

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 specified in section 01 35 29.

1.2 WORK SCHEDULE

- .1 Upon acceptance of bid, submit:
 - .1 Work schedule 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, required

sequence of work, special conditions and operational restrictions as specified below and indicated on drawings.

- .6 Schedule work in cooperation with the Departmental Representative. Incorporate within Work Schedule, items identified by Departmental Representative 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 subtrades 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 PHASING .1 Be aware that the harbor must be kept operational for the full duration of work of this contract.
- 1.4 OPERATIONAL RESTRICTIONS .1 The Contractor must recognize that harbour users may be affected by implementation of this contract. The Contractor must perform the work with utmost regard to the safety and convenience of users. All work activities must be planned and scheduled with this in mind. The Contractor will not be permitted to disrupt harbour operations without providing temporary facilities as necessary to ensure safe and direct passage through disturbed or otherwise affected areas.
- .2 Site access must be restricted to only those approved by Contractor and knowledgeable of the Contractor's SSSP.
- .3 Safety Signage:
.1 Provide on site, and erect as required during progress of work, proper signage, mounted on self-supporting stands, warning the public of construction activities progress and alerting need to exercise caution in the area.
.2 Signage to be professionally printed and mounted on wooden backing, coloured and to express messages as directed by the Departmental Representative.
.3 Include costs for the supply and installation of these signs in the bid price.
- .4 Stock pile materials on site in a location that does not affect the normal operation of the harbor and is agreed upon by the Departmental Representative and the local Harbor Authority.

- .5 Dust and Dirt Control:
 - .1 See section 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.
 - .3 Do not allow demolition debris and construction waste to accumulate on site.
 - .4 As work progresses, maintain construction areas in a tidy condition at all times.

- 1.5 PROJECT MEETINGS .1 Schedule and administer project meetings, held on a minimum monthly 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.

- 1.6 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 employees having overall responsibility to review contract documents and shop drawings, plan and manage such coordination.
- .2 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.