

**Part 1 - General**

**1.01 Description**

- .1 This Section outlines requirements for progress documentation, project meetings and coordination with other Contractors.

**1.02 Related Sections**

- .1 Construction Specification Section 01725 - Mobilization and Demobilization

**1.03 Progress Schedule**

- .1 The Contractor shall, within fourteen (14) calendar days after bid acceptance, submit the proposed construction schedule to the Contract Administrator for approval.
- .2 The construction schedule shall be in the form of a GANTT Chart. The construction schedule shall show clearly in weekly stages the proposed progress on the main items, structures and sub-trades of the Contract. Failure to comply with the submission of the construction schedule as required shall result in the delay of the first Progress Payment.
- .3 The construction schedule shall be reviewed and updated at each progress meeting or as requested by the Contract Administrator.
- .4 The Region of Durham may require the Contractor to revise the proposed construction schedule at any time.
- .5 Show activities including, but not limited to the following:
  - .1 Owner's Order to Commence Work.
  - .2 Permits.
  - .3 Submittals, with review time. Contractor may use schedule of Shop Drawings and Samples specified in Section 01330 – Submittal Procedures.
  - .4 Early procurement activities for long lead equipment and materials.
  - .5 Mobilization and initial site work.
  - .6 Earthwork.
  - .7 Specified work sequences and construction constraints.

- .8 Contract milestone and completion dates.
- .9 Major sewer and watermain, structural, traffic signal, roadway illumination, landscaping, environmental controls and tunnelling work.
- .10 Commissioning and testing dates.
- .11 Demobilization.

#### **1.04 Meetings - General**

- .1 Attend any and all project meetings scheduled by Contract Administrator.

#### **1.05 Pre-construction Meeting**

- .1 Contractor to provide a list of senior staff responsible for coordinating and managing the project two days in advance of the Pre-construction meeting. This list should include the Contractor's project manager, site superintendent, site foreman and quality control personnel.
- .2 Purpose of Meeting:
  - .1 Identify and introduce personnel.
  - .2 Discuss contract status and commence work order.
  - .3 Discuss and determine communication chain of command between the various parties. Provide emergency contacts and phone numbers.
  - .4 Discuss contract procedures and process of field discussions, construction schedule, payment certificates, and contract change orders and change directives.
  - .5 Discuss notifications of Ministry of Labour (MOL), emergency services and utilities.
  - .6 Discuss any other matters that may have arisen.

#### **1.06 Progress Meetings**

- .1 Contract Administrator shall schedule meetings at a designated location and notice shall be given in writing at least two days before date of meeting.

- .2 Representatives of Contractor attending meeting shall be thoroughly informed and knowledgeable with respect to proposed topic of discussion and shall be authorized to act and make commitments with respect to matters discussed at the meetings.

**1.07 Co-operation with Other Contractor(s)**

- .1 Where other work is in progress within or adjacent to the limits of this Contract, co-operate and co-ordinate with other Contractor(s), Utility Companies, and the Region of Durham and allow reasonable, free access to their work at all times.
- .2 Co-operate and make suitable working arrangements with other Contractor(s).
- .3 Obtain approval in writing from Contract Administrator for all arrangements made with other Contractor(s).
- .4 Contract Administrator(s) shall determine co-ordination and execution of work in event that Contractor(s) are unable to reach satisfactory working agreements.

**1.08 Progress of Work**

- .1 Use additional work forces and equipment or revise method of operation when progress of work is not sufficient to meet approved construction schedule.

END OF SECTION