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DIVISION 01 - GENERAL REQUIREMENTS

SMALL PROJECT CONSTRUCTION PROGRESS SCHEDULES

08/18, CHG 1: 08/20

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SECTION 01 32 16.00 20

SMALL PROJECT CONSTRUCTION PROGRESS SCHEDULES
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NOTE: This guide specification applies to Design-Build and Design-Bid-Build projects and covers the requirements for the preparation and use of construction schedules for small projects. The small projects covered by this specification may be simple or complex, but would not benefit from the use of a cost-loaded Network Analysis Schedule (NAS) as required by Section 01 32 17.00 20 COST LOADED NETWORK ANALYSIS SCHEDULES (NAS). This specification includes two schedule options to choose from based on the complexity of the project. Edit this specification by choosing the desired scheduling option described below.

Confirm with the Administering FEAD/ROICC that the project schedule should be prepared under the requirements of this section. Further, this section should be reviewed and approved by the Administering FEAD/ROICC prior to completion of the Request for Proposal.

Option 1: "Non-Cost Loaded Network Analysis Schedule (NAS)" – This is the NAVFAC preferred schedule for use on most small projects and requires either Primavera P6 or Microsoft Project 2010 scheduling software to be used. Option is provided for cost-loading Microsoft Project 2010 schedules at NAVFAC OCONUS locations where Primavera P6 support is not currently available.

Option 2: "Bar Chart Schedule" – In lieu of Option 1 for non-complex projects or projects with minimal disciplines, a simple bar chart (Non-NAS) may be specified. Project examples include: paving, painting, roof replacement, and lighting.

Coordination is required with Section 01 20 00 PRICE AND PAYMENT PROCEDURES, with selection of "Schedule of Prices" for bar charts and non-cost-loaded NAS, or "Earned Value Report" for cost-loaded Microsoft Project 2010 schedules.

Adhere to UFC 1-300-02 Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specification sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable item(s) or insert appropriate information.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a Criteria Change Request (CCR).

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NOTE: Choose a tailoring option for either Network Analysis Schedule (NAS) or Bar Chart depending on which Option is selected. Within NAS, Primavera P6 and Microsoft Project tailored options are available for the flexibility of allowing both, or choosing one, depending on the FEAD/ROICC requirement.

This section also contains tailored options for Design-Build (DB), Army, and NAVFAC FE.

****

PART 1 GENERAL

1.1 SUBMITTALS

****

NOTE: Review Submittal Description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list, and corresponding submittal items in the text, to reflect only the submittals required for the project. The Guide Specification technical editors have classified those items that require Government approval, due to their complexity or criticality, with a "G." Generally, other submittal items can be reviewed by the Contractor's Quality Control System. Only add a "G" to an item if the submittal is sufficiently important or complex in context of the project.

For Army projects, fill in the empty brackets following the "G" classification, with a code of up to three characters to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy, Air Force, and NASA projects.

The "S" classification indicates submittals required as proof of compliance for sustainability Guiding Principles Validation or Third Party Certification

and as described in Section 01 33 00 SUBMITTAL PROCEDURES.

Choose the first bracketed item for Navy, Air Force, and NASA projects, or choose the second bracketed item for Army projects.

****

****

NOTE: For DB, delete 01 33 00, SUBMITTAL PROCEDURES, and replace with 01 33 00.05 20, CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20, DESIGN SUBMITTAL PROCEDURES.

****

Government approval is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are [for Contractor Quality Control approval.][for information only. When used, a code following the "G" classification identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

****

NOTE: For projects in the NAVFAC PAC Area of Operation, and for the submittal(s) identified as SD-01 Preconstruction Submittals, select the "G" designation requiring Government approval.

****

Baseline Construction Schedule; G[, [_____]]

Baseline Design Schedule; G[, [_____]]

SD-07 Certificates

Monthly Updates

1.2 PRE-CONSTRUCTION SCHEDULE REQUIREMENT

****

NOTE: This paragraph contains tailoring for NAS and BAR CHART and for Design-Build (DB).

NOTE: For projects in the NAVFAC PAC Area of Operation, in the first sentence, select the default of "30" calendar days as the standard. If warranted, the amount of calendar days for projects requiring more time may be tailored based on project size and technical complexity.

****

[Within [30] [_____] calendar days after contract award and]Prior to the start of work, prepare and submit to the Contracting Officer a Baseline Design Schedule and Baseline Construction Schedule in the form of a Network Analysis Schedule (NAS) Bar Chart Schedule in accordance with the terms in Contract Clause FAR 52.236-15 Schedules for Construction Contracts, except as modified in this contract. The approval of a

Baseline Construction Schedule is a condition precedent to:

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

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

c. Review of any schedule updates.

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

1.3 SCHEDULE FORMAT

1.3.1 Network Analysis Schedule (NAS)

****
NOTE: This paragraph is tailored for NAS. Use this paragraph if Option 1 (described in the Initial Editing Notes) is applicable and a NAS is required for the project; otherwise delete. This paragraph contains tailoring within for Primavera P6 and Microsoft Project. Use the bracketed item "or" if both programs are allowed; otherwise delete, and choose the tailoring for Primavera P6 or Microsoft Project.
****

****
NOTE: Use the bracketed option if Microsoft Project is the only software allowed.
****

Use the critical path method (CPM) to schedule and control project activities. Prepare and maintain project schedules using Primavera P6[or] Microsoft Project 2010.[The scheduling software that will be utilized by the Government on this project is Microsoft Project 2010 by Microsoft, Inc. Notwithstanding any other provision in the contract, schedules submitted for this project must be prepared using Microsoft Project. Submission of data from another software system where data conversion techniques or software is used to import into Microsoft Projects scheduling software is not acceptable and will be cause for rejection of the submitted schedule.]Importing data into the scheduling program using data conversion techniques or third party software is cause for rejection of the submitted schedule.

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

1.3.1.1 Activity Requirements

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

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

(2) Each activity assigned with its appropriate Responsibility Code

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

(4) Major submittals and submittal processing time

(5) Major equipment lead time

b. Build the Schedule as follows:

****

NOTE: The following item contains a tailored option for NAVFAC FE to choose a bracketed option if 6-day or 7-day work weeks are required.

****

(1) Show design periods, submittals, Government review periods, material/equipment delivery, utility outages, on-site construction, inspection, testing, and closeout activities. Government and Contractor on-site work activities must be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days for 5-day work week calendars.[6-day work week calendars must reflect Sundays and all Federal Holidays as non-work days. 7-day work week calendars must reflect all Federal Holidays as non-work days unless otherwise agreed to by the Contracting Officer. Total work hours/day for all defined calendars is set to 8 unless otherwise agreed upon.]

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

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

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

(5) Include the following Contract Milestones:

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

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

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

(c) Include Facility Turnover Planning Meeting Milestones;

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

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

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

(6) Provide lead time for major equipment.

1.3.1.2 Anticipated Weather Lost Work Days

****

NOTE: Check with the FEC's Scheduling Subject Matter Expert or with the FEAD/ROICC for known site-specific Adverse Weather Delays to determine how to edit this paragraph. If historical data is not available, choose the first paragraph using NOAA historical monthly averages as the basis for establishing non-workdays. Note that NOAA historical data may not be available for all OCONUS locations.

If the historical adverse weather data is available, use the bracketed paragraph and table and populate the table with the known data. Insert the data for each month in the blank, bracketed item provided. A bracketed choice of 2 days per month is provided only as an option to remind the Designer to insert the actual data.

****

****

NOTE: A tailored bracketed option is provided for

NAVFAC FE to use in lieu of NOAA if actual data is not available.
****

[Use the National Oceanic and Atmospheric Administration's (NOAA) Summary of Monthly Normals report to obtain the historical average number of days each month with precipitation, using a nominal 30-year, greater than 2.5 mm 0.10 inch precipitation amount parameter, as indicated on the Station Report for the NOAA location closest to the project site as the basis for establishing a "Weather Calendar" showing the number of anticipated non-workdays for each month due to adverse weather, in addition to Saturdays, Sundays and all Federal Holidays as non-work days.

][Use Japan Meteorological Agency's (JMA) 30 years historical monthly averages for days with precipitation, equal or greater than 10 mm 0.39 inch amount parameter, as indicated on the Station Report for the JMA location closest to the project site.

][Use the following schedule of anticipated monthly non-work days due to adverse weather as the basis for establishing a "Weather Calendar" showing the number of anticipated non-workdays for each month due to adverse weather, in addition to Saturdays, Sundays and all Federal Holidays as non-work days.

MONTHLY ANTICIPATED ADVERSE WEATHER DELAYS											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
[2][_]	[2][_]	[2][_]	[2][_]	[2][_]	[2][_]	[2][_]	[2][_]	[2][_]	[2][_]	[2][_]	[2][_]

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

Make changes to P6 project calendars to reflect as-built conditions where work occurred where originally anticipated as non-work days, and where work did not occur (lost work day).

1.3.1.3 Activity Identification

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

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

c. Create separate activities for each Phase, Area, Floor Level, and

Location the activity is occurring.

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

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

1.3.1.4 Responsibility Code

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

1.3.1.5 Primavera P6 Settings and Parameters

****
NOTE: Use this tailored paragraph for NAS Schedules using Primavera P6. Delete this paragraph if only Microsoft Project 2010 is allowed. This paragraph is tailored for Primavera P6.
****

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

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

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

(1) Set time periods for P6 to 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month and 2000.0 Hours/Year.

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

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

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

e. Project Level, Defaults Tab:

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

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

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

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

f. Project Level, Calculations Tab:

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

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

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

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

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

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

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

g. Project Level, Settings Tab:

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

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

1.3.1.6 Microsoft Project 2010 Settings and Parameters

****

NOTE: Use this tailored paragraph for NAS schedules using Microsoft Project 2010. Delete this paragraph if only NAS schedules using Primavera P6 are allowed. This paragraph is tailored for Microsoft Project.

****

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

a. The Network must have a minimum of 30 construction activities.

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

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

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

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

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

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

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

i. Time Periods established for the project are set to 8 Hrs/Day, 40 Hrs/Week and 20 days/month.

j. Week starts on Monday must be selected.

k. Default start time is set to 8am (0800).

l. Default end time is set to 5pm (1700).

[1.3.1.7 Cost Loading Microsoft Project 2010 Schedules

****
NOTE: Use this paragraph for a Cost-Loading Microsoft Project Schedule on projects at or above $750,000 and when required; otherwise, delete. This paragraph is tailored for Microsoft Project.
****

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

1.3.1.7.1 Software Settings

a. Resource Sheet

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

b. Assigning Resources to Each Activity

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

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

1.3.1.7.2 Tabular Reports

1.3.1.7.2.1 Tracking Gantt Schedule with Cost Table

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

1.3.1.7.2.2 Earned Value Over Time Report

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

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

]1.3.2 Bar Chart Schedule

****
NOTE: Use this paragraph if Option 2 (described in the Initial Editing Notes) is applicable and a Bar Chart is required for the project. This paragraph is tailored for Bar Chart.
****

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

1.3.3 Schedule Submittals and Procedures

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

1.4 SCHEDULE MONTHLY UPDATES

****
NOTE: This paragraph contains tailoring for DB.
****

Update the Design and Construction Schedule at monthly intervals or when the schedule has been revised. Keep the updated schedule current, reflecting actual activity progress and plan for completing the remaining work. Submit copies of purchase orders and confirmation of delivery dates as directed by the Contracting Officer.

a. Narrative Report: Identify and justify the following:

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

(2) Longest Path: Include printed copy on 279 by 432 mm 11 by 17 inch paper, landscape setting;

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

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

(5) Any decrease in previously reported activity Earned Amount;

(6) Pending items and status thereof, including permits, changes orders, and time extensions;

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

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

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

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

1.5 CONTRACT MODIFICATION

****
NOTE: Use this paragraph for projects with NAS schedules; otherwise, delete. Paragraph is tailored for NAS.
****

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

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

(1) Fragnet used to define the scope of the changed condition

(2) Most recent accepted schedule update as of the time of the proposal or claim submission that has been updated to show all activity progress as of the time of the impact start date.

(3) The impacted schedule that has the fragnet inserted in the updated schedule and the schedule "run" so that the new completion date is determined.

b. For claimed as-built project delay, the inserted fragnet TIA method must be modified to account for as-built events known to occur after the data date of schedule update used.

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

earliest delay event.

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

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

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

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

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

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

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

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

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

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

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

1.6 3-WEEK LOOK AHEAD SCHEDULE

Prepare and issue a 3-Week Look Ahead schedule to provide a more detailed day-to-day plan of upcoming work identified on the Construction Schedule. Key the work plans to activity numbers when a NAS is required and update each week to show the planned work for the current and following two-week period. Additionally, include upcoming outages, closures, preparatory meetings, and initial meetings. Identify critical path activities on the Three-Week Look Ahead Schedule. The detail work plans are to be bar chart type schedules, maintained separately from the Construction Schedule on an electronic spreadsheet program and printed on 216 by 279 mm 8-1/2 by 11 inch sheets as directed by the Contracting Officer. Activities must not exceed 5 working days in duration and have sufficient level of detail to assign crews, tools and equipment required to complete the work. Deliver three hard copies and one electronic file of the 3-Week Look Ahead Schedule to the Contracting Officer no later than 8 a.m. each Monday, and review during the weekly CQC Coordination or Production Meeting.

1.7 CORRESPONDENCE AND TEST REPORTS:

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

1.8 ADDITIONAL SCHEDULING REQUIREMENTS

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

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --