

**SECTION 01 32 15.01  
PROGRESS SCHEDULES AND REPORTS**

**PART 1 - GENERAL**

**1.01 INITIAL PROGRESS SCHEDULE**

- A.** Submit within twenty-one days of award of the Contract, and not later than the date of submission of the first application for payment. Clearly identify the Project by Name and SBC Project Number on the schedule.
- B.** Outline the orderly progress of the Work as planned from the Notice to Proceed through Substantial Completion on the contractually required date. Categorize the Work by Phase (if Phases are specified), major work area, and distinct trade or team, and divide into individual activities of one month or less duration each. Provide an identifiable relationship to the schedule of values. Identify projected monthly progress, points of 50% completion and Substantial Completion, and other major milestones.
- C.** Provide a construction schedule that clearly identifies the critical path of the Work, to be used to plan and execute the Work, to measure the progress of the Work, to aid in evaluating time extensions and to provide a basis for evaluating applications for payments. Sufficient detail must be provided such that the Contractor may be able to demonstrate impact to the critical path should a project duration extension be requested.

**1.02 SUBMITTALS SCHEDULE**

- A.** Submit with the initial Progress Schedule. Clearly identify the Project by Name and SBC Project Number, and format in a manner similar to the initial progress schedule, utilizing the same method, or make a part of the initial Progress Schedule.
- B.** Identify submittals to be made. Show date for submission and date by which Designer should respond, allowing sufficient time for review.
- C.** Designer may require revision of schedule if times allotted for review are insufficient.

**1.03 UPDATED PROGRESS SCHEDULE**

- A.** Submit with the application for payment along with all the necessary documentation and certifications as required.
- B.** Clearly identify the Project by Name and SBC Project Number. Format in a manner similar to the initial progress schedule, utilizing the same method.
- C.** Format in a manner similar to the initial progress schedule as follows:
  - 1.** Indicate the initial construction schedule for the Work (original baseline);
  - 2.** Indicate the modified baseline including all approved time extensions;
  - 3.** Identify the actual progress through the period covered by the current Application for Payment; and
  - 4.** Indicate the planned progress through Substantial Completion, including any recovery plan so that the Work will be completed on time.
- D.** Any claims or disputes shall be filed in accordance with Article 15 of the General Conditions for Construction.

#### **1.04 MONTHLY SUBCONTRACT REPORT**

Subcontractor Paid Summary Report (subcontractor report) with an updated list of subcontractors. The Contractor shall specifically identify Diversity Business Enterprise's (DBE) in the report. The location where each subcontractor worked shall also be shown.

The report shall indicate the total number of subcontractors and the total dollar value of all subcontracts awarded to date. The report shall show the total number of subcontracts, regardless of tier, and all of the following:

- A.** The original subcontract amount,
- B.** The value of any modification to date,
- C.** Payments made to date,
- D.** Tier of the Subcontractor, and
- E.** Appropriate signatures.

**END OF SECTION**