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## 1.1 SUBMITTALS

- .1 Upon award of contract and prior to commencement of work, submit to Departmental Representative the following work management documents:
  - .1 Work Schedule as specified herein
  - .2 Shop Drawing Submittal Schedule specified in Section 01 33 00
  - .3 Waste Management Plan specified in Section 01 74 21
  - .4 Health and Safety Plan specified in Section 01 35 29
  - .5 Hot Work Procedures specified in Section 01 35 24
  - .6 Lockout Procedures specified in Section 01 35 25

## 1.2 WORK SCHEDULE

- .1 Upon acceptance of bid submit:
  - .1 Detailed work schedule submitted within 7 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, and operational restrictions as indicated on drawings.
  - .6 Schedule work in cooperation with the Departmental Representative. Incorporate within Work Schedule, items identified by Departmental Representatives during review of schedule.
  - .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 Ensure that all sub trades and subcontractors are made aware of the work restraints and operational restrictions specified.
  - .9 Schedule Update:
    - .1 Submit when requested by Departmental Representative

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- .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 OPERATIONAL RESTRICTIONS**

- .1 The Contractor must recognize that Harbour activities and occupants will be affected by implementation of this Contract. The Contractor must perform the work with utmost regard to the safety and convenience of all Harbour users. All work activities must be planned and scheduled with this in mind. The Contractor will not be permitted to disturb any portion of the Harbour without providing temporary facilities as necessary to ensure safe and direct passage through disturbed or otherwise affected areas.
- .2 Facility circulation maintained:
  - .1 Ensure that entrances, roadways, loading zones and other circulation routes are maintained free and clear providing safe and uninterrupted passage for Facility users and public at all times during the entire Work.
  - .2 Maintain those areas clean and free of construction materials and equipment.

### **1.4 PROJECT MEETINGS**

- .1 Schedule and administer project meetings, held on a minimum bi-weekly basis, for entire duration of work and more often when directed by Departmental Representative as deemed necessary due to progress of work or particular situation.
- .2 Prepare agenda for meetings.
- .3 Notify participants in writing 4 working days in advance of meeting date.
  - .1 Ensure attendance of all subcontractors.
  - .2 Departmental Representative will provide list of other attendees to be notified.
- .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 mail or by facsimile within 3 calendar days after each meeting.
  - .3 Make revisions as advised by Departmental Representative.

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- .4 Departmental Representative will advise whether submission of minutes by Email is acceptable. Decision will be based on compatibility of software among participants.

## **1.5 WORK COORDINATION**

- .1 The General Contractor is responsible for coordinating the work of the various trades and predetermining where the work of such trades interfaces with each other.
- .1 Designate one person from own employ having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.
- .2 Submission of shop drawings and ordering of prefabricated equipment or prebuilt components shall only occur once a coordination meeting for such items has taken place between trades and all conditions affecting the work of the interfacing trades has been made known and accounted for.
- .3 Work Cooperation:
- .1 Ensure cooperation between trades in order to facilitate the general progress of the work and avoid situations of spatial interference.
- .2 Ensure that each trade provides all other trades reasonable opportunity for the completion of the work and in such a way as to prevent unnecessary delays and the need to remove and replace completed work.
- .4 No extra costs to the Contract will be considered by the Departmental Representative as a result of Contractor's failure to effectively coordinate all portions of the Work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor to be resolved at his own cost.

## **1.6 OTHER CONTRACTS**

- .1 Further contracts may be let during the period that this Contract is in progress.
- .2 Cooperate with other Contractors in carrying out their respective work and carry out all instructions from the Departmental Representative in this regard.
- .3 Connect properly and coordinate work with that of other Contractors.

**END OF SECTION**