

PART 1 - GENERAL

- 1.1 Submittals
- .1 Upon acceptance of bid and prior to commencement of work, submit to Departmental Representative the following work management documents:
    - .1 Work Schedule as specified herein.
    - .2 Health and Safety Plan as specified in Section 01 35 29.
    - .3 Environmental Protection Plan as specified in Section 01 35 43.
- 1.2 Work Schedule
- .1 Upon acceptance of bid submit:
    - .1 Preliminary work schedule within five (5) calendar days of contract award.
  - .2 Schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted bid.
  - .3 Provide sufficient details in schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
  - .4 Work schedule content to include as a minimum the following:
    - .1 Bar (GANTT) Charts: indicating all work activities, tasks and other project elements, their anticipated durations, planned dates for achieving key activities and major project milestones supported with;
    - .2 Written narrative on key elements of work illustrated in bar chart, providing sufficient details to demonstrate a reasonable implementation plan for completion of project within designated time.
    - .3 Generally Bar Charts derived from commercially available computerized project management system are preferred but not mandatory.
  - .5 Work schedule must take into consideration and reflect the work phasing.
  - .6 Schedule work in cooperation with the Departmental Representative.
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- .7 Completed schedule shall be approved by Departmental Representative. When approved, take necessary measures to complete work within scheduled time. Do not change schedule without Departmental Representative's approval.
- .8 Verify all sub-trades and subcontractors are made aware of the work restraints and operational restrictions specified.
- .9 Schedule Updates:
  - .1 Submit when requested by Departmental Representative
  - .2 Provide information and pertinent details explaining reasons for necessary changes to implementation plan.
  - .3 Identify problem areas, anticipated delays, impact on schedule and proposed corrective measures to be taken.
- .10 Departmental Representative will make interim reviews and evaluate progress of work based on approved schedule. Frequency of such reviews will be as decided by Departmental Representative. Address and take corrective measures on items identified by reviews and as directed by Departmental Representative. Update schedule accordingly.
- .11 In every instance, change or deviation from the Work Schedule, no matter how minimal the risk or impact on safety or inconvenience to tenant or public might appear, will be subject to prior review and approval by the Departmental Representative.

### 1.3 Project Meetings

- .1 Schedule and administer project meetings, for entire duration of work as deemed necessary to progress of work or particular situation.
  - .2 Prepare agenda for meetings.
  - .3 Notify participants by e-mail four (4) days in advance of an unscheduled meeting date.
    - .1 Confirm attendance of all subcontractors.
    - .2 Departmental Representative will provide list of other attendees to be notified.
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- .4 Hold meetings at project site or where approved by Departmental Representative.
- .5 Preside at meetings and record minutes.
  - .1 Indicate significant proceedings and decisions. Identify action items by parties.
  - .2 Distribute to participants by e-mail or by facsimile within three (3) calendar days after each meeting.
  - .3 Make revisions as directed by Departmental Representative.