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USACE / NAVFAC / AFCEA / NASA      UFGS-01 32 16.00 20 (November 2009)  
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Preparing Activity:    NAVFAC      Superseding  
                                     UFGS-01 32 16.00 20 (April 2006)  
                                     UFGS-01320N (December 2003)

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UNIFIED FACILITIES GUIDE SPECIFICATIONS  
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SECTION 01 32 16.00 20

CONSTRUCTION PROGRESS DOCUMENTATION  
11/09

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NOTE: This guide specification covers the requirements for the preparation and use of Design-Bid-Build Schedules.

Specification Section 01 32 16.00 20 CONSTRUCTION PROGRESS DOCUMENTATION may be inserted when the contract amount is expected to be less than \$750,000 and the contract duration is expected to be less than 6 months, when there are no known critical completion dates for the Supported Command. Use Specification Section 01 32 17.00 20 NETWORK ANALYSIS SCHEDULES (NAS) when there is a known critical completion date for the Supported Command. Consult the Administering FEAD/ROICC Office on all construction contracts to determine which guide specification to insert.

This section shall be reviewed and approved by the administering FEAD/ROICC prior to completion of the Invitation For Bids (IFB).

Edit bracketed items for project specific requirements by choosing applicable items(s) or insert appropriate information.

Comments and suggestions on this guide specification are welcome and should be directed to the Technical Proponent of the specification. A listing of Technical Proponents, including their organization designation and telephone number, is on the Internet.

Recommended changes to a UFGS should be submitted as a Criteria Change Request (CCR).

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PART 1   GENERAL

1.1   SUBMITTALS

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NOTE: Review submittal description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES. Edit the

following list to reflect only the submittals required for the project. Submittals should be kept to the minimum required for adequate quality control.

A "G" following a submittal item indicates that the submittal requires Government approval. Some submittals are already marked with a "G". Only delete an existing "G" if the submittal item is not complex and can be reviewed through the Contractor's Quality Control system. Only add a "G" if the submittal is sufficiently important or complex in context of the project.

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Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

#### SD-01 Preconstruction Submittals

Construction schedule; G

### 1.2 ACCEPTANCE

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NOTE: Select the first bracketed option when a line or bar chart is sufficient to administer the project. Generally, line and bar chart construction schedules should only be specified for very simple, low dollar value projects, with short contract duration. Always select the Network Analysis Schedule (NAS) option when there is a known critical completion date for the Supported Command. Consult with the administering FEAD/ROICC to determine the form of construction schedule required.

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Prior to the start of work, prepare and submit to the Contracting Officer for acceptance a construction schedule in the form of a [Bar Chart][Network Analysis Schedule (NAS)] in accordance with the terms in Contract Clause "FAR 52.236-15, Schedules for Construction Contracts," except as modified in this contract. Acceptance of an error free Baseline Schedule and updates is a condition precedent to processing the Contractor's pay request.

### 1.3 SCHEDULE FORMAT

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NOTE: Delete bracketed 1.3.1 Bar Chart Schedule from TABLE OF CONTENTS and requirements if a Network Analysis Schedule is required on this project.

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#### [1.3.1 Bar Chart Schedule

The Bar Chart shall show submittals, government review periods, material/equipment delivery, utility outages, on-site construction, inspection, testing, and closeout activities. The Bar Chart shall be time

scaled and generated using an electronic spreadsheet program.

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**NOTE: Delete bracketed 1.3.2 NETWORK ANALYSIS  
SCHEDULE (including 1.3.2.1 NAS Submittals and  
Procedures) from TABLE OF CONTENTS and requirements  
if a Bar Chart Schedule is used on this project.**  
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#### [1.3.2 Network Analysis Schedule (NAS)

The Contractor shall use the critical path method (CPM) to schedule and control project activities. Project schedules shall be prepared and maintained using Primavera P3, Primavera SureTrak or current mandated scheduling program. Save files in Concentric P3 or current mandated scheduling program file format, compatible with the Governments version of the scheduling program. Importing data into P3/SureTrak/current mandated scheduling program using data conversion techniques or third party software will be cause for rejection of the submitted schedule. The schedule shall be built as follows:

The Project Schedule shall show submittals, government review periods, material/equipment delivery, utility outages, all on-site construction, inspection, testing, and closeout activities. Government and Contractor on-site work activities shall be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days.

With the exception of the Contract Award and End Contract milestone activities, no activities shall be open-ended; each activity shall have predecessor and successor ties.

Each activity shall be assigned its appropriate Responsibility Code indicating responsibility to accomplish the work indicated by the activity, Phase Code and Work Location Code.

Date/time constraint(s) and/or lags, other than those required by the contract, shall not be allowed unless accepted by the Contracting Officer. The Contractor shall include as the last activity in the contract schedule, a milestone activity named "Contract Completion Date". The "Contract Completion Date" milestone shall have a "Mandatory Finish" constraint equal to the contract completion date.

##### 1.3.2.1 NAS Submittals and Procedures

Submit all network analysis 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 governments scheduling program.

#### ]1.4 UPDATED SCHEDULES

Update the Construction schedule at monthly intervals or when the schedule has been revised. The updated schedule shall be kept current, reflecting actual activity progress and plan for completing the remaining work. Submit copies of purchase orders and confirmation of delivery dates as directed.

#### 1.5 3-WEEK LOOK AHEAD SCHEDULE

The Contractor shall 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. The work plans shall be keyed to activity numbers when a NAS is required and updated 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 8 ½ by 11 sheets as directed by the Contracting Officer. Activities shall not exceed 5 working days in duration and have sufficient level of detail to assign crews, tools and equipment required to complete the work. Three hard copies and one electronic file of the 3-Week Look Ahead Schedule shall be delivered to the Contracting Officer no later than 8 a.m. each Monday and reviewed during the weekly CQC Coordination Meeting.

#### 1.6 CORRESPONDENCE AND TEST REPORTS:

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

#### PART 2 PRODUCTS

Not used.

#### PART 3 EXECUTION

Not used.

-- End of Section --