

1 PURPOSE

- 1.1 To provide the Design Builder the necessary tools to plan and perform all design and construction activities in a timely and effective manner. To enable the Design Builder to control the progress of these activities so that the schedule can be maintained and the contract completion date will be met.
- 1.2 To provide the Owner with ongoing assurance that the Design Builders projected progress is being maintained and that the contract completion date will be met.

2 CONSTRUCTION START

- 2.1 Do not commence the construction of any building component until signed and sealed architectural and engineering working drawings have been submitted to Owner for review and have been accepted.

3 SUBSTANTIAL COMPLETION

- 3.1 The date of Substantial Completion is defined in the Ontario Construction Lien Act. At substantial completion the facility is to be ready for its intended use, and fully commissioned. All required training of the Owner's personnel is to be complete. Refer to Instructions to Proponents for schedule details.

4 DESIGN BUILDER PROJECT CONTROL

- 4.1 Establish a schedule and progress control system, in the form of a Master Milestone Network and Critical Path Method (CPM) Schedule capable of identifying, scheduling, monitoring and reporting activities related to progress of Work. Provide sufficient detail and degree of control in CPM Schedule to approval of Owner and such that the needs and objectives of the Contract are met.
- 4.2 The post award meeting will address the following:
 - 4.2.1 The Design Builder to present the CPM Schedule, together with an outline and description of proposed scheduling methods and progress control system.
 - 4.2.2 The Design Builder and major Sub-contractors are to be prepared to discuss their scheduling needs and objectives.
 - 4.2.3 The Owner will convey his scheduling and project control requirements.
- 4.3 The Project Manager will set a date for the presentation of the CPM Schedule containing work breakdown structure and proposed design and construction sequencing for the project, through to completion. Critical areas or activities shall be identified.
- 4.4 Prepare CPM Schedule updates and present to the Owner and Project Manager at regularly scheduled meetings.

- 4.5 The CPM Schedule shall provide the following:
- 4.5.1 Breakdown of design activities and correlation of these with the Schedule, complete with design submission dates. Show Owner reviews as an activity, with 5 days allocated for each discipline to review design, at location designated by the Project Manager.
 - 4.5.2 A breakdown of all construction activities into tasks of generally not greater than 7 days duration, or shorter if the activity is critical.
 - 4.5.3 Identification of the most critical activities throughout the course of the project.
 - 4.5.4 Identification of critical material and equipment procurement and delivery dates.
 - 4.5.5 Capability to generate bar charts by Sub-contractors.
 - 4.5.6 Capability to do allocation of manpower and equipment resources.
 - 4.5.7 Shop drawing review schedule.
 - 4.5.8 Commissioning plan preparation schedule.
- 4.6 Submit three copies of the finalised CPM schedule after the Owner has agreed that it will meet the needs and objectives of the Contract.

5 MONITORING DESIGN/CONSTRUCTION PROGRESS

- 5.1 Conduct regular meetings involving: Design Builder, Project Manager and Owner. Schedule meetings every 14 days or more frequently if deemed necessary, to review and inspect progress of Work, and to monitor the progress against the current CPM Schedule. Distribute meeting agenda detailing topics of discussion 3 days prior to meetings. Design Builder shall chair meetings, prepare and distribute minutes within 7 days.
- 5.2 Meetings which occur prior to the start of construction will be held at location to be determined by Project Manager. Meetings during construction will be conducted on site.
- 5.3 Prior to each meeting, provide to Project Manager and Owner, a progress report complete with progress analysis and evaluation compared to the current CPM Schedule. List all activities, including milestones, that will start, be under way or finished during the next 28 day period, together with applicable dates. Provide a list of all documentation to be submitted during the next 14 days.
- 5.4 Record progress of all activities listed in progress report and indicate any changes in activity duration, logic and sequence as well as start and finish dates.
- 5.5 Within 7 days of meeting, modify the CPM Schedule as dictated by results of meeting. Submit a revised copy of updated CPM Schedule to Project Manager and Owner.

- 5.6 Submit with the revised CPM Schedule, a management summary report which:
 - 5.6.1 Lists significant events and milestones, giving an analysis of recommended action.
 - 5.6.2 Indicates status of major current areas of work and indicates design and construction status of the project.
 - 5.6.3 Indicates critical areas and activities.
- 5.7 If the project is running late, list critical activities and indicate the corrective action being undertaken to bring the project back on schedule.