SECTION 013110 – SCHEDULES AND REPORTS

Latest Update: 08-09-2020 See Underlined Text for Edits.

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Also turn off all "Under Lines")

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 schedules, reports, and critical path method scheduling required for proper performance of the Work, including: **<EDIT FOR PARTICULAR PROJECT>**

1. Submittal schedule.
2. Schedule of inspections and tests.
3. Unit-price schedule.
4. Daily construction reports.
5. Material location reports.
6. Field correction reports.
7. Special reports.

1.3 SUBMITTAL PROCEDURES

A. Coordination: Coordinate preparation and processing of schedules and reports with performance of other construction activities.

1.4 DEFINITIONS

A. Critical Path Method (CPM): A method of planning and scheduling a construction project where activities are arranged based on activity relationships and network calculations determine when activities can be performed and the critical path of the Project.

B. Critical Path: The longest continuous chain of activities through the network schedule that establishes the minimum overall project duration.

C. Network Diagram: A graphic diagram of a network schedule, showing the activities and activity relationships.

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 activities are activities on the critical path.
2. Predecessor activity is an activity that must be completed before a given activity can be started.

E. Event: An event is the starting or ending point of an activity.

F. Milestone: A key or critical point in time for reference or measurement.

G. Float is the measure of leeway in activity performance. Accumulative float time belongs to the University.

1. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the following activity.
2. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned project completion date.

1.5 QUALITY ASSURANCE

A. The Contractor's Consultant: Retain a consultant to provide planning, evaluating, and reporting by CPM scheduling.

B. The Consultant shall be a recognized specialist, acceptable to the University, who is an expert in CPM scheduling and reporting.

C. The Consultant shall have computer facilities that are capable of delivering detailed network diagrams within forty eight (48) hours of request.

D. In-House Option: The University may waive the requirement to retain a consultant if the Contractor can demonstrate that:

1. The Contractor has the computer equipment required to produce CPM network diagrams.
2. The Contractor employs skilled personnel with experience in CPM scheduling and reporting techniques.

E. Program: Use a computer software program for network analysis that has been developed specifically to manage CPM construction schedules and is acceptable to the University.

F. Standards: Comply with procedures contained in AGC's "Construction Planning & Scheduling."

1.6 RELIMINARY NETWORK DIAGRAM

A. Preliminary Network Diagram: Submit a preliminary network diagram within fourteen (14) days of the Notice to Proceed. The preliminary network diagram shall outline activities for

the first sixty (60) **<EDIT FOR PARTICULAR PROJECT>** days of construction. Include a skeleton diagram for the remainder of the Work with the preliminary diagram.

1. Include each significant construction activity. Coordinate each activity in the network with other activities. Schedule each construction activity in proper sequence.
2. Indicate completion of the Work on the date established for Substantial Completion, unless the University agrees otherwise.

B. Cash Requirement Prediction: With submittal of the preliminary network diagram, include a preliminary cash requirement prediction based on indicated activities.

C. Distribution: Distribute the preliminary network diagram to parties involved in construction activities that are scheduled early, including the University and the University.

1.7 CPM SCHEDULE

A. Prepare the Contractor's Construction Schedule using the network analysis diagram system known as the critical path method (CPM). Follow procedures outlined in AGC's "Construction Planning & Scheduling."

1. Proceed with preparation of the network diagram immediately following Notice to Proceed.
2. Follow the steps necessary to complete development of the network diagram in sufficient time to submit the CPM Schedule so it can be accepted for use no later than sixty (60) **<EDIT FOR PARTICULAR PROJECT>** days after commencement of the Work.
3. Conduct educational workshops to train and inform key project personnel, including subcontractors' personnel, in proper methods of providing data and using CPM schedule information.
4. Establish procedures for monitoring and updating the CPM Schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates. Use "one working day" as the unit of time.

B. CPM Schedule Preparation: Prepare a list of all activities involved in the Project. Include a list of activities required to complete the Work. No single activity shall exceed fifteen (15) work days. Provide the best data available for generation of the network diagram and the CPM Schedule.

1. Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities.
2. Indicate estimated times for the following activities to be performed:
   a. Preparation and processing of submittals.
   b. Purchase of materials.
   c. Delivery.
   d. Fabrication.
   e. Installation.

3. Treat each story or separate area as a separate numbered activity for principal elements of the Work.
4. Using the preliminary network diagram, prepare a skeleton network to identify probable critical paths.

C. Processing: Enter prepared data on the processing system. Process data to produce output data or a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM Schedule within the limitations of Contract Time.

D. Format: Display the full network on a single sheet of stable transparency, or other reproducible media, of sufficient width to show data clearly for the entire construction period.

1. Mark the critical path. Locate the critical path near the center of the network; locate paths with the most float near the edges.
2. Subnetworks on separate sheets are permissible for activities clearly off the critical path.

E. Initial Issue: Prepare the initial issue of the CPM Schedule network diagram from a listing of straight "early start-total float" sort. Identify critical activities. Prepare tabulated reports to show the following:

1. The Contractor or subcontractor and Work or activity.
2. Description of the activity.
3. Principal events of that activity.
4. Immediate preceding and succeeding activities.
5. Early and late start dates.
6. Early and late finish dates.
7. Activity duration in working days (maximum limit is fifteen (15) work days for construction activity).
8. Total float or slack time.
9. Average size of workforce.
10. Dollar value of activity (coordinated with the Schedule of Values).

F. Value Summaries: Prepare two (2) cumulative value listings, sorted by finish dates.

1. In first listing, tabulate the following:
   a. Activity number.
   b. Early finish date.
   c. Dollar value.
   d. Cumulative dollar value.
2. In second listing, tabulate the following:
   a. Activity number.
   b. Late finish date.
   c. Dollar value.
   d. Cumulative value.

3. In subsequent issues of both listings, substitute actual finish dates for activities completed as of listing date.
4. Prepare listing for ease of comparison with payment requests; coordinate timing with progress meetings.
   a. In both value summary listings, tabulate "actual percent complete," and "cumulative value completed" with total at bottom.
   b. Submit value summary printouts following each regularly scheduled progress meeting.

1.8 CPM SUBMITTALS

A. Submittal and Distribution: Submit three (3) copies of the initial issue of the tabulations and network to the University for acceptance. When authorized, distribute copies to the separate contractors, subcontractors and suppliers or fabricators, and others identified by the Contractor with a need-to-know schedule responsibility.

1. Post copies in the Project meeting rooms and temporary field offices.
2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.
3. Submit copies of each computer-produced report to the University.

B. Schedule Updating: Revise the schedule immediately after each meeting or other activity, where revisions have been recognized or made. Issue the updated schedule at each project meeting and submit with application for payment. Requests for payment will not be made without an updated CPM schedule.

1.9 SUBMITTAL SCHEDULE

A. After development and acceptance of the Contractor's CPM Schedule, prepare a complete schedule of submittals. Submit the schedule within ten (10) days of the date required for submittal of the Contractor's CPM Schedule.

1. Coordinate Submittal Schedule with the list of subcontracts, Schedule of Values and the list of products as well as the Contractor's Construction Schedule.

B. Prepare the schedule in chronological order. Provide the following information:

1. Scheduled date for the first submittal.
2. Related Section number.
3. Submittal category.
4. Name of the subcontractor.
5. Description of the part of the Work covered.
6. Latest scheduled date for the University’s review/approval.

C. Distribution: Upon final approval of the University, print and distribute copies to the University, University, subcontractors, and other parties required to comply with submittal dates indicated.

1. Post copies in the Project meeting room and temporary field office.
2. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned part of the Work and are no longer involved in construction activities.

D. Schedule Updating: Revise the schedule after each meeting or other activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

1.10 SCHEDULE OF INSPECTIONS AND TESTS **<DELETE IF NOT APPLICABLE TO PARTICULAR PROJECT>**

A. Prepare a schedule of inspections, tests, and similar services required by the Contract Documents. Submit the schedule within thirty (30) days of the date established for commencement of the Work.

B. Form: The schedule shall be in tabular form and shall include, but not be limited to, the following:

1. Specification Section number.
2. Description of the test.
3. Identification of applicable standards.
4. Identification of test methods.
5. Number of tests required.
6. Time schedule or time span for tests.
7. Entity responsible for performing tests.
8. Requirements for taking samples.
9. Unique characteristics of each service.

C. Distribution: Distribute the schedule to the University, and each party involved in performance of portions of the Work where inspections and tests are required.

D. Schedule Updating: Revise the schedule after each meeting or other activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

1.11 UNIT-PRICE SCHEDULE **<DELETE IF NOT APPLICABLE TO PARTICULAR PROJECT>**

A. Within fifteen (15) days of the date established for commencement of the Work, prepare and submit a unit-price schedule established in the Agreement.

1. Refer to Division 01 Section "Unit Prices" for a listing of categories of Work where unit prices are required.
2. Refer to individual Specification Sections for portions of the Work that require establishment of unit prices. Methods of measurement and pricing are specified.

B. Prepare the schedule in tabular form, including the following items:

1. Name of the part of the Work.
2. Related Specification Section.
3. Name of subcontractor assigned.
4. Unit of measurement.
5. Price per unit.
   a. Indicate whether established add prices are different from deduct prices.

C. Distribution: Distribute schedule to the University, University, and each party involved in performance Work where established unit prices could come into force and effect.

1.12 REPORTS

A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at the site. Submit duplicate copies to the University at weekly intervals:

1. List of subcontractors at the site.
2. List of separate contractors at the site.
3. Approximate count of personnel at the 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. Services connected, disconnected.
14. Equipment or system tests and startups.
15. Partial Completions, occupancies.
16. Substantial Completions authorized.

B. Material Location Reports: At weekly intervals, prepare a comprehensive list of materials delivered to and stored at the site. The list shall be cumulative, showing materials previously reported plus items recently delivered. Include with the list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from the site. Submit copies of the list to the University at weekly intervals.

1.13 SPECIAL REPORTS

A. General: Submit special reports directly to the University within one day of an occurrence. Submit a copy to other parties affected by the occurrence.

B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at the site, prepare and submit a special report. List the chain of events, persons participating, and responses by the Contractor's personnel, an evaluation of the results or effects and similar pertinent information. Advise the University in advance when such events are anticipated or predictable.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 013110