Design-Bid Baseline Narrative Template – Type A&B Schedule

1. **Preliminary Section:**

   Schedule Submittal Identification: Update Period: NA
   Data Date: MM/DD/YYYY (date of Notice to Proceed)
   Schedule File Name*: Contract#-Project# - Town(s) - Baseline Rxx (DD YYYY-MM-DD).xer*
   Previous Schedule File Name: *(Insert Name of previous schedule current schedule is based upon)*

   Schedule Submittal Log

Schedule	File Name	Data Date	Date Submitted by Contractor	Date Review Returned to Contractor (Outcome)
Baseline Rev 00	Cxxxxxx BL00.xer	1/12/2022	1/23/2022	2/15/2022 (rejected)
Baseline Rev 01	Cxxxxxx BL01.xer	1/12/2022	2/25/2022	3/2/2022 (rejected)
Baseline Rev 02	Cxxxxxx BL02.xer	1/12/2022	3/5/2022	3/15/2022 (rejected)
Baseline Rev 03	Cxxxxxx BL03.xer	1/12/2022	3/17/2022	pending

   Schedule Milestone Chart

   The table below depicts Contractual and Interim milestone activities utilized in the Schedule:

MILESTONES			Contractual or Baseline Milestones	Past Submission: BL02 12-Jan-22		Current Submission BL03 12-Jan-22		
DOT Milestone #	Contractor Activity Name	Contractor Activity ID	Dates	Dates	Contract Variance in CD	Dates	Contract Variance in CD	Update Variance in CD
MS #0	Notice To Proceed (January 12, 2022)	CXXXXXX-1000	12-Jan-22	12-Jan-22	0	12-Jan-22	0	0
MS #3	Full Beneficial Use	CXXXXXX-MS03	28-Feb-26	23-Sep-25	158	1-Oct-25	151	-8
MS #2	Substantial Completion Confirmation by MassDOT	CXXXXXX-MS02	21-Mar-26	14-Oct-25	158	22-Oct-25	151	-8
MS #1	Contractor Field Completion (CFC) (April 26, 2026)	CXXXXXX-MS01	26-Apr-26	19-Nov-25	158	21-Nov-25	157	-2

2. **Narrative Section:**

   - *Detailed discussion of Early Release Packages*

   - *Detailed Discussion of Permitting and/or existing Permit Amendments*

   - *Detailed Discussion of Early Action Construction Submittals*

   - *Detailed Discussion of ATC Change Proposals*

   - ***Description of General Sequence of Work Section:*** *Example: The Design-Builder will begin design of the Phase 1 utility enabling work, then mobilize to the Project and perform the operations necessary for utility enabling. Following the enabling operations, the utility companies will mobilize and perform….*

   - ***Description of Longest Path:*** *Example: The critical path starts with the submittal and approval of the SWPPP plan followed by the installation of the erosion controls, then …). The path starts with (proceed to describe critical / longest path and identify true concurrent longest paths…)*

   - **Narrative Description/Verification of all Contractual Limitations of Operations:**

   - **Narrative Description/Verification of Limitations Introduced by the Contactor:**

- **Narrative Verification of:**
  - All work that will (or won't) be progressed through the winter (based upon requirements identified in the Special Provisions)
  - Physical / Site Access Restraints
  - Utility Work Access/Restrictions
  - Work Schedules (including holidays, shifts, calendars, seasonal work), and environmental restrictions.
  -

- ***Planned Resources General Discussion of Resource Requirements*** *(Note that for Type A&B Schedules, further information/greater detail will need to be provided in the Resource Section of the Baseline Narrative)*

  - Labor
  - Equipment

- ***Identification of Work Responsibility***
  - List Subcontracted work

- **Detailed Discussion of Fabrication and Long-lead Procurement Items**

  - Include a list of Delivery Need Dates to meet Schedule Demands

- ***General Discussion of Cash Flow Projections / PSR*** *(Note that for Type A&B Schedules, further information/greater detail will need to be provided in the Cost Section of the Baseline Narrative)*

3. <u>**Calendars Section:**</u>

   - Identification/confirmation that all calendar settings extend 3-years beyond CFC.

4. <u>**Constraints/Logic Section:**</u>

   - Description of changes if made between baseline revisions

5. <u>**Project Scope Section:**</u>

   - Design-Builders Description of compliance with the timing of the access restraints established specifically for utility relocations.

6. <u>**Milestones Section:**</u>

   - Identification / Explanation for any unspecified Milestones being requested by Design-Builder.

7. <u>**Critical Path Section:**</u>

   - A detailed, <u>**written summary**</u> of the critical path that may be supported by snapshots should the scheduler choose. Copying and pasting tables exported from the Schedule will no longer be acceptable. The written summary should detail what priority submittals are most critical to maintaining the schedule.

   - Confirmation that the late finish date shown on the Schedule is the same as the specified Contract Completion.

   - Identification of the percentage of all unfinished activities on the Critical/Longest Path to all unfinished activities within the schedule.

   - A detailed, <u>**written summary**</u> of additional "near critical" (<20 days float) path(s) including required submittals that need to be addressed in a timely manner to avoid the path(s) becoming critical.

8. <u>**Cost Loading Section:**</u>

- Confirmation summarized cost loading equals total bid value.

- Confirmation summarized cost loading by cost account equals total bid value.

- Confirmation only "Base Bid" cost loading is included.

- Identification of Materials on Hand as an upfront cost.

- Provide a summary cost-loading Histogram graphic (.jpg or .png format) per month depicting the early and late per period values from the schedule

- Provide a summary cumulative 'S-Curve' cost-loading graphic (.jpg or .png format) per month depicting both the early and late curves from the schedule.

9. **Resource Loading Section:**

- Provide information as to how resource loading was performed (either by individuals or crews).

- Provide crew structure details if resource loading is by crews.

- Provide peak labor head count forecast utilizing the Early Dates.

- Provide peak labor head count forecast utilizing the Late Dates.

- Generate/provide a summary monthly average labor hours-loading histogram or line graphic (.jpg or .png) depicting the early and late per period values from the schedule.

10. **Activity Codes Section**

- Provide definitions and descriptions of all Activity Codes used in the Schedule

11. **Response to Comments Section:**

- Include a snapshot of the previous comment which includes the name of the ForECAST Report Section.