New Jersey Department of Transportation
CONSTRUCTION ADVISORY

NUMBER: 22 CATEGORY: Office	**Progress Schedules and Progress Schedule Updates**	06/09/2015

REs must ensure that Progress Schedules and Progress Schedule Updates are reviewed in a timely manner. Preliminary Schedules, Baseline Schedules and Schedule Updates must be reviewed and a response provided to the Contractor within 14 days as specified in Subparts 153.03.01, 153.03.02 and 153.03.03 of the Specifications.

The review and approval of the project's Progress Schedule and Updates is the responsibility of the RE, and the RE is not relieved of this responsibility because he or she has delegated this task to staff or to a consultant schedule analyst. If a consultant schedule analyst is not performing adequately, the RE will contact the Consultant Project Manager and the Regional Consultant Coordinator to immediately resolve this performance issue.

Subpart 153.03.02 of the Specifications specifies that the RE must conduct a Schedule Update Meeting 14 days before the bimonthly update is due and document the meeting minutes. While the status of the project's progress or progress impediments should be discussed at more the regular project meetings, it is essential that this specific Schedule Update Meeting be held for the purpose of discussing what will be needed for the Schedule Update's approval. This meeting must be held even if previous Schedule Updates have not been approved or if there are disputes concerning the documentation of the project's progress. The RE must continue to direct the Contractor to submit Schedule Updates even if previous Schedule Updates have not been approved or if there are disputes concerning the documentation of the project's progress.

If a Schedule Update is not approved by the date of the Schedule Update Meeting for the following update, the RE must assess liquidated damages as specified in Subsection 153.04 of the Specifications. The RE is to create a Change Order establishing Item 153007M PROGRESS UPDATE SCHEDULE DAMAGES. The RE cannot not waive the assessment of damages for failure to provide an acceptable update without the written approval of the Regional Construction Engineer.

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