**NOTES TO ARCHITECT/ENGINEER (A/E) & DAS/CS PROJECT MANAGER:**

This version of the Division 01 General Requirements is for **ALL** CT Department of Administrative Services (DAS) Construction Services (CS) **Design-Bid-Build (DBB) AND Construction Manager at Risk (CMR) Capital Construction Projects.**

USE THIS SECTION WHEN THE PROJECT TO BE ADMINISTRATED HAS A CONSTRUCTION COST ESTIMATE *UNDER* $5,000,000. Use Section 01 32 16.13 "CPM Schedules" when the project to be administrated has a construction cost estimate *over* $5,000,000. The DAS/CS Project Manager (PM) must decide if it is appropriate to use Section 01 32 16.13 "CPM Schedules" for a specific project under $5,000,000.

Note: The DAS/CS PM will choose the appropriate Section to apply to their project. In general 01 32 16 will apply for projects that are under $5 million dollars unless the work is multi-discipline and complex in nature, they may elect to use a more detailed approach found in Section 01 32 16.13. Exceptions to this rule will be given by the DAS/CS Director of Project Management, to allow a higher value project with minimum disciplines to use the less articulated specification. A written request and approval should be placed in the project file.

IMPORTANT NOTE: Section 01 32 16 Construction Progress Schedules includes administrative and procedural requirements for preparation, submittal, and updating of the Contractor’s construction schedules and reporting progress of the Work. It is appropriate for small, single contract work. Revise paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

**EDITING:** To Show the Editing Notes in this MS Word document the show/hide symbol (¶) button must be must turned on in the MS Word Toolbar. To print this document show/hide symbol (¶) must be turned off in the MS Word Toolbar, this will enable the document to indicate the correct number of total pages.

**TEXT:** The below **blue text** are project specific information that must be completed by the A/E as applicable to the specific project. When complete change **blue text** to **black text.** The ***bold and italicized text*** is for example purposes only and must be modified and edited by the A/E to make it project specific. For **text boxes**, left click on **Insert** and then insert project specific information over the word **Insert** in the underlined space.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines.**

**HEADERS: The header** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the header shown herein. The header of each page shall contain the Section Number, the Section Title, and the page number & number of pages as shown herein.

**FOOTERS: The footer** for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the footer shown herein. The footer shall contain the project number in the right hand side as shown herein. The revision date in the left side of the footer is to remain as it is for Department informational purposes only and should not be altered by the Architect/Engineer.

**SECTIONS AND PARAGRAPHS:** If a **Section** is not part of the project scope, **do not use** the Section in the General Requirements. Check “**NOT USED**” in the Table of Contents. **DO NOT delete** the Section title from the Table of Contents.

If a **Paragraph** is not applicable to the project, **delete the contents** of the Paragraph and renumber the subsequent Paragraphs. Edit **Paragraphs** carefully to reflect specific project requirements. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE and re-number as necessary.

**GENERAL CONDITIONS:** Please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

**DIVISION 01 SECTIONS** are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the A/E. Division 01 must be closely coordinated with Division 00, Divisions 02 through 49, Division 50 (Project-Specific Available Information), the Drawings, and the Department’s Consultant Bid Data Statement (Form 6005, to be filled out by the A/E for bidding).

**IMPORTANT NOTE REGARDING “HIDDEN TEXT”:**

Each document contains Editing Notes in the form of “hidden text”. The Editing Notes assist the Architect in modifying and editing the document to make it project-specific. In order to show the “hidden text”, click the **Home** tab, and in the **Paragraph** group, click the **Show/Hide** symbol (¶). **Turn off** the Show/Hide symbol (¶) **before printing the document** in order to indicate the correct number of pages. **DELETE THIS NOTE.**

**IMPORTANT NOTE REGARDING FORMATTING:**

Insert a blank page at the end of all *odd numbered* specification sections that states “THIS PAGE INTENTIONALLY LEFT BLANK”. **DELETE THIS NOTE.**

# PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

### **A.** Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

### **A.** This Section includes administrative and procedural requirements for the preparation, submittal, and updating of the Contractor’s construction schedules and reporting progress of the Work.

#### **1.** Refer to the General Conditions and the Agreement for definitions and specific dates of Contract Time.

### **B.** This Section includes the following:

#### **1.** Format.

#### **2.** Content.

#### **3.** Revisions to schedules.

#### **4.** Submittals.

#### **5.** Distribution.

### **C. Related Sections**: The following Sections contain requirements that relate to this Section:

#### Division 01 Section 01 29 76 "Progress Payment Procedures" specifies requirements for submitting Schedule of Values and Application for Payments.

#### Division 01 Section 01 31 19 "Project Meetings" specifies requirements for submitting and distributing meeting and conference minutes.

#### Division 01 Section 01 33 00 "Submittal Procedures" specifies requirements for submitting the Submittal Schedule.

#### Division 01 Section 01 45 00 "Quality Control" specifies requirements for submitting inspection and test reports.

#### Division 01 Section 01 60 00 "Product Requirements" specifies requirements for submitting the list of products.

## 1.3 DEFINITIONS

### A. **Construction Schedule:** A method of planning and scheduling a construction project utilizing a horizontal bar chart with a separate bar for each major portion of the Work or operation to make the schedule an effective tool for planning and monitoring the progress of the work.

## 1.4 QUALITY ASSURANCE

NOTE: Retain paragraph below where the Work will be conducted under a single prime contract. Delete for multiple prime contracts. Revise if the owner wants to retain an independent consultant.

### **A. The Contractor's Consultant:** Retain a consultant to provide planning, evaluating, and reporting by CPM scheduling.

NOTE: Delete subparagraph below if bidders are not qualified construction scheduling operators or would not be acceptable as operators if qualified. Delete if the Owner Representative wants contractor to retain an independent consultant. Review these options with the Owner Representative. Independent consultants should be impartial in the case of separate prime contractors or if small uncomplicated project.

#### **1. In-House Option:** The Owner may waive the requirement to retain a consultant if the Contractor can demonstrate that:

##### **a.** The Contractor has the computer equipment required to produce construction schedules.

##### **b.** The Contractor employs skilled personnel with experience in construction scheduling and reporting techniques.

NOTE: Insert a specific computer program and hardware configuration if Microsoft Project programs are unacceptable.

#### **2. Program:** Use **Microsoft Project** latest version.

NOTE: Manual referenced in subparagraph below contains basic recommendations for construction scheduling procedures and methods.

#### **3. Standards:** Comply with procedures contained in AGC's "Construction Planning & Scheduling."

## 1.5 PRELIMINARY SCHEDULE

### **A.** Preliminary Gantt schedule is to be prepared by the Contractor and submitted to the Construction Administrator within **seven (7)** days of award of contract. This schedule is to cover all items of Work from the start of the project up to the completion of the project. This schedule must be revised when the actual schedule of significant items varies more than one week from the proposed schedule.

## 1.6 CONSTRUCTION SCHEDULE FORMAT

## NOTE: Retain paragraph below where the work will be conducted under a single prime contract. Delete for multiple prime contracts. Revise if the owner wants to retain an independent consultant.

#### **1. Format:** Utilize a horizontal bar chart (Gantt) with a separate bar for each major portion of the Work or operation, identifying first work day of each week.

NOTE: Insert a specific computer program and hardware configuration if Microsoft Project programs are unacceptable.

#### **2. Program:** Use **Microsoft Project**, latest version.

NOTE: Edit Sequence of listings in paragraph below as required for project.

#### **3. Sequence of Listings:** Utilize the Table of Contents of this Project Manual and the chronological order **of the start of each item of work.**

#### **4. Scale and Spacing:** Provide space for notations and revisions.

NOTE: Edit sheet size in paragraph below as required for project.

#### **Sheet Size:** To be coordinated with Construction Administrator.

#### **Weather Days Allowance:** The Contractor shall include as a separate identifiable activity on the Critical Path of the Construction Schedule, and activity labeled "Weather Days Allowance."  Insert this activity immediately prior to the substantial completion milestone.

#### **6.1** The Contractor shall be fully responsible for determining the number of weather delay days to be included in the Construction Schedule. This determination shall be based on the normal anticipated weather for the project location and the nature of the project work.  The Construction Schedule shall be based on the contractor’s determined weather delay allowance. The weather delay activity shall be included in the construction schedule immediately prior to the Substantial Completion milestone.

#### **6.2** The minimal allowed duration of the Weather Days Allowance shall be calculated as follows (decimals rounded to nearest whole number):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Time** *(Calendar Days)* | **multiplied by** | **7** | **equals** | **Weather Days Allowance** *(Calendar Days)* |
| **365** |

#### **6.3** The Contractor shall insert an activity in the Critical Path of the Construction Schedule to reflect weather day occurrences when weather days are experienced and accepted by the Owner.  Identify this activity as a weather delay.

#### **6.4** The Contractor shall reduce duration of Weather Days Allowance activity as weather delays are experienced and inserted into the schedule.  Remaining weather days in Weather Day Allowance at completion of project is considered float.  Weather delay, when justified, are considered allowable, non compensable.

## CONTENT

NOTE: Edit and revise paragraphs below to suit project.

### Show complete sequence of construction by activity, with dates beginning and completion of each element of construction.

### Identify each item by specification section numbers.

### Identify work of separate phases and other logically grouped activities.

### Show accumulated percentages of completion of each item, and total percentage of Work completed, as of the **first** day of each month.

NOTE: Projects requiring a Construction Schedule should begin with a preliminary bar-chart (Gantt) schedule of the type described below. Revise times given in paragraph below to suit project.

### Provide separate schedule of submittal dates for shop drawings, product data, and samples, Owner/Agency furnished products and any products identified as under Allowances, and dates reviewed submittals will be required from Architect/Engineer. Indicate decision dates for selection of finishes.

### Indicate delivery dates for Owner/Agency furnished products and any products identified as under Allowances.

### Indicate critical path with original baseline indicated.

### Coordinate content with Schedule of Values specified in Section 01 29 76 "Progress Payment Procedures."

## SUBMITTALS AND REVISIONS TO SCHEDULES

### An initial bar graph schedule is to be prepared by the Contractor and submitted to the Construction Administrator. Refer to Article 1.5.

### Indicate progress of each activity to date of submittal, and projected completion date of each activity.

### Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.

### Provide narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect.

### Schedules must be revised monthly and when the actual schedule of significant items varies more than **seven (7) days** from the proposed schedule.

### Submit revised Construction Schedules for each Application for Payment.

### Submit **four (4)** copies of the Construction Schedule to the Construction Administrator.

## 1.9 DISTRIBUTION

### Distribute copies of the Construction Schedules to Construction Administrator, Architect, Owner, Subcontractors, suppliers, and other concerned parties.

### Instruct recipients to promptly report, in writing, problem anticipated by projections indicated in schedules.

# PART 2 - PRODUCTS (Not Applicable)

# PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 32 16