
Part 1 GENERAL

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 Health and Safety Plan specified in section 01 35 29.

1.2 Work Schedule

- .1 Contractor is advised that fishermen and fish buyers will be heavily utilizing the facility for the lobster fishery starting August to end of the fishing season into late fall. All adjacent structures will be used sporadically throughout the year and must be kept operational for the duration of the work.
 - .2 The contractor will coordinate his work with the Harbour Authority's directives.
 - .3 Upon acceptance of bid submit:
 - .1 Detailed 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.
 - .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 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 sub trades and subcontractors are made aware of the work restraints and operational restrictions specified.
 - .9 Schedule Updates:
 - .1 Submit on a weekly basis or as otherwise directed 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.
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- .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.

1.4 Project Meetings

- .1 Except for the initial kick-off meeting, 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. Record minutes for distribution.
- .2 All project meetings will take place on site of work unless otherwise directed by the *Departmental Representative*.
- .3 The Contractor's superintendent and sub-contractors are to be present at all project meetings.

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 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, cutting, patching and the need to remove and replace completed work.
 - .3 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.

- .4 The General Contractor is responsible to coordinate and ensure the minimum requirement of Aboriginal peoples represented in the project work force.

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