



Chapter 3: Project Schedule

Seattle District, NWS

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Chapter 3

Project Schedule

1. General. Your contract may contain Contract Clause (Federal Acquisition Regulation 52-236-15) “SCHEDULES FOR CONSTRUCTION CONTRACTS.” The contract should also contain Technical Section 01 32 01.00 10 “PROJECT SCHEDULE” (or a similar section), which describes the project schedule detailed requirements and submittal requirements.

2. Computer-Generated Schedules. Within 15 days after NTP is acknowledged, you must submit a preliminary schedule for approval that covers initial work phases for the first 90 calendar days of the project. You should then immediately prepare a detailed schedule for approval that covers the entire contract. Please review Technical Section 01 32 01.00 10 for specific instructions on preparing a schedule using current scheduling software. The following tips may assist you in preparing and maintaining an acceptable and successful schedule:

a. Compliance with Contract Requirements. We recommend using the document provided in Fig. 3-1 “Primavera P6 – USACE Mandatory Requirements” to ensure your schedule has the correct settings and cost loading to successfully import into the Resident Management System (RMS) and comply with contract requirements. Additionally, we recommend using Fig. 3-2 “Initial Project Schedule Development Worksheet for General Contractors” to ensure that your schedule contains all of the required data and meets the technical requirements of the contract, and that your submittal package is complete.

b. Standard Data Exchange Format (SDEF). You must choose a scheduling program that can export the schedule in SDEF using the software application, without the use of third-party plug-ins or components. This contract requirement ensures compatibility with other Government systems, such as RMS. Not all commercial programs can comply with SDEF. For example, Microsoft Project does not support SDEF as of the date of this manual.

c. Bid Items/Contract Line Items (CLIN’s). As you assign values to activities, remember that they must tie to and add up to the corresponding CLIN’s. You cannot shift values among CLIN’s regardless of actual costs.

d. Weather. Technical Section 00 73 00 contains anticipated severe weather days under “Time Extensions for Unusually Severe Weather.” You must consider the effect of weather days when estimating activity durations.

e. Shop Drawings. Include submittal activities for critical delivery items in the schedule. Most contractors submit overly optimistic schedules on shop drawing turnaround time. Ensure you allow mail time plus full Government review time (usually 30 days) and anticipate re-submittal time for typically difficult shop drawings, such as structural steel and precast concrete.

f. Front Loading versus End-of-Job Activities. Ensure the schedule does not contain unrealistically high costs for startup activities and unrealistically low costs for completion items. Your contract contains specific requirements for the cost-loading of closeout activities including



As-built drawings, O&M Manuals, and Correction of Government Punch-list which must correspond with the values on your project schedule.

g. Payment. Ensure you submit an updated schedule (both hard and electronic copies) with each pay request until the Government substantially accepts the project. You must also submit a narrative description of progress with each pay request. Failure to submit schedule updates can result in the Contracting Officer holding retainage up to the amount allowed by contract.

h. Cost Loading. Cost loading can only be applied to deliverables provided to the government. For long-lead procurement items that you expect to store on site, consider establishing a pay activity for procurement separate from installation.

i. Proposed Contract Modifications. You should insert new activities for each proposed contract modification then submit a “fragnet” (abbreviated schedule showing affect on preceding, succeeding and critical path activities) with the proposal. Update the schedule with the new activity as soon as you receive a signed modification. You will only receive a time extension for a modification that extends the critical path. Refer to ACEi Recommended Practice 52R-06 “Time Impact Analysis – As Applied in Construction” for guidance on submitting a time extension request compliant with your contract.

j. Periodic Schedule Update Meetings. Section 01 32 01.00 10 requires the Contractor’s Project Manager and Authorized Scheduler to hold a periodic meeting with the Contracting Officer’s Representative (COR), to review all proposed schedule revisions and impacts. The schedule update meeting shall be held at least monthly, within 5 days of the data date. A rough draft of the proposed activity logic corrections and a narrative report shall be provided to the Government 48 hours in advance of the meeting. Submit a complete update of the project schedule containing all approved progress, revisions, and adjustments no later than 4 working days after the periodic schedule update meeting.

Enclosures

Figure 3-1 Primavera P6 – USACE Mandatory Requirements

Figure 3-2 Initial Project Schedule Development Worksheet for General Contractors

