

SECTION 01320 - DECONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for documenting the progress of the performance of the Work, including the following:
 - 1. Contractor's Deconstruction Schedule.
 - 2. CPM Reports
 - 3. Submittals Schedule.
 - 4. Daily Construction Reports.
 - 5. Field Correction Reports.
 - 6. Unusual Events Report.
 - 7. Monthly Reports
- B. This section of the specification is to be executed in conjunction with section 01311. Should a conflict arise between these 2 sections, or any other part of the specification, the more stringent requirement shall apply.

1.2 SUBMITTALS

- A. Qualification Data: For Scheduling Consultant. See Section 01311 for requirements
- B. Contractor's Deconstruction Schedule: Submit eight (8) copies of schedule, large enough to show entire schedule for entire deconstruction period.
 - 1. Submit Preliminary Project Schedule
 - 2. Submit monthly updates throughout the duration of the project as noted.
 - 3. With each submission, in addition to hard copies submit an electronic copy of schedule, using Primavera (P3- PRX) software, via E-Mail and on CD-R, and labeled to comply with requirements for submittals. Include type of schedule (Initial or Updated) and date on label.
- C. CPM Reports: Concurrent with CPM Schedule submission, submit eight (8) copies of each of the following computer-generated reports. Format for each Activity in reports shall contain activity number, activity description, cost and resource loading, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.
 - 1. Activity Report: List of all Activities sorted by activity identifier
 - 2. Critical Path report (Logic Report). List of preceding and succeeding Activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
 - 3. Early Start Report

4. Activity Report by trade – early start date – total float
 5. Total Float Report: List of all Activities sorted in ascending order of total float.
- D. Submittals Schedule: Submit eight (8) copies of schedule. Arrange the following information in a tabular format:
1. Scheduled date for first submittal.
 2. Specification Section number and title.
 3. Submittal category (action or informational).
 4. Name of subcontractor.
 5. Description of the Work covered.
- E. Daily Deconstruction Reports: Submit eight (8) copies at progress meetings.
1. Daily Deconstruction Reports: Prepare a daily deconstruction report recording the following information concerning events at the site. Submit duplicate copies to the Owner or Owner's Authorized Representative at weekly intervals.
 - a. List of subcontractors at the site.
 - b. List of separate contractors at the site.
 - c. Count of personnel at the site.
 - d. High and low temperatures, general weather conditions.
 - e. Accidents.
 - f. Meetings and significant decisions.
 - g. Unusual events.
 - h. Stoppages, delays, shortages, and losses.
 - i. Emergency procedures.
 - j. Orders and requests of governing authorities.
 - k. Change Orders received or implemented.
 - l. Services connected or disconnected.
 - m. Summary of all work performed, detailed by trade.
 - n. Monthly Reports.
- F. Field Correction Reports: When the need to take corrective action requires a departure from the Contract Documents, prepare a detailed report. Include a statement describing the problem and recommended changes. Indicate reasons the Contract Documents cannot be followed. Submit a copy to the Owner or Owner's Authorized Representative for approval.
- G. Unusual Event Reports: When an event of an unusual and significant nature occurs at the site, prepare a detailed report. List the chain of events, persons participating, response(s) by the Contractor's personnel, evaluation of the results or effects, and similar pertinent information. Submit a copy to the Owner or Owner's Authorized Representative immediately. Advise the Owner or Owner's Authorized Representative in advance when such events are known or predictable. Number of copies for reports in four paragraphs below assumes that Architect and Owner, or Architect and Construction Manager, each receive a copy. Revise to suit Project.
- H. Monthly Reports:
1. CPM Schedule to include man power allocation to meet proposed schedule as well as equipment listing and how the equipment relates to the schedule. A man power report should support the scheduled work activities being planned and the anticipated crew sizes

- required to fulfill that work task. The CPM Schedule should be in a format that can track the work paths and be evaluated;
2. Outline of safety program and safety training;
 3. Certified payrolls from all, which should be included in the MBE/WBE work force log;
 4. Submission of time sheets from all Extra Work;
 5. Request for monies on all ExtraWork (including Extra Work on an Allowance basis) needs to be supported with complete documentation (time sheets, invoices, material charges, etc.)
 6. Union reports and proof of payment;
 7. Documentation to support rate charges of non union personnel;
 8. The daily security logs from the relevant month;
 9. All incident reports which should be generated by Contractor or the security vendor on all site accidents, safety violations, theft, vandalism, security breaches, workplace violence or threats of violence, trespass, and any calls made to local, state or federal authorities/regulatory agencies;
 10. Notice of the contractor's employee(s) or a subcontractor's employee(s) being removed from the job for cause. Contractor should include the employer's information, the employee's information, and the circumstances surrounding the removal;
 11. Copies of weekly site safety report (as defined in site access and emergency protocols for 130 Liberty Street summary by Contractor)
 12. Contractor shall give LMDC a monthly report showing all change orders claimed or pending as of the date of such report and all unresolved claims for extra payment by subcontractors. This report shall reflect any and all pending claims, whether written or otherwise presented to Contractor and/or LMDC, as of the date of such report. All pending claims shall be annotated by Contractor to include Contractor's assessment of the claim and the potential impact of the claim on the Project Schedule;
 13. Cumulative list of delays to the Work (whether Excusable Delays or otherwise);
 14. Section 3 workforce report as required under HUD guidelines;
 15. Contractor and each Subcontractor shall certify in writing that Contractor (and the applicable Subcontractor) has paid or provided (and has caused all subcontractors to pay or provide) at least the prevailing rates of wage and supplements required by this Article 21 of the General Conditions , and Contractor shall comply (and cause its Subcontractors to comply) with any such request within ten (10) calendar days of Contractor's receipt thereof. Contractor's certification shall be executed by a corporate officer, if Contractor is a corporation; a partner, if Contractor is a partnership; a manager, if Contractor is a limited liability company; or the owner, if Contractor is a sole proprietorship;
 16. Documentation required by Legal Requirements (and required supporting documentation as determined by contract or law) as stated in Schedule "A", Article III of the Deconstruction Contract including, but not limited to, Davis-Bacon requirements, the Copeland "Anti-Kickback" Act and others as required;
 17. Copy of all safety violations, reports, action items; and
 18. Copy of all inspections and violations issued by regulating Governmental Authority, such as EPA, DEP, DOB, DOL etc.
 19. Submittal schedule should be included indicating the delivery dates of required submissions, permits, approvals, work plans, etc, that ties these dates into Contractor's Project Schedule.
 20. A one month look ahead schedule, indicating what work activities are being planned for the upcoming month. The entire schedule should indicate monthly progress, look ahead, status, any modifications and revisions.

1.3 QUALITY ASSURANCE

- A. Scheduling Consultant Qualifications: See Section 01311 for details
- B. Pre-scheduling Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination." Review methods and procedures related to the Preliminary Deconstruction Schedule and Contractor's Deconstruction Schedule, including, but not limited to, the following:
 - 1. Review software limitations and content and format for reports.
 - 2. Verify availability of qualified personnel needed to develop and update schedule.
 - 3. Discuss constraints, including phasing work stages, area separations and interim Milestones.
 - 4. Review schedule for work of Owner's other separate contractors.
 - 5. Review time required for review of submittals and re-submittals.
 - 6. Review requirements for tests and inspections by independent testing and inspecting agencies.
 - 7. Review and finalize list of deconstruction activities to be included in schedule.
 - 8. Review submittal requirements and procedures.
 - 9. Review procedures for updating schedule.

1.4 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's Deconstruction Schedule with the Schedule of Values, list of subcontracts, submittals schedule, progress reports, payment requests, and other required schedules and reports.
 - 1. Secure time commitments for performing critical elements of the Work from parties involved.
 - 2. Coordinate each deconstruction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 SUBMITTALS SCHEDULE

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by Deconstruction Schedule. Include time required for review and re-submittal when establishing dates.
 - 1. Coordinate submittals schedule with list of subcontracts, the Schedule of Values, and Contractor's Deconstruction Schedule.
 - 2. Initial Submittal: Submit concurrently with Preliminary Deconstruction Schedule. Include submittals required during the first 60 days of deconstruction.

2.2 CONTRACTOR'S DECONSTRUCTION SCHEDULE (CPM SCHEDULE)

- A. General: Prepare network diagrams using AON (activity-on-node) format.
- B. Procedures: Comply with procedures contained in this Section and Section 01311. In case of conflict, the more stringent requirement shall govern.
- C. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Substantial and Final Completion.
- D. Activities: Treat each floor or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:
- E. Preliminary Network Diagram: Submit diagram within seven (7) days of the Notice to Proceed. Outline significant deconstruction activities for the first sixty (60) days of deconstruction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.
- F. Bar-Chart Schedule: Submit preliminary horizontal bar-chart-type deconstruction schedule within seven (7) days of the Notice to Proceed.
- G. CPM Schedule: Prepare Contractor's Deconstruction Schedule using a computerized, time-scaled CPM network analysis diagram for the Work.
- H. CPM reports as described above.

2.3 REPORTS

- A. Daily Deconstruction Reports: Prepare a daily deconstruction report recording the following information concerning events at Project site:
 - 1. List of subcontractors at Project site.
 - 2. List of separate contractors at Project site.
 - 3. Approximate count of personnel at Project site.
 - 4. Equipment at Project site.
 - 5. Material deliveries.
 - 6. High and low temperatures and general weather conditions.
 - 7. Accidents.
 - 8. Meetings and significant decisions.
 - 9. Unusual events (refer to special reports).
 - 10. Stoppages, delays, shortages, and losses.
 - 11. Meter readings and similar recordings.
 - 12. Emergency procedures.
 - 13. Orders and requests of authorities having jurisdiction.
 - 14. Change Orders received and implemented.
 - 15. Services connected and disconnected.
 - 16. Substantial Completions authorized.
- B. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a request for

interpretation. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

- C. Unusual Events Reports as required
- D. Monthly Reports as described above.

PART 3 - EXECUTION

3.1 CONTRACTOR'S DECONSTRUCTION SCHEDULE

- A. Scheduling Consultant: Engage Scheduling Consultant to provide planning, evaluation, and reporting using CPM scheduling. See Section 01311 for qualifications and use of Scheduling Consultant.
 - 1. Meetings: Scheduling Consultant shall attend all meetings related to Project progress, alleged delays, and time impact.
- B. Contractor's Deconstruction Schedule Updating: At monthly intervals, update and submit schedule to reflect actual deconstruction progress and activities.
 - 1. As the Work progresses, indicate actual completion percentage for each activity.

END OF SECTION 01320