

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 Shop Drawing Submittal Schedule specified in Section 01 33 00.
 - .3 Waste Management Plan specified in Section 01 74 21.
 - .4 Environmental Plan specified in Section 01 35 43.
 - .5 Health and Safety Plan specified in Section 01 35 29.
 - .6 Hot Work Procedures specified in Section 01 35 24.
 - .7 Lockout Procedures specified in Section 01 35 25.
 - .8 Dust Control Plan specified in Section 01 50 00.

1.2 WORK SCHEDULE

- .1 Upon acceptance of bid submit:
 - .1 Preliminary work schedule within seven (7) calendar days of contract award.
 - .2 Detailed work schedule within twenty one (21) 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 Preliminary work schedule to clearly illustrate entire implementation plan, depicting efficient co-ordination of tasks and resources, to achieve completion of work on time and permit effective monitoring of work progress in relation to established milestones.
- .4 Preliminary 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 Detailed Work Schedule:
 - .1 Prepare by use of Critical Path Method (CPM) indicating:

- .1 Complete and detailed sequence of all construction activities. Show projected start and completion dates for each activity.
 - .2 Number of calendar days required to carry out each activity.
 - .3 Critical path items with resulting critical dates, non-critical activities and resulting float time.
 - .4 Actual work days from non-working days such as weekend and statutory days, etc.
 - .5 Projected and actual percentage of work completed for each major work activity.
- .2 Prepare CPM schedule by use of well recognized and widely used electronic software. Submit copy of schedule in paper format and one electronic version on diskette for each submission.
- .3 Accompany CPM with written narrative as required and in sufficient detail to fully describe work and demonstrate a reasonable implementation plan for completion of project within designated time.
- .6 Work schedule must take into consideration and reflect the required sequence of work, special conditions and operational restrictions as specified below and as indicated on the Drawings.
- .7 Schedule work in cooperation with the Departmental Representative. Incorporate within the Detailed Work Schedule, items identified by the Departmental Representative during review of the Preliminary work schedule.
- .8 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.
- .9 Ensure that all Sub-Trades and Sub-Contractors are made aware of the work restraints and operational restrictions specified.
- .10 Schedule Updates:
 - .1 Submit on a bi-weekly basis, when requested by the 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.

- .11 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.
- .12 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 PHASING

- .1 Be aware that Facility must be kept operational for the full duration of work of this contract. Services to areas under use by the occupants must also be maintained at all times during the campground facility's operational hours and as specifically defined in the operational restrictions specified in this Section.
- .2 Perform Work of this contract in one phase.

1.4 OPERATIONAL RESTRICTIONS

- .1 The Contractor must recognize that other campground users could be affected by implementation of this contract. The Contractor must perform the work with utmost regard to the safety and convenience of other campground users. All work activities must be planned and scheduled with this in mind. The Contractor will not be permitted to disturb any portion of other buildings without providing temporary facilities as necessary to ensure safe and direct passage past disturbed or otherwise affected areas.
- .2 Contractor to meet with the Departmental Representative on a weekly basis to identify intended work areas, activities and scheduling for the coming week.
- .3 In the event that removals, demolition and/or construction of the scope of work interferes with or disrupts daily operations, the Contractor shall coordinate with the Departmental Representative to assure that construction work can proceed productively without risk to safety of other campground users and the public.
- .4 Campground facility circulation maintained:
 - .1 Ensure that fire and circulation routes are maintained free and clear providing safe and uninterrupted passage for campground facility users and public at

all times during the entire work.

- .5 Safety Signage:
 - .1 Provide on-site, and erect as required during progress of work, proper bilingual signage, mounted on self-supporting stands, warning the public and campground users of construction activities in progress and alerting need to exercise caution in proceeding through disturbed areas of the campground facility, and directing campground users through any detours which may be required.
 - .2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the Departmental Representative.
 - .3 Generally maximum size of sign should be in the order of 1.0 square meters. Number of signs required will be dependent on number of areas in facility under renovation at any one time.
 - .4 Include costs for the supply and installation of these signs in the bid price.
- .6 Dust and Dirt Control:
 - .1 See Sections 01 50 00 and 01 74 11 for dust control and cleaning requirements.
 - .2 Effectively plan and implement dust control measures and cleaning activities as an integral part of all construction activities. Review all measures with the Departmental Representative before undertaking work, especially for major dust generating activities.
 - .3 Do not allow construction waste to accumulate on site and contribute to the propagation of dust.
 - .4 As work progresses, maintain construction areas in a tidy condition at all times. Remove gross dust accumulations by cleaning and vacuuming immediately following the completion of any major dust generating activity.
 - .5 Immediately remove all debris and dust from work areas as generated by work therein during a given work shift.
 - .6 Inform workers and make them sensitive to the need for dust and dirt control. Stringently enforce rules and regulations, immediately address non-compliance.
- .7 Work in Occupied Campground Areas:
 - .1 Where work must be carried out in an occupied area beyond the boundaries of the enclosed construction site, perform such work during the non-operational

- periods of the campground facility.
 - .2 Ensure that all dust, dirt, debris, construction waste, materials, tools and equipment are completely removed at the end of each work shift. Clean and reinstate area ready for daytime use.
 - .3 Conduct work in such a way as to minimize the creation of dust and to avoid contaminating areas beyond the immediate location.
 - .5 Discuss and obtain Departmental Representative's approval beforehand on the type and extent of dust barriers, protective devices and measures needed.
 - .6 Be responsible for temporarily moving Otentik furnishings, and other objects as needed to gain access and conduct work. Reinstall all dislocated items at end of each work shift making the area operational again.
 - .7 Disconnect and reconnect any power systems feeding Otentiks as required.
 - .8 Clean such areas as well as routes used to gain entry and access.
- .8 Cleaning of campground guest occupied areas used by Contractor:
 - .1 Clean circulation routes used by workers to gain access to work by conducting cleaning and washing of floors and other soiled surfaces.
 - .2 Failure to provide effective dust control, allowing construction dust and dirt to escape beyond construction areas and contaminate occupied areas of the campground will result in Contractor being ordered to immediately provide professional cleaning services without delay to remedy the situation and conduct all cleaning to the extent as determined by Departmental Representative. Alternatively, Departmental Representative may, at certain times and at own discretion; obtain the services of an independent building cleaning agency when cleaning being provided by Contractor is ineffective or tardy in response. Costs of such services will be charged against Contractor in the form of financial penalties or holdback assessments against the Contract.
- .9 Ensure that all sub-trades are made aware of and abide by the contents of this section and in particularly the work restrictions specified herein due to campground operational requirements.

1.5 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 at least five (5) days in advance of the intended meeting date.
 - .1 Ensure attendance of all Sub-Contractors.
 - .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 facimile within three (3) calendar days after each meeting.
 - .3 Make revisions as directed by Departmental Representative.
 - .4 Departmental Representative will advise whether submission of minutes by Email is acceptable. Decision will be based on compatibility of software among participants.

1.6 WORK CO-ORDINATION

- .1 The 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 The Contractor shall convene meetings between trades whose work interfaces and ensure that they are fully aware of the areas and the extent of where interfacing is required.
 - .1 Provide each trade with the plans and specs of the interfacing trade, as required, to assist them in planning and carrying out their respective work.
 - .2 Develop coordination drawings when deemed required illustrating potential interference between work of various trades and distribute to all affected parties including structural trade.
 - .1 Co-ordination drawings to identify all Building elements, services lines, rough-in points and indicate from where various

- services are coming.
- .3 Review co-ordination drawings at purposely called meetings. Have Sub-Contractors sign-off on drawings and publish minutes of each meeting.
 - .4 Plan and coordinate work in such a way to minimize quantity of service line offsets.
 - .5 Submit copy of co-ordination drawings and meeting minutes to Departmental Representative for information purposes.
- .3 Submission of shop drawings and ordering of prefabricated equipment or prebuilt components shall only occur once co-ordination 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.
- .4 Work Co-operation:
- .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, cutting, patching and the need to remove and replace completed work.
- .5 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 own cost.

1.7 OTHER CONTRACTS

- .1 Other existing and possible future contracts may be let during the period that this contract is in progress.
- .2 Co-operate with other Contractors in carrying out their respective works and carry out all instructions from the Departmental Representative in this regard.
- .3 Connect properly and coordinate work with that of other Contractors. If any part of the work under this Contract depends for its proper execution or result upon the work of another Contractor, report promptly to the Departmental Representative, in writing, any defects in the work of such other Contractors as may interfere with the proper execution of this work.

Newman Sound Campground
Electrical Upgrades (Phase 2)
Terra Nova Park,
Newfoundland & Labrador
Project No. R.078642.001

SCHEDULING AND
MANAGEMENT OF WORK

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