SECTION 01 32 16.15
PROJECT SCHEDULES
(SMALL PROJECTS – DESIGN/BID/BUILD)

1.1 DESCRIPTION

A. The Contractor will develop a fully Resource loaded (cost) Network Analysis System (NAS) plan/diagram and computer generated schedule demonstrating fulfillment of the entire contract requirements, will keep the plan and computer generated schedule up-to-date in accordance with the specification requirements of this section and will utilize the plan for scheduling, coordinating, mitigating and monitoring work under this contract (including all activities of subcontractors, equipment vendors and suppliers) and verification of every Periodic Progress Schedule Updates and Progress Payment Submission of the work under this contract.

1.2 PROJECT SCHEDULER

A. Designate a qualified 3rd-party scheduling consultant who will develop and maintain the project schedule.

B. The scheduling consultant must have five (5) years of experience as a lead project scheduler or previous scheduling experience on at least three (3) projects of similar size and scope.

C. The scheduling consultant must be prepared to discuss, in detail, the proposed sequence of work and methods of operation, and how that information will be communicated through the progress schedule at the preconstruction meeting.

D. The scheduling consultant is required to attend a monthly schedule meeting and make site visits to prepare, develop, and maintain the progress schedules.

1.3 SUBMITTALS

A. Initial Schedule:

1. Submit an initial schedule within 7 calendar days after Notice to Proceed (NTP).
    a. Include full schedule details for the first 60 calendar days of work starting on the NTP date and show the schedule ending on or before the Contract Completion Date (CCD).
    b. Provide a summary bar chart schedule (acceptable formats include, but are not limited to, Microsoft Excel, Microsoft Project, Oracle Primavera P6, and Gantt Chart).
    c. Show the proposed sequence, durations, early and late start dates for major work activities.

d. Show the proposed calendar dates for starting and finishing initial contract activities including, but not limited to, set up of construction site, site layouts, travel routes, waste, and staffing areas.

2. Conduct a schedule review meeting with the Government within 14 calendar days after NTP. At this meeting, plan to discuss the proposed schedule for the entire project, including both the detailed first 60-day period covered by the initial schedule as well as the following summary schedule. If deviations to the staging, phasing, or sequencing required by the contract documents are proposed, be prepared to discuss these deviations.
3. The Government will respond by approving the initial schedule, rejecting the schedule and identifying the reason for rejection, or by asking the contractor for additional information clarifying the proposed schedule activities and timelines.
4. The Government will use the approved initial schedule to monitor progress until the baseline schedule is approved.
5. The Government may withhold progress payments until the initial schedule is approved.

B. Schedule of Costs.

1. No more than 30 calendar days after receipt of the Notice to Proceed, prepare and submit a schedule of costs to the Government for review, in accordance with the technical and schedule submittal requirements listed in this is specification.
2. The approved Schedule of Costs will serve as a tool in addition to the required monthly schedule update to determine progress payments to the Contractor for work completed.
3. The costs shown on the Schedule of Costs must represent true costs and the work activities/events match the project schedule work activities/events. The VA Contracting Officers Representative (VA COR) may require the Contractor to submit its original estimate sheets or other supporting documentation to substantiate the detailed makeup of the cost schedule.
4. The total costs of all work activities/events listed on the Schedule of Costs must equal the total contract price. The breakdown must include all line items specified in the contract and work activities shown on the schedule.
5. The Contractor is responsible for regularly updating the Schedule of Costs to reflect any approved changes to the contract scope or cost structure. Updates must be submitted for approval to the Contracting Officer to ensure continued accuracy and compliance with contract requirements.

6. Failure to submit or maintain an accurate and approved Schedule of Costs may result in delayed progress payments and potential penalties as outlined in the contract agreement.
7. All documentation related to the Schedule of Costs, including original estimate sheets and cost substantiation documents, must be maintained and made available for review upon request by the Contracting Officer or VA COR.

C. Baseline Schedule.

1. No more than 30 calendar days after approval of the initial schedule, prepare and submit a baseline schedule to the Government for review, in accordance with the technical and schedule submittal requirements listed in this specification.
2. The Government will respond by accepting the baseline schedule, rejecting the schedule and identifying the reason for rejection, or by asking for more information.
3. Address the reasons for rejection or provide the information requested and resubmit the revised baseline schedule no more than 10 calendar days after the Government's response.
4. The Government may withhold progress payments until the baseline schedule is approved.
5. No stored material work activities will be shown or approved be on the baseline schedule.
6. The Baseline Schedule Critical Path of the project shall be limited to:
   a. No more than 20% of the work activities shall be on the critical and near-critical path(s). Critical path is defined as activities with zero (0) day total float. Near-Critical path(s) is defined as activities with one (1) to twenty (20) days of total float.
   b. Multiple Critical paths will not be allowed.
7. The Baseline Schedule shall contain sufficient detail such that no more than 5% of work activities have durations exceeding 20 work days, in accordance with DCMA 14-point Schedule Assessment Guidelines.

D. Monthly Schedule Update.

1. Prepare and submit a monthly schedule update to the Government that depicts the status of the project as of the end of the month, in accordance with the technical and schedule submittal requirements listed in this specification.
2. The update must reflect a new data date, work performed up to, but not including, the new data date, and the plan for completing the project.
3. Submit the schedule update by the first Monday of the following month.
4. The Government may withhold progress payments until the monthly schedule update is approved.

5. Each monthly schedule update must be submitted with the associated schedule log.

E. Revised Schedule.

1. The Government has the right to request a revised schedule.
2. Circumstances leading to such a request include, but are not limited to:
   a. A projected or forecasted delay to scheduled interim or project completion dates.
   b. A significant difference between the actual sequence or duration of work and that depicted in the schedule.
3. Prepare and submit the revised schedule no more than 10 calendar days after the Government's request in accordance with the technical and schedule submittal requirements listed in this specification.
4. The Government will respond by accepting the revised schedule, rejecting the schedule and identifying the reasons for rejection, or by requesting more information. Address the reasons for rejection or submit the information requested no more than 10 calendar days after the Government's request.
5. The Government may withhold progress payments until the revised schedule is approved.

F. Final Schedule.

1. Within 30 calendar days of final acceptance of the project, submit a final schedule with actual start and finish dates for each activity.
2. Include with the submission a certification signed by a principal of the firm stating: "To the best of my knowledge, the enclosed final schedule reflects the actual start and finish dates of the activities contained herein."

G. The Government's approval of any schedule, whether initial, baseline, update, or revised, does not modify the contract or constitute endorsement or validation by the Government of the Contractor's logic, activity durations, or assumptions in creating the schedule. By approving the schedule, the Government does not guarantee that the project can be performed or completed as scheduled. If the Contractor or the Government discover errors after the schedule has been approved, correct the error(s) in the next schedule submission.

1.4 WORK ACTIVITY/EVENT COST DATA

A. The Contractor shall cost load all work activities/events except procurement activities. The cumulative amount of all cost-loaded work activities/events (including alternates) shall equal the total contract price. Distribute overhead, profit, and general conditions proportionally across all work activities/events along the project's length (critical path). The contractor shall generate

from this information cash flow curves indicating graphically the total percentage of work activity/event dollar value scheduled to be in place on early finish and late finish. These cash flow curves will be used by the Contracting Officer to assist him in determining approval or disapproval of the cost loading. Negative work activity/event cost data will not be acceptable, except on VA issued contract changes.

B. The Contractor shall cost load work activities/events for guarantee period services, test, balance and adjust various systems in accordance with the provisions in Article, FAR 52.232 – 5 (PAYMENT UNDER FIXED PRICE CONSTRUCTION CONTRACTS) and VAAR 852.232 – Article 71 Including NAS-CPM for (PAYMENTS UNDER FIXED PRICE CONSTRUCTION).

C. In accordance with FAR 52.236 – 1 (PERFORMANCE OF WORK BY THE CONTRACTOR), the Contractor shall submit, simultaneously with the cost per work activity/event of the construction schedule required by this Section, a responsibility code for all activities/events of the project for which the Contractor's forces will perform the work.

D. The Contractor shall cost load work activities/events for all Bid Items. The sum of each Bid Item work shall equal the value of the bid item in the Contractors' bid.

E. With prior written approval from the Contracting Officer, the Contractor may request payment for suitably stored and maintained materials/equipment that conform to specifications and are ready for installation, in accordance with the provisions in VAAR 852.232 – Article 71 Including NAS-CPM for (PAYMENTS UNDER FIXED PRICE CONSTRUCTION). Requests must include comprehensive documentation, such as invoices, proof of payment, and evidence of secure storage with appropriate insurance. Upon approval, payment for materials will be made in accordance with contract provisions, and title to the materials shall vest in the Owner. The contractor is responsible for replacement of non-confirming or damaged materials at no additional cost to the owner. Payment for stored materials will be reflected on the schedule by cost-loading the delivery activity to represent payment upon material receipt at the site, while the installation activity will be separately cost-loaded to represent payment under completion of installation. These schedule will clearly delineate submittal, procurement, delivery (cost-loaded for stored material payment), and installation (cost-loaded for installed material payment) as distinct activities.

1.5 PROJECT SCHEDULE REQUIREMENTS

A. Show on the project schedule the sequence of work activities/events required for complete performance of all items of work. The Contractor shall:

1. Show activities/events as:
   a. Contractor's time required for submittal of shop drawings, templates, fabrication, delivery and similar pre-construction work.
   b. Contracting Officer's and Architect Engineer's review and approval of shop drawings, equipment schedules, samples, template, or similar items.
   c. Interruption of VA Facilities utilities, delivery of Government furnished equipment, and rough-in drawings, project phasing and any other specification requirements.
   d. Test, balance and adjust various systems and pieces of equipment, maintenance and operation manuals, instructions and preventive maintenance tasks.
   e. VA inspection and acceptance activity/event with a minimum duration of five work days at the end of each phase and immediately preceding any VA move activity/event required by the contract phasing for that phase.
2. Show not only the activities/events for actual construction work for each trade category of the project, but also trade relationships to indicate the movement of trades from one area, floor, or building, to another area, floor, or building, for at least five trades who are performing major work under this contract.
3. Break up the work into activities/events of a duration no longer than 20 work days each or one reporting period, except as to non construction activities/events (i.e., procurement of materials, delivery of equipment, concrete and asphalt curing) and any other activities/events for which the VA COR may approve the showing of a longer duration. The duration for VA approval of any required submittal, shop drawing, or other submittals will follow review requirements as specified in Section 01 33 23 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES.
4. Describe work activities/events clearly, so the work is readily identifiable for assessment of completion. Activities/events labeled "start," "continue," or "completion," are not specific and will not be allowed. Lead and lag time activities will not be acceptable.
5. The schedule shall be generally numbered in such a way to reflect either discipline, phase or location of the work.

B. The Contractor shall submit the following supporting data in addition to the project schedule:
   1. The appropriate project calendar including working days and holidays.
   2. The planned number of shifts per day.
   3. The number of hours per shift.

C. Failure of the Contractor to include this data shall delay the review of the submittal until the Contracting Officer is in receipt of the missing data.

D. To the extent that the Project Schedule or any revised Project Schedule shows anything not jointly agreed upon, it shall not be deemed to have been approved by the VA COR. Failure to include any element of work required for the performance of this contract shall not excuse the Contractor from completing all work required within any applicable completion date of each phase regardless of the VA COR's approval of the Project Schedule.

E. Separate Cost-Loaded Activities for Adjusting and Testing Systems:

1. The CPM shall include separate cost-loaded activities for the adjustment and testing of systems in accordance with the provisions in VAAR 852.232 – Article 71 Including NAS-CPM for (PAYMENTS UNDER FIXED PRICE CONSTRUCTION). The percentages provided shall be used to determine the cost of adjust and test work activities/ events, identifying the value of the work for payment purposes.

1.6 TECHNICAL REQUIREMENTS

A. Software Compatibility Requirements.

1. The Government uses Oracle Primavera P6 Professional and Microsoft Project Professional to schedule and monitor its construction projects.
2. Prepare and maintain the schedule using one of the following software options:
   a. Oracle Primavera P6 Professional (Version 22 or higher unless pre-approved)
   b. Microsoft Project Professional (Version 2021 or Higher)

B. Schedule Requirements.

1. Calculate the schedule using the Retained Logic scheduling option unless written authorization is obtained from the Government to use the Progress Override scheduling option.
2. At least 90% of all schedule activities shall be assigned to Finish-to-Start (FS) relationships.
3. Do not use the following types of logic relationships:
   a. Negative lags
   b. Lead and lag time activities
   c. Start-to-finish or finish-to-finish relationships
   Open ends. Only the first activity will have no predecessor, and only the last activity will have no successor.

d. Constraints (a limited number of constraints may be used only with the Government's written authorization).

e. Manually modified dates (manually modify dates may be used only with the Government's written authorization).

4. For any logic relationships that do not meet the criteria above in 1.6.B.2, the contractor must provide justification for the noncompliance to obtain the Government's authorization to proceed. If the Government does not provide written authorization, the contractor must resubmit the schedule submission.

5. Include the following work activities, as applicable:

a. Work to be performed by the contractor, subcontractors, and suppliers.

b. Work to be performed by the Government, other contractors, and third parties such as permitting authorities or other entities required for completion of the project.

c. The project start date, scheduled completion date, and other contractually mandated milestones, start and finish dates for phases, and site access or availability dates.

d. Submittals and Government review and approval of submittals (Reference specification section 01 33 23 for submission requirements).

e. Fabrication, delivery, installation, testing, and similar activities for materials, equipment, and related items.

f. Sampling and testing periods.

g. Settlement or surcharge periods.

h. Cure periods.

i. Utility notifications, shutdowns, relocations, and similar activities.

j. Installation, erection and removal, and similar activities related to temporary systems or structures such as temporary electrical systems or shoring.

k. Punch list, substantial completion, final cleanup, and similar activities.

l. Required acceptance testing, inspections, or similar activities.

m. Durations for receipt of permits or acquisition of rights of way.

6. Define the following attributes for each activity in the schedule:

a. A unique alphanumeric Activity ID.

b. A unique descriptive name, using such clear, concise attributes as work type, location so each activity is easily understood. Avoid name abbreviations or overly long activity

names to ensure each activity can be objectively measured and clearly understood by all stakeholders.

c. A duration stated in workdays of no more than 20 workdays unless a longer duration is requested by the contractor and approved by the Government.

d. Uses codes for responsibility, phasing, and staging.

1.7 SCHEDULE SUBMISSION REQUIREMENTS

A. Preparing Schedule on Owner's Database. If the schedule is prepared using My Primavera in the owner's database, then for each schedule submission, submit the following items:

1. A transmittal letter to the owner identifying which schedule in the database is being submitted for review.
2. A narrative report.

B. Preparing Schedule on Separate Database. If the schedule is prepared using Primavera Version 6.0, Primavera for Contractors, or another software compatible with Primavera Version 6.0, then, for each schedule submission, submit the following items:

1. A transmittal letter
2. A narrative report
3. A Primavera Version 6.0 compatible electronic file of the schedule.
4. The critical path in bar chart format (Longest Path sort)
5. Work paths with total float values within 20 workdays of the critical path's total float value in bar chart format. For example, if the critical path has a total float value of zero, then show all the work paths with total float values of 20 or less.
6. An activity network diagram plotted in color, on E-size paper, with each sheet of the plot including a title, match data for diagram correlation, a page number, and a legend. The activity network diagram should only be submitted with schedules with revised relationships or activity durations.
7. An updated schedule log associated with each Monthly Schedule Update.
8. A project S-Curve in both graphical and tabular format, displaying both schedule and cost data.
9. A Predecessor/Successor report with the following items for each activity:

   Activity ID and description

   a.Original duration

   b.Remaining duration

c. Calendar ID

d. Predecessors and Successors

e. Early start date

f. Early finish date

g. Late start date

h. Late finish date

i. Total float

j. Relationship type

k. Lags

l. Constraints

C. Preparing Schedule on using Microsoft Project Professional, submit the following items:

1. A transmittal letter
2. A narrative report
3. A Microsoft Project Professional .mpp electronic file of the schedule.
   a. The critical path in bar chart format (Longest Path sort)
   b. Work paths with total float values within 20 workdays of the critical path's total float value in bar chart format. For example, if the critical path has a total float value of zero, then show all the work paths with total float values of 20 or less.
   c. An activity network diagram plotted in color, on E-size paper, with each sheet of the plot including a title, match data for diagram correlation, a page number, and a legend. The activity network diagram should only be submitted with schedules with revised relationships or activity durations.
   d. A project S-Curve in both graphical and tabular format, displaying both schedule and cost data.
   e. A Predecessor/Successor report with the following items for each activity:
      1) WBS and Task Name
      2) Baseline duration
      3) Remaining duration
      4) Predecessors and Successors
      5) Early start date
      6) Early finish date
      7) Late start date

8) Late finish date

9) Total slack

10) Constraints

f. A Lag report displaying all lags within the project schedule.

D. Narrative Reports for the Initial and Baseline Schedule. For each submission of the initial and baseline schedule provide a narrative report that includes the following information:

1. Explanation of the overall plan to complete the project, including where the work will begin and how the work and crews will flow through the project
2. Use and application of the workdays per week, number of shifts per day, number of hours per shift, holidays observed, and how the schedule accommodates adverse weather days for each month of activity
3. If the project is a multi-year project, then identify the work to be completed in each construction season
4. A statement explaining why the scheduled completion date is forecast to occur before or after the contract completion date.
5. An explanation stating why any of the contract milestone dates are forecast to occur late.
6. A description of problems or issues anticipated
7. A description of anticipated delays, including:

a. Identification of the delayed activity by activity ID and description

b. Type of delay

c. Cause of the delay

d. Effect of the delay on other activities, milestones, and completion dates

e. Identification of the actions needed to avoid or mitigate the delay

f. A description of the critical path

g. A description of work paths with total float values within 20 workdays of the critical path's total float value. For example, if the critical path has a total float value of zero, then describe all the work paths with total float values of 20 or less.

h. A statement identifying constraints and an explanation of the reason for and purpose of each constraint.

i. A statement describing the status of required permits.

j. The statement describing the reason for the use of each lag.

E. Narrative Reports for the Monthly Schedule Update and Revised Schedule. For each submission of the monthly schedule update and revised schedule provide a narrative report that includes the following information:

1. A description of the status of the scheduled completion date (and any contract milestone date(s)) since the last schedule submitted
2. A statement explaining why the scheduled completion date is forecast to occur before or after the contract completion date. An explanation stating why any of the contract milestone dates are forecasted to occur late
3. A description of the work performed since the last schedule update
4. A description of unusual labor, shift, equipment, or material conditions or restrictions encountered or anticipated
5. A description of the problems encountered or anticipated since the last schedule submission
6. A statement that identifies and describes any current and anticipated delays. A discussion of delays in the narrative report does not constitute notice and does not replace the need for the contractor to provide notice as required by the contract. Include the following:
   a. Identification of the delayed activity by activity ID and description
   b. Type of delay
   c. Cause of the delay
   d. Effect of the delay on other activities, milestones, and completion dates
   e. Identification of the actions needed to avoid or mitigate the delay
   f. A description of the critical path
   g. A description of changes in the critical path and schedule completion date (for the project or its milestones) from the last schedule submission
   h. Descriptions of the status of work paths that have total float values within 20 workdays of the critical path identified in the previous schedule submission
   i. Descriptions of work paths with total float values within 20 workdays of the critical path's total float value. For example, if the critical path has a total float value of negative 25, then show all the near-critical paths with total float values of negative 5 or less.
   j. A statement or Schedule Comparison Report that identifies the changes made between the previous schedule submission and the current proposed schedule, including, but not limited to:
      1) Data date

2) Completion date

3) Activity code assignments

4) Scheduling options

5) Activity descriptions

6) Added activities

7) Deleted activities

8) Added activity relationships

9) Deleted activity relationships

10) Activity original durations

11) Activity remaining durations

12) Activity actual start and finishes

13) Percent complete

14) Constraints

15) Activity resources

16) Activity costs

17) Activity coding

k. A statement providing the status of pending items, including, but not limited to:

1) Permits

2) Change orders

3) Time extension requests

4) Noncompliance or similar notices are indicating deficiencies in the contractor's performance.

7. Prior to Baseline Schedule Acceptance.

a. At the time of the Pre-Construction Conference, prior to the issuance of the project Notice to Proceed, the Contractor and the Contractor's Scheduling Consultant, will arrange a separate meeting with the Contracting Officer and/or the VA COR to discuss the requirements of this specification in detail. The Contractor and the Contractor's scheduling consultant, will acknowledge, in writing, their understanding and compliance with the requirement of this specification.

b. With exception of bonds, insurance, and limited mobilization cost associated with preparatory work such as site trailers, staging areas, haul roads etc., the approval of the baseline NAS schedule is a condition precedent to:

1) Processing of contractor's pay request(s) for any construction activities/items of work.

2) Review of any schedule updates.

c. Government review comments on the contractor's schedule will not relieve the contractor from compliance with requirements of this specification section and the remaining contract documents.

1.8 QUALITY ASSURANCE

A. Quality assurance of the schedule must conform to the following standards

1. DCMA 14-point Schedule Assessment Guidelines
2. GAO's Schedule assessment guide - Best Practices for Project Schedules Appendix II.

1.9 PAYMENT TO THE CONTRACTOR

A. Monthly, the contractor shall submit an application and certificate for payment using VA Form 10-6001a reflecting updated schedule activities and cost data in accordance with the provisions of the following Article, PAYMENT AND PROGRESS REPORTING, as the basis upon which progress payments will be made pursuant to Article, FAR 52.232 – 5 (PAYMENT UNDER FIXED-PRICE CONSTRUCTION CONTRACTS) and VAAR 852.232 – Article 71 Including NAS-CPM for (PAYMENTS UNDER FIXED PRICE CONSTRUCTION). The Contractor shall be entitled to a monthly progress payment upon approval of estimates as determined from the currently approved updated project schedule. Monthly payment requests shall include: a listing of all agreed upon project schedule changes and associated data; and electronic files of the resulting monthly updated schedule, provided in both PDF and native scheduling software formats.

B. Approval of the Contractor's monthly Application for Payment shall be contingent, among other factors, on the submittal of a satisfactory monthly update of the project schedule.

C. Payment for adjust and test activities will be made only after the Contractor has demonstrated that each of the systems is substantially complete and operates as required by the contract. The Contractor must adequately document

1.10 PAYMENT AND PROGRESS REPORTING

A. Monthly schedule update meetings will be held on dates mutually agreed to by the VA COR and the Contractor. Contractor and their scheduling consultant shall attend all monthly schedule update meetings. The Contractor shall accurately update the Project Schedule and all other data required and provide this information to the VA COR three work days in advance of the schedule update meeting. Job progress will be reviewed to verify:

1. Actual start and/or finish dates for updated/completed activities/events.
2. Remaining duration for each activity/event started, or scheduled to start, but not completed.
3. Logic, time and cost data for change orders, and supplemental agreements that are to be incorporated into the Project Schedule.
4. Changes in activity/event sequence and/or duration which have been made, pursuant to the provisions of following Article, ADJUSTMENT OF CONTRACT COMPLETION.
5. Completion percentage for all completed and partially completed activities/events.
6. Logic and duration revisions required by this section of the specifications.
7. Activity/event duration and percent complete shall be updated independently.

B. After completion of the joint review, the contractor shall generate an updated computer-produced calendar-dated schedule and supply the VA COR with reports in accordance with the Article, PROJECT SCHEDULE REQUIREMENTS, specified.

C. After completing the monthly schedule update, the contractor's representative or scheduling consultant shall rerun all current period contract change(s) against the prior approved monthly project schedule. The analysis shall only include original workday durations and schedule logic agreed upon by the contractor and COR for the contract change(s). When there is a disagreement on logic and/or durations, the Contractor shall use the schedule logic and/or durations provided and approved by the COR. After each rerun update, the resulting electronic project schedule data file shall be appropriately identified and submitted to the VA in accordance to the requirements listed in articles 1.3 and 1.7. This electronic submission is separate from the regular monthly project schedule update requirements and shall be submitted to the COR within fourteen (14) calendar days of completing the regular schedule update. Before inserting the contract changes durations, care must be taken to ensure that only the original durations will be used for the analysis, not the reported durations after progress. In addition, once the final network diagram is approved, the contractor must recreate all manual progress payment updates on this approved network diagram and associated reruns for contract changes in each of these update periods as outlined above for regular update periods. This will require detailed record keeping for each of the manual progress payment updates.

D. Following approval of the Baseline Schedule, the VA, the General Contractor, its approved CPM Consultant, VA COR, and all subcontractors needed, as determined by the SRE, shall meet to discuss the monthly updated schedule. The main emphasis shall be to address work activities to avoid slippage of project schedule and to identify any necessary actions required to maintain

project schedule during the reporting period. The Government representatives and the Contractor should conclude the meeting with a clear understanding of those work and administrative actions necessary to maintain project schedule status during the reporting period. This schedule coordination meeting will occur after each monthly project schedule update meeting utilizing the resulting schedule reports from that schedule update. If the project is behind schedule, discussions should include ways to prevent further slippage as well as ways to improve the project schedule status, when appropriate.

1.11 RESPONSIBILITY FOR COMPLETION

A. If it becomes apparent from the current revised monthly progress schedule that phasing or contract completion dates will not be met, the Contractor shall execute some or all the following remedial actions:

1. Increase construction manpower in such quantities and crafts as necessary to eliminate the backlog of work.
2. Increase the number of working hours per shift, shifts per working day, working days per week, the amount of construction equipment, or any combination of the foregoing to eliminate the backlog of work.
3. Reschedule the work in conformance with the specification requirements.

B. Prior to proceeding with any of the above actions, the Contractor shall notify and obtain approval from the VA Contracting Officer for the proposed schedule changes. If such actions are approved, the representative schedule revisions shall be incorporated by the Contractor into the Project Schedule before the next update, at no additional cost to the Government.

1.12 ADJUSTMENT OF CONTRACT COMPLETION

A. The contract completion time will be adjusted only for causes specified in this contract. Request for an extension of the contract completion date by the Contractor shall be supported with a clearly explained narrative justification, CPM data and supporting evidence as the VA COR may deem necessary for determination as to whether or not the Contractor is entitled to an extension of time under the provisions of the contract. Submission of proof based on revised activity/event logic, durations (in work days) and costs is obligatory to any approvals. The schedule must clearly display that the Contractor has used, in full, all the float time available for the work involved in this request. The Contracting Officer's determination as to the total number of days of contract extension will be based upon the current computer produced calendar dated schedule for the time period in question and all other relevant information.

B. Actual delays in activities/events which, according to the computer produced calendar dated schedule, do not affect the extended and predicted contract completion dates shown by the critical path in the network, will not be the basis for a change to the contract completion date. The Contracting Officer will within a reasonable time after receipt of such justification and supporting evidence, review the facts and advise the Contractor in writing of the Contracting Officer's decision.

C. The Contractor shall submit each request for a change in the contract completion date to the Contracting Officer in accordance with the provisions specified under FAR 52.243 – 4 (Changes). The Contractor shall include, as a part of each change order proposal, a sketch showing all CPM logic revisions, duration (in work days) changes, and cost changes, for work in question and its relationship to other activities on the approved network diagram.

D. All delays due to non-work activities/events such as RFI's, WEATHER, STRIKES, and similar non-work activities/events shall be analyzed on a month-by-month basis.

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