

Project Schedule

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

PURPOSE OF DOCUMENT:	Provide the Bidder adequate schedule information from which the Bidder can roughly estimate the date(s) when Work will be needed on the Project, and to provide a means for it to develop its required Contract Schedule(s).		
CROSS-REFERENCE TO FACILITIES MANUAL:	None		
CONTENTS:	Project Schedule		
FOR USE WITH:	CM/Contractor Agreement		
COMPLETED BY:	<input checked="" type="checkbox"/>	Filling in	<input checked="" type="checkbox"/> Adding Text
ITS USE IS:	<input checked="" type="checkbox"/>	Required	<input type="checkbox"/> Optional
			No Data Required

NOTE: To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

1. Create a Project Schedule that illustrates all schedule requirements for the Work. The Project Schedule should show any required sequence of work or phasing of the Work, relationship of key submittals to the Construction Work. The Project Schedule should be presented with a cardinal time line, i.e. – week 1, week 2, versus using actual dates. The Facility should indicate any other significant or unique approval processes; any durations should be conservative or footnoted as minimum durations. Overall durations should be consistent with Contract Time and Option Time stated in the bidding documents.
2. Utilize a CPM format for the Project Schedule, if relationships are to be shown.
3. It is extremely important that the Project Schedule be coordinated with the requirements of the Contract. The Project Schedule should be consistent with, or based on the current Project Schedule associated with the EDPA for CM At-Risk delivery method. The Project Schedule should clearly delineate work activities in Phase 1 vs. Phase 2 consistent with the Scope of Work, and properly depict the Design/Construction Overlap Duration (if any is planned). The Project Schedule should indicate what Design Packages will be provided by the Design Professional(s), and when they will be available. Any special phases defined by the Facility in the Scope of Work Exhibit related to General Conditions Work should be clearly shown on the Project Schedule.

4. Notes, suggested text, instructions and other information is formatted using the following methods:

- Hidden text within brackets. Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
- Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.
- Suggested text is shaded in gray without brackets (see Modifications and Additions below.)

Modifications and Additions:

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

Comments:

None