

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

PART 1 GENERAL

1.1 DESCRIPTION

The Contractor is responsible for scheduling procurement, Contractor quality control and construction, acceptance testing and training. Refer to Specification Section 01 33 00 SUBMITTAL PROCEDURES to determine if any items require Government approval prior to construction; If any are required, that submittal review time shall be included in the schedule.

The schedule is a tool to manage the project, both for Contractor and Government activities. It will also be used to report progress and evaluate time extensions. If cost-loaded, it will provide the basis for progress payments.

The Contractor shall use the Critical Path Method (CPM) and the Precedence Diagram Method (PDM) to satisfy time and cost applications. For consistency, when scheduling software terminology is used in this specification, the terms in Primavera's scheduling programs are used.

1.2 SUBMITTALS

NOTE: Review Submittal Description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project.

The Guide Specification technical editors have designated 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.

The use of a "G" following a submittal indicates that a Government approval action is required. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES, except as modified in this contract.

SD-01 Preconstruction Submittals

Qualifications[; G][; G, [____]]

Baseline Network Analysis Schedule (NAS) [; G][; G, [____]]

SD-07 Certificates

Monthly Network Analysis Schedule Update[; G][; G, [____]]

SD-11 Closeout Submittals

As-Built Schedule[; G][; G, [_____]]

1.3 SCHEDULE ACCEPTANCE PRIOR TO START OF WORK

The Contracting Officer and Contractor shall participate in a preliminary meeting(s) to discuss the proposed schedule and requirements of this section prior to the Contractor preparing the Project Baseline Schedule.

Government review comments on the Contractor's schedule(s) shall not relieve the Contractor from compliance with requirements of the Contract Documents.

Only bonds shall be paid prior to acceptance of the Baseline Network Analysis Schedule (NAS).

The acceptance of a Baseline NAS is a condition precedent to:

1. The Contractor starting work on the demolition or construction stage(s) of the contract.
2. Processing Contractor's pay request(s) for construction activities/items of work.
3. Review of any schedule updates.

Submittal of the [Baseline Network Analysis Schedule](#), and subsequent schedule updates, shall be understood to be the Contractor's certification that the submitted schedule meets all of the requirements of the Contract Documents, represents the Contractor's plan on how the work shall be accomplished, and accurately reflects the work that has been accomplished and how it was sequenced (as-built logic).

1.4 SOFTWARE

Project schedules must 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.

1.5 [QUALIFICATIONS](#)

The designated Scheduler for the project shall have prepared and maintained at least 3 previous schedules of similar size and complexity of this contract using SureTrak/P3 or current mandated scheduling program. A resume outlining the qualifications of the Scheduler shall be submitted for acceptance to the Contracting Officer. Payment will not be processed until an acceptable Scheduler is provided.

1.6 NETWORK SYSTEM FORMAT

The system shall include time scaled logic diagrams and specified reports.

1.6.1 Diagrams

Provide Time-scaled Logic Diagram printed in color on ANSI D size sheets. The diagram shall clearly show activities on the critical path. Include

the following information for each activity:

- a. Activity ID
- b. Activity Description
- c. Original Duration in Work Days
- d. Remaining duration
- e. Percent Complete
- f. Early Start Date
- g. Early Finish Date
- h. Total Float

1.6.2 Schedule Activity Properties and Level of Detail

The NAS shall identify all Government, Construction Quality Management (CQM), Construction activities planned for the project and all other activities that could impact project completion if delayed. Separate activities shall be created for each Phase, Area, Floor Level and Location the activity is occurring. Activity categories included in the schedule are specified below.

With the exception of the Contract Award and Contract Completion Date (CCD) milestone activities, no activity shall be open-ended; each activity shall have predecessor and successor ties. Once an activity exists on the schedule it may not be deleted or renamed to change the scope of the activity and shall not be removed from the schedule logic without approval from the Contracting Officer. The ID number for a deleted activity shall not be re-used for another activity. No more than 20 percent of the activities shall be critical or near critical. Critical is defined as having zero days of Total Float. "Near Critical" is defined as having Total Float of 1 to 14 days. Contractor activities shall be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days.

1.6.2.1 Activity Categories

- a. Procurement Activities: Examples of procurement activities include, but are not limited to; Material/equipment submittal preparation, submittal and approval of material/equipment; material/equipment fabrication and delivery, and material/equipment on-site. As a minimum, separate procurement activities will be provided for critical items, long lead items, items requiring government approval and material/equipment procurement for which payment will be requested in advance of installation. The Contractor shall show each delivery with relationship tie to the Construction Activity specifically for the delivery.
- b. Government Activities: Government and other agency activities that could impact progress shall be clearly identified. Government activities include, but are not limited to; Government approved submittal reviews, Government conducted inspections/tests, environmental permit approvals by State regulators, utility outages, Design Start, Construction Start, (including Design/Construction Start for each Fast-Track Phase, and delivery of Government Furnished

Material/Equipment.

- c. Quality Management (QM) Activities: CQM Activities shall identify the Preparatory Phase and Initial Phase for each Definable Feature of Work identified in the Contractor's Quality Control Plan. These activities shall be added to each Three-Week Look Ahead Schedule referenced in the paragraph entitled "THREE-WEEK LOOK AHEAD SCHEDULE" and will also be included in each monthly update. The Follow-up Phase will be represented by the Construction Activities in the Baseline Schedule and in the schedule updates.
- d. Construction Activities: No on-site construction activity shall have a duration in excess of 20 working days. Separate construction activities shall be created for each Phase, Area, Floor Level and Location the activity is occurring. Contractor activities will be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days, unless otherwise defined in this contract.
- e. Turnover and Closeout Activities: Include a separate section with all items on the NAVFAC Red Zone Checklist/POAM that are applicable to this project. The checklist will be provided at the Preconstruction Meeting. As a minimum, this will include all testing, specialized inspection activities, Pre-Final inspection, Punch List Completion, Final Inspection and Acceptance. Add a milestone for the Facility Turnover Planning Meeting at approximately 75 percent construction contract completion or three to six months prior to BOD, whichever is sooner.

1.6.2.2 Contract Milestones and Constraints

- a. Project Start Date Milestones: The Contractor shall include as the first activity on the schedule a start milestone titled "Contract Award", which shall have a Mandatory Start constraint equal to the Contract Award Date.
- b. Projected Completion Milestone: The Contractor shall 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 and ready for its intended use. This milestone shall have the Contract Completion (CCD) milestone as its only successor.
- c. Contract Completion Date (CCD) Milestone: The Contractor shall include as the last activity on the schedule a finish milestone titled "Contract Completion (CCD)", which shall have a Mandatory Finish constraint equal to the current Contract Completion Date. Calculation of schedule updates shall 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 shall reflect positive float on the longest path. The only predecessor to the Contract Completion Date Milestone shall be the Projected Completion milestone.

1.6.2.3 Activity Code

At a minimum, the Contractor shall establish activity codes identified in this specification and 3 additional activity codes identified by the Contracting Officer. Once established, activity codes and values cannot be

changed without approval by the Contracting Officer.

- a. Phase: All activities shall be assigned a 4-digit code value based on the contract phase it occurs in.
- b. Area Code: All activities shall be assigned an area code value identifying the Area in which the activity occurs. Activities shall not belong to more than one area. Area is defined as a distinct space, function or activity category; such as, separate structure(s), sitework, project summary, construction quality management, material/equipment procurement, etc.
- c. Work Item: All activities in the project schedule shall be assigned a 4-digit Work Item code value. Examples of Work Item code values include but are not limited to water lines, drain lines, building pad and foundation, slab on grade, walls and columns, suspended slab, roof structure, roofing, exterior finish systems, interior rough-in, and finishes, etc.
- d. Location 1: Assign a 4-digit Location 1 code value to activities associated with multistory structures. Code values are used to identify the floor level where an activity is occurring.
- e. Location 2: Assign a 4-digit Location 2 code value to all activities to identify the location within an Area, Work Item or Building Level that an activity is occurring.
- f. Responsibility Code: All activities in the project schedule shall be identified with the party responsible for completing the task. Activities shall not belong to more than one responsible party.

NOTE: Check with FEAD/ROICC for Monthly Anticipated
Adverse Weather Delays for the project site. If
available, insert schedule of adverse weather days
in place of the contractor using NOAA historical
monthly averages as the basis for establishing
non-workdays.

1.6.2.4 Anticipated Weather Delays

The Contractor shall use the [National Oceanic and Atmospheric Administration's (NOAA) historical monthly averages for the NOAA location closest to the project site] [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, 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]
[_]	[_]	[_]	[_]	[_]	[_]	[_]	[_]	[_]	[_]	[_]	[_]

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 critical to contract completion. 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.

[1.6.2.5 Cost Loading

NOTE: Insert requirement 1.6.2.5 Cost Loading when the contract amount is expected to exceed 20 million dollars or when requested by the FEAD/ROICC. Consult the Administering FEAD/ROICC office on all construction contracts under the stated threshold amount to determine if Cost Loading is required.

Note: For NAVFAC PAC projects, include requirement 1.6.2.5 Cost Loading, when the contract amount is expected to be equal to or greater than 750 thousand dollars or when requested by the administering FEAD/ROICC office.

- a. Cost Loading Activities: Material and Equipment Costs for which payment will be requested in advance of installation shall be assigned to their respective procurement activity (i.e., the material/equipment on-site activity). All other construction costs shall be assigned to their respective Construction Activities. The value of inspection/testing activities will not be less than 10 percent of the total costs for Procurement and Construction Activities. Evenly disperse overhead and profit to each activity over the duration of the project.
- b. Quantities and Units of Measure: Each cost loaded activity shall have a detailed quantity breakdown and unit of measure.

]1.6.3 Schedule Software Settings and Restrictions

- a. Activity Constraints: Date/time constraint(s), other than those required by the contract, will not be allowed unless accepted by the Contracting Officer. Identify any constraints proposed and provide an explanation for the purpose of the constraint in the Narrative Report.
- b. Default Progress Data Disallowed: Actual Start and Actual Finish dates on the CPM schedule shall match the dates on the Contractor Quality Control and Production Reports.
- c. Software Settings: Schedule calculations and Out-of-Sequence progress (if applicable) shall be handled through Retained Logic, not Progress Override. All activity durations and float values will be shown in days. Activity progress will be shown using Remaining Duration. Default activity type will be set to "Task". The project "Must Finish By" date shall be left blank.

1.6.4 Required Tabular Reports

NOTE: Include Earned Value Report and Schedule
Variance Control (SVC) Diagram if schedule cost
loading is required

The following reports shall be included with the schedule submittal:

- a. Log Report: Listing of all changes made between the previous schedule and current updated schedule.
- b. Narrative Report: Identify and justify; 1) Progress made in each area of the project; 2) Critical Path; 3) Date/time constraint(s), other than those required by the contract 3) Changes in the following; added or deleted activities, original and remaining durations for activities that have not started, logic, milestones, planned sequence of operations, critical path, and cost loading; 4) Any decrease in previously reported activity Earned Amount; 5) Pending items and status thereof, including permits, changes orders, and time extensions; 6) Status of Contract Completion Date and interim milestones; 7) Current and anticipated delays (describe cause of delay and corrective actions(s)); and 8) Description of current and future schedule problem areas. Each entry in the narrative report will cite the respective Activity ID and Activity Description, the date and reason for the change, and description of the change.
- [c. Earned Value Report: Listing all activities having a budget amount cost loaded. Compilation of total earnings on the project from notice to proceed to current progress payment request. Group and sort activities as directed by the Contracting Officer. Show current budget, previous physical percent complete, to-date physical percent complete, previous earned value, to-date earned value and cost to complete on the report for each activity:
- d. Schedule Variance Control (SVC) Diagram: With each schedule submission, provide a SVC diagram showing 1) Cash Flow S-Curves indicating planned project cost based on projected early and late activity finish dates and 2) Earned Value to-date. Revise Cash Flow S-Curves when the contract is modified, or as directed by the Contracting Officer.]

1.7 SUBMISSION AND ACCEPTANCE

1.7.1 Monthly Network Analysis Updates

Contractor and Government representatives shall meet at monthly intervals to review and agree on the information presented in the updated project schedule. The submission of an acceptable, updated schedule to the Government is a condition precedent to the processing of the Contractor's pay request. If a Schedule of Prices is the basis for progress payments, it shall be consistent with the logic and activity breakdowns on the progress schedule. If progress payments are based on a cost-loaded schedule, the Contractor and Government shall agree on percentage of payment for each activity progressed during the update period.

Provide the following with each Schedule submittal:

- a. Time Scaled Logic Diagram.

b. Reports listed in paragraph entitled "Required Tabular Reports."

c. Data disks containing the project schedule. Include the back-up native .prx/current mandated schedule program files.

1.7.2 As-Built Schedule

As a condition precedent to the release of retention and making final payment, submit an "As-Built Schedule," as the last schedule update showing all activities at 100 percent completion. This schedule shall reflect the exact manner in which the project was actually constructed.

1.8 CONTRACT MODIFICATION

Submit a Time Impact Analysis with each cost and time proposal for a proposed change. Time Impact Analysis (TIA) shall 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 shall be in both narrative and schedule form demonstrating the delay impact. The TIA shall identify the predecessors to the new activities and demonstrate the impacts to successor activities. The Contractor shall run the schedule calculations and submit the impacted schedule with the proposal or claim.
- b. The TIA schedule submitted with the proposal shall show all activity progress as of the date of the proposal. If the impact to the schedule occurs prior to the proposal submission, the TIA schedule shall be updated to show all activity progress as of the time of the impact. If the proposed change does not impact the CCD, no TIA shall be required.
- c. Submit Data disks containing the TIA schedule. Include the back-up native .prx/current mandated schedule program files.
- d. Unless the Contracting Officer requests otherwise, only conformed contract modifications shall be added into the Project NAS.

1.9 PROJECT FLOAT

Project Float is the length of time between the Contractor's Projected Finish Milestone and the Contract Completion Date Milestone. Project Float available in the schedule, at any time shall not be for the exclusive use of either the Government or the Contractor.

1.10 THREE-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 Project Network Analysis Schedule. The work plans shall be keyed to NAS activity numbers 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 Project NAS 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.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --