITY ASSURANCE

- A. Scheduler Qualifications: Experienced in CPM scheduling and reporting, with capability of producing CPM reports and diagrams.
 - 1. Scheduler shall be proficient in scheduling software used by the Contractor and shall have successfully completed a project similar to size and scope of this Project using scheduling software.

- B Prescheduling Conference: Conduct conference at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination." Review methods and procedures related to Schedules and Reports, including, but not limited to, following:
1. Review software limitations and content and format for reports.
 2. Review time required for review of submittals and resubmittals.
 3. Review time required for completion and startup procedures.

1.7 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
1. Secure time commitments for performing critical elements of the Work from parties involved.
 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

1.8 MILESTONES

- A. Milestones represent latest allowable completion durations, measured from Contract's initial District-issued Notice to Proceed (NTP). Unless specifically excepted by Change Order, Alternates, or Options, if any, and if exercised by District, shall be performed by Contractor within durations set out below. Coordinate application of following Milestones with contents of this specification and Work. All milestones will be of zero duration and tied to activities.

Code	Milestone Description	Calendar Days from NTP
1	***Construction NTP***	0
2	Demo Complete	<Insert Day Here>
3	Front-end Submittals approved	<Insert Day Here>
4	Excavation complete	<Insert Day Here>
5	Foundation complete	<Insert Day Here>
6	Substructure complete	<Insert Day Here>
7	Complete coordinated shop-drawings	<Insert Day Here>
8	Superstructure complete	<Insert Day Here>
9	Building Dry-in	<Insert Day Here>
10	Permanent Power / systems	<Insert Day Here>
11	Start Commissioning	<Insert Day Here>
12	All Interior Finishes complete	<Insert Day Here>
13	Substantial Completion (Certificate of Occupancy Permit)	<Insert Day Here>
14	Commissioning complete	<Insert Day Here>

Code	Milestone Description	Calendar Days from NTP
15	Project Final Acceptance/Completion	<Insert Day Here>

1.9 ACTIVITY LEADS AND LAGS

- A. The District acknowledges that the establishment of activity "leads" and "lags" might be a useful planning tool in some specific cases. However, the use of "leads" and "lags" shall be limited to the cases where they are necessary. Each "lead" and "lag" shall be justified by the Contractor and accepted by the District as part of the baseline schedule. When justified and approved, activity "leads" and "lags" shall be maintained in the same way activities are maintained. Changes in a "leads" or "lags" shall be identified, justified and accepted in each update.

1.10 WORK DAYS

- A. Work Days: Defined as days in calendar during period of Work performance, excluding Saturdays, Sundays and legally-mandated federal employee holidays which apply to area in which Work is performed. Work days are considered fully available for Contractor to perform work indicated in pertinent activities in Contract Schedule, unless, upon Contractor request, authorized District's representative:
1. Contemporaneously annotates Contractor's daily report with acknowledgement that day reported upon was unavailable to Contractor for excusable causes, such as unusual severe weather or immitigable effects thereof.
 2. Identifies specific activities by number so affected.
 3. Identifies extent of such impact for each affected activity (i.e. percentage reduction of crew or equipment effectiveness and/or progress).
- B. Recognized Holidays: New Years Day, Inaugural Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Emancipation Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

1.11 WEATHER DAYS

- A. Weather Day: The table below includes the inclement weather calendar (in work days) for the local region to be utilized for the Project. Non-compensable time extensions shall be granted by the District for days in excess of the days listed below for each month and only when the schedule critical path is directly impacted by the inclement weather.

Month	Work Days	Month	Work Days
January	4	July	2
February	4	August	3
March	4	September	2
April	5	October	3
May	5	November	4



1.12 SCHEDULER RESPONSIBILITIES

- A. Contractor shall designate an authorized representative of his firm who shall be responsible for assisting in the preparation of the CPM schedule and review/report progress of the project with COTR using scheduling software approved by COTR. The Contractor's representative shall have direct project control and complete authority to act on behalf of the Contractor in fulfilling requirements of this Section and such authority will not be interrupted throughout the duration of the project.
- B. Scheduler shall have use of software and computer facilities capable of delivering detailed graphic and tabular printouts, as well as electronic transfer of data. When requested by the COTR, Scheduler shall be able to produce reports within 48 hours of request.

1.13 DETAILED CONSTRUCTION SCHEDULE (DCS) CRITERIA

- A. Contract Schedule: Document that controls Contractor's timely execution of Work. It is initially defined by number of Work Days listed in Contract Documents for completion of each Milestone and for completion (in calendar days) of Work, until District approves Detailed CPM Schedule which will be identified as "Detailed Construction Schedule" or "DCS" by the COTR and the District. Upon acceptance of the DSC by the District, the DCS becomes the Contract Schedule.
 - 1. Upon approval by District of mutually agreed Change Orders that amend the DCS, the most current such approved amended version of DCS becomes the Contract Schedule.
- B. Special Constraints: Minimize special constraints and add none during execution of Work without District's express approval. Clearly identify and explain proposed special constraints including:
 - 1. Finish-to-finish, start-to-start, start-to-finish, and finish-to-start leads and lags.
 - 2. Starts-on, starts-no-earlier, finishes-on and finishes-no-earlier date constraints.
 - 3. Special calendars, beyond approved standard five day and seven day calendars.
 - 4. Resource caps.
- C. Duration and Cost Limits: Ensure that level of detail of Contractor's DCS is function of complexity of work involved. Ensure that activities have duration of not more than 15 Work Days and have value equal or less than \$50,000.00, unless District expressly authorizes exception. In assessing proposed exceptions, District will take into account special attributes of Work, such as long-lead equipment with extended engineering, fabrication and delivery schedules.
- D. Key Items Procurement Report required during construction phase for "key" (major equipment and materials and long-lead (over eight weeks, from order placement to delivery)) items fabricated or supplied for Work. Include in DCS activities for submittal, submittals review, fabrication, in-plant testing, shipment and delivery, field installation, field testing, commissioning, functional performance testing, acceptance and O&M manuals for key items.

- E. Schedule reports indicating activity numbers, description, estimated duration in Work Days, early start and finish dates, late start and finish dates, total and free float available for each and every activity and responsibility code for each activity.
- F. Cost reports including following activity information, sorted by labor category:
1. Activity number and appropriate description.
 2. Total cost proposed for each activity.
 3. Computer-produced cash-flow analysis and graphics generated by both early start and late start activity dates.
- G. Labor and Equipment Allocation Report: Narrative report indicating anticipated allocation of labor and equipment resources and work shifts to be utilized on Work. Identify with particularity equipment that is shared by activities such as hoisting and level of need of each such item of equipment for pertinent activities.
- H. Details of Each Calendar. Base schedule on standard workweek consisting of five, 8-hour days (Monday through Friday), subject to Government holidays described above. Contractor may propose working outside of normal work hours, including multiple shifts, working holidays and weekends, and other non-standard calendars, provided Contractor obtains District approval minimum of five work days in advance of proposed occurrence of work outside of normal hours. Contractor's Schedule Calendars: Indicate Government holidays as non-working days, unless District expressly approves otherwise.
- I. Activity Details: Incorporate following elements and requirements in proposed DCS:
1. Use clear and concise activity descriptions, designed to ensure that beginning and end of each activity shall be readily observable and verifiable during execution of Work.
 2. Restrict each activity to single performing organization including Contractor self-performing work organization(s), subcontractors, manufacturers, fabricators, and time-sensitive suppliers. Involve such performing organizations in development of Contract Schedule and secure their individual and collective express commitment to satisfy requirements of Contract Schedule proposed by Contractor to District. Cause said commitment from said performing organizations to be represented in form of signed acceptance by such parties, included with DCS submittal.
 3. Code activities in DCS that are District responsibility to execute as District responsibility activities. Include such activities as review and acceptance of documentation (including DCS schedule), submittals, issuance of NTP's and other District activities. Allow adequate duration for District review activities and as noted in other sections of Contract, but never less than seven working days unless District expressly approves otherwise.
 4. In addition to identification of responsible organization, each activity shall have codes identifying areas of work. Ensure that areas of work are planned and scheduled in DCS in manageable increments. Code such increments and assign code to each activity.
 5. Distribute Contract Price over activities (cost loading). Mobilization, bond and insurance costs may be indicated separately on individual activities; however, prorate other general requirement costs, such as overhead and profit, throughout activities. Divide each activity's cost loading into each of labor, material, and equipment where Contractor desires to receive payment for uninstalled material delivered to project site separate from labor and/or equipment expenditure on activities concerned.
 6. Activities for each of permits, notices, tests and inspections for pertinent activities and phases.
 7. Build schedule to reflect incremental completion of project (by floor/by area/by systems/equipment). Include appropriate time for Contractor and District for inspection and

- development of incomplete and/or deficient work (IDW) lists, as well as correction and verification of IDW. Include time for re-inspection and re-correction where appropriate.
8. Submittals, in coordination with level of detail indicated in key items procurement report.
 9. Include adequate activities to allow District to track LEED certification process.

J. Resource Analyses:

1. Prepare manpower leveling analysis, derived directly from proposed DCS. Submit subject analysis with proposed DCS, in graphic format depicting manpower by principal disciplines. Analysis: Span entire Work duration and include separate graphs for each of a) manpower by discipline per Work Day, and b) man-hour usage by discipline or trade in form of cumulative S-curve. Subject Manpower Leveling Analysis: Include discipline-by-discipline manpower leveling using Contractor-imposed caps for each labor category, which coordinate with Milestone requirements. Through use of such resource caps, identify and correct peaks or troughs in each discipline manpower usage distribution. Present evidence of leveling iterations to District with DCS submission.
2. Present evidence that Contractor's proposed DCS: Not (a) be controlled by limitations in quantities such resources or (b) propose plan for management by Contractor of each resource type that has potential to control critical path or paths at any time during execution of Work.

K. Acceptance of DCS:

1. District's acceptance of Contractor's DCS is condition precedent to progress payments to Contractor.
2. Upon District's acceptance of cost-loaded values, use such values as sole basis for determining progress payments.
3. District's acceptance of proposed DCS signifies only that District's summary review of DCS leads the District to believe that Contractor has met general requirements of this specification pertaining to DCS format and content. Acceptance by District of DCS does not relieve Contractor of any of its responsibility whatsoever for accuracy or feasibility of Contractor's plan for execution of Work, or to perform Work within specified time constraints. Such acceptance does not expressly or impliedly warrant, acknowledge or admit reasonableness of activities, logic, durations, manpower, cost or equipment loading of Contractor's proposed or accepted Contract Schedule.
4. District's acceptance in no way makes District or its representatives insurers of success of Contractor's time performance or liable for time or cost overruns flowing from shortcomings of Contractor-authored Contract Schedule. District disclaims and Contractor waives any District obligation or liability by reason of District's active or passive acceptance of or acquiescence to Contractor's schedule submissions.
5. Should Contractor fail to properly define any element of Work, activity or logic and District review does not detect this omission or error, such omission or error, when discovered by Contractor or District, shall be corrected by Contractor before next monthly schedule update and shall not be cause for delay of completion of Work within specified time constraints. Contractor acknowledges that District is not required or otherwise obligated to discover errors or omissions in Contractor's proposed Contract Schedule.

1.14 UPDATES

- A. Update Contract Schedule every two weeks and in coordination with Contractor's requests for progress payments.

- B. On working day (designated data date) approximately five working days preceding time designated for monthly payment, meet with District for purpose of reviewing Contractor's report of actual progress. Submit Contractor's up-to-date and accurate progress data as of Data Date.
- C. Submit computer reports and network graphics that reflect progress of Work with respect to both cost and time, in accordance with requirements of initial Contractor-proposed DCS. Adjust selection and sort sequence, format and content of reports as directed by District.
- D. Contractor acknowledges that updating Contract Schedule to reflect actual progress made as of date of update is not modification to Contract Schedule's Milestone requirements.
- E. Submit progress report indicating activities (and portions of activities by percentage) completed during reporting period, actual start dates for those activities currently in progress, actual finish dates for those activities which were completed since last update, and progress along and deviations from critical path in terms of days ahead or days behind each individual Milestone date.
- F. Submit narrative report which includes description of status of schedule, problem areas if any, current and anticipated delaying factors and their known and/or forecast impact, and explanation of corrective actions taken and planned.
 - 1. Submit list of actual number of personnel (or man-hours) by discipline by working day by activity actually engaged on Work during reporting period, with such total stated separately as to on-site office (project work location), administrative management personnel and on-site supervisory personnel.
- G. Submit two updated copies of network.
 - 1. First Copy: Updated version of Contract Schedule, excluding Contractor-proposed changes.
 - 2. Second Copy: Updated version of Contract Schedule, including Contractor-proposed changes and any activity logic changes. Submit with second copy list of proposed modifications, additions, deletions and changes in activity logic and/or durations to approved Contract Schedule, including time-recovery steps and actions required by "Responsibility for Completion" provisions of this specification. Include written justification for each such proposal.
- H. If, as result of monthly update, it appears Contract Schedule no longer represents actual prosecution and progress of Work, submit revision to Contract Schedule. Include proposed adjustments in activity durations, logic changes, and resource usage or cost loading. Any negative float indicated in Contractor's proposed updates must be presented to District by Contractor with bona fide Contractor-authored plan for elimination of such negative float.
- I. District will respond in writing to each schedule update. District's response may include questions and/or requests for revisions. Respond in writing within seven calendar days, answering questions, and either agreeing with District's proposed revisions and submitting modified update, or setting forth justification why such revisions should not be implemented. If Contractor's justification for not implementing revision is acceptable, in District's sole judgment, such revision will be waived. If District does not accept Contractor's justification, incorporate District-directed revisions into Contract Schedule, and execute Work accordingly.

1.15 THREE-WEEK LOOK-AHEAD SCHEDULE

- A. Contractor shall provide an up to date three-week look-ahead schedule every week at the Weekly Project Meetings. The three-week look-ahead schedule shall include the timeline of activities for the upcoming two weeks as well as the previous one-week of work completed. The Schedule shall be generated from the approved project schedule or be provided in such other form as directed by the COTR.

1.16 PROGRESS PAYMENTS

- A. Refer to Section 01 29 00 "Payment Procedures" for coordination of the Application for Payment and this Section.

1.17 REQUESTED TIME ADJUSTMENT SCHEDULE (RTAS)

- A. Updated Contract Schedule submitted by Contractor shall not indicate completion date later than specified time constraints, subject to time extensions approved by District. If Contractor believes it is entitled to time extension, submit to District, within deadlines set out herein and with each contemporaneous monthly update, separate schedule analysis entitled Requested Time Adjustment Schedule (RTAS). Indicate, in said analysis, in addition to requirements of General Conditions, proposed adjustments in Contract Schedule which, in opinion of Contractor, should be made due to changes, delays or conditions occurring during past month or previously, or which are expected or contended by Contractor. Time-scale said analysis utilizing computer generated and computer drawn network. This paragraph shall not relieve Contractor of its obligation to provide proper and timely separate written notice of impacts to schedule. Contractor acknowledges that its preparation of RTASs is not extra work to Contract and preparation by Contractor of RTASs shall not be cause for Contractor to receive any additional time for performance of Work or additional compensation.
- B. Subject to float sharing requirements defined herein, time extensions will be granted only to extent of equitable and mutually acceptable time adjustments to activity or activities affected by Change Order(s), or where delay consumes total (positive or zero) float of critical activity (or path) and extends Milestone dates, using approved update of Contract Schedule that is current as of issue of District's written request for Contractor proposal connected with potential Change Order or other District-accountability potential schedule effect.
- C. Submit RTAS within 20 calendar days after initiation of thing(s) or event(s) which Contractor contends may lead to potential District-accountability delay in performance of Work, or from time of District's issuance of written request for Contractor proposal connected with potential change order (or documents of like effect), even if such issuance precedes notice to proceed for change order(s) concerned, whichever is later. Other District-caused potential impacts of any category shall be considered to have been initiated upon written initial District direction connected therewith, including direction provided through duly minuted meetings.
- D. Within 14 calendar days following submittal by Contractor to District of RTAS, in proper format and including specified content, District will meet with Contractor to review submittal. Revise and resubmit RTAS within three working days of such meeting, adjusting RTAS to consider issues raised by District in above meeting. District will respond with written decision within seven calendar days following Contractor resubmittal of RTAS. Upon approval, copy of RTAS signed by District will be returned to Contractor and thereafter incorporated into Contract via Change Order. Incorporate results of each approved RTAS in update of Contract Schedule that immediately follows such approval.

- E. Contractor waives its right to submit requests for time extension and to receive time extension unless it meets above requirements for RTASs. Contractor waives any claim for acceleration due to refusal by District to grant time extensions should Contractor fail to comply with submission and justification requirements described herein for RTASs. Contractor's submission of RTASs shall not constitute basis for adjustment in specified time constraints unless approved by District. Actively pursue timely completion of activities pending such approval.

1.18 RESPONSIBILITY FOR COMPLETION

- A. Provide sufficient forces, offices, materials, facilities, plant and equipment, to ensure completion of Work in accordance with most current approved Contract Schedule update. Upon District's written advice that Contractor is behind schedule, as result of inexcusable causes, immediately remediate such time loss by increasing hours of work, number of shifts, overtime operations and/or amount of plant and equipment, without additional cost to District. Contractor acknowledges that such remedial action by Contractor is not compensable acceleration of performance of Work. Provisions of this paragraph shall not be construed as prohibiting work on Saturdays, Sundays, and holidays, if Contractor so elects and gives written notice to District two working days in advance of it.

1.19 GENERAL CONTRACTOR EVALUATION FORM

- A. General Contractor evaluations will be conducted by the COTR at each indicated construction completion state. The evaluation forms will be utilized by the COTR to determine the performance of the Contractor, including but not limited to, any decision to release partial retention. The General Contractor Evaluation forms may also serve as "Past Performance" reference report on the Contractor for future work sought by the Contractor with the District.

1.20 REQUIRED REPORTS

- A. Daily Construction Reports: Prepare daily construction report and submit on internet-based Contract Project Management software. Submit daily construction report by noon of following workday. Required information concerning events at site includes, but is not limited to, following:
 - 1. List of subcontractors at site.
 - 2. List of separate contractors at site.
 - 3. Approximate count of personnel at site.
 - 4. High and low temperatures, general weather conditions.
 - 5. Accidents.
 - 6. Meetings and significant decisions.
 - 7. Unusual events (refer to special reports).
 - 8. Stoppages, delays, shortages, and losses.
 - 9. Meter readings and similar recordings.
 - 10. Emergency procedures.
 - 11. Orders and requests of governing authorities.
 - 12. Change Orders received, implemented.
 - 13. Minor changes received and implemented.
 - 14. Services connected, disconnected.
 - 15. Equipment or system tests and startups.
 - 16. Partial Completions, occupancies.
 - 17. Completions authorized.
- B. Special Reports: Submit special reports directly to COTR within one day of reported occurrence. Submit copies to other parties affected by occurrence.

1. Reporting Unusual Events: When event of unusual and significant nature occurs at site, prepare and submit special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects and similar pertinent information. Advise COTR in advance when such events are known or predictable.
2. Submittal of reports is condition precedent to issuance and payment of subsequent Applications for Payment.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013200