
Special Provision to Item 8 Prosecution and Progress



Item 8 "Prosecution of Work," of the Standard Specifications, is amended with respect to the clauses cited below. No other clauses or requirements of the Item are waived or changed.

Article 5.1 Project Scheduler is voided and replaced by the following:

- 5.1. **Project Scheduler.** Designate an individual proficient in CPM analysis who will develop and maintain the progress schedule and to be available when requested. Provide documentation demonstrating the scheduler's proficiency if requested. The project scheduler will 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. This individual will also attend the project meetings and make site visits to prepare, develop, and maintain the progress schedules.

Article 5.2 Progress Schedule is voided and replaced by the following:

- 5.2. **Progress Schedule.** Before starting work, prepare and submit a progress schedule based on the sequence of work and traffic control plan shown in the Contract. Prepare the progress schedule as a critical path method (CPM). Include all planned work activities and sequences and show Contract completion within the number of working days specified. Incorporate major material procurements, known utility relocations, and other activities that may affect the completion of the Contract in the progress schedule. Show a beginning date, ending date, and duration in whole working days for each activity. Do not use activities exceeding 20 working days, unless agreed upon with the Engineer. Show an estimated production rate per working day for each work activity, unless agreed upon with the Engineer.

Article 5.3 Schedule Format is voided and replaced by the following:

- 5.3. **Schedule Format.** Format all project schedules according to the following:
- begin the project schedule on the date of the start of Contract time or start of activities affecting work on the project,
 - show the sequence and interdependence of activities required for complete performance of the work. If using a CPM schedule, show a predecessor and a successor for each activity,
 - ensure all work sequences are logical and show a coordinated plan of the work,
 - plan and incorporate major resources, such as crews and heavy equipment, and
 - Total float is the amount of time between early start and late start date, or the early finish date and the late finish date, for each activity in the schedule. Total float is a shared commodity between the Department and the Contractor.

CPM schedules must also include:

- clearly and accurately identify the critical path as the longest continuous path,
- provide a legend for all abbreviations, run date, data date, project start date, and project completion date in the title block of each schedule submittal, and
- through the use of calendars, incorporate seasonal weather conditions into the schedule for work (e.g., earthwork, concrete paving, structures, asphalt, drainage, etc.) that may be influenced by temperature or precipitation. Also, incorporate non-work periods such as holidays, weekends, or other non-work days as identified in the Contract.

Article 5.5.2.3 Schedule Type, Progress Schedule is voided and replaced by the following:

- 5.5.2.3. **Progress Schedule.** Maintain and submit the project schedule monthly for use by both the Contractor and the Engineer. Submit both the plotted and electronic copy (in XER Format) as it will become an as-built record of the daily progress achieved on the project. If continuous progress of an activity is interrupted for any reason except non-work periods (such as holidays, weekend, or interference from temperature or precipitation), then the activity will show the actual finish date as that date of the start of the interruption and the activity will be broken into a subsequent activity (or activities, based on the number of interruptions) similarly numbered with successive alpha character as necessary. The original duration of the subsequent activity will be that of the remaining duration of the original activity. Relationships of the subsequent activity will match those of the original activity so that the integrity of the project schedule logic is maintained. Once established, the original durations and actual dates of all activities must remain unchanged. Revisions to the schedule may be made as necessary.

The project schedule must be revised when changes in construction phasing and sequencing occur or other changes that cause deviation from the original project schedule occur. Any revisions to the schedule must be listed in the monthly update narrative with the purpose of the revision and description of the impact on the project schedule's critical path and project completion date. Create the schedule revision using the latest update before the start of the revision.

Monthly updating of the project schedule will include updating of:

- the actual start dates for activities started,
- the actual finish dates for activities completed,
- the percentage of work completed and remaining duration for each activity started but not yet completed, and
- the calendars to show days actual work was performed on the various work activities.

The cut-off day for recording monthly progress will be the last day of each month. Submit the updated project schedule no later than the 20th calendar day of the following month. The Engineer will evaluate the updated schedule within 5 calendar days of receipt and inform the Contractor if it has or has not been accepted. If the schedule is not accepted, the Engineer will provide comments to the Contractor for incorporation. Provide a revised schedule based on the Engineer's comments, or reasons for not doing so within 5 calendar days.

Provide a brief narrative in a bulleted statement format for major items that have impacted the schedule. Notify the Engineer if resource-leveling is being used.

Notify the Engineer in writing if major changes in the project schedule are desired. Submit an electronic backup of the schedule that includes the revision. Provide an explanation of why the revision is desired. Provide documentation to display how the revision will affect the project schedule. Provide one organized plot of the schedule, if requested. Create the schedule revision using the latest update before the start of the revision. Do not begin using revised schedule until it has been accepted.