

Example Narrative

Date Submitted: 2-2-05

Work schedule: *ABC Contracting* working hours for this contract will be Monday through Friday from 7:00 A.M. to 4:30 P.M. This will be a ten-hour shift with a half-hour lunch break. No weekend work is anticipated at this time. During warm weather months and as work dictates, we may extend the shift time to a twelve-hour work day with possible weekend and night work. This will be considered if the project falls behind schedule and will be reflected in our monthly updates. There will be no work impacting traffic for the Dates, Times and Holidays listed in the contract for ICT #3.

ABC Contracting and our subcontractors will be mobilizing all necessary equipment to adequately perform all grading and erosion control operations. We will be using stone from our *ABC Quarry* located five miles from the project. Asphalt plant mix and all concrete will be supplied from our plants at the quarry.

A Utility Coordinator will be engaged with all the utility companies to ensure the conflicting utilities listed in the contract are phased as planned. Every effort will be made by *ABC Contracting* to expedite the work of the utility companies. The contract documents will be adhered to and monthly meetings will be held with the utility owners. Noted in the table herein, *ABC Contracting* will make accessible the areas necessary for the relocation of these utilities prior to the dates required by the contract to allow the owners an additional time for relocation. These dates will be reviewed with the owners.

We are requesting in addition to the monthly construction meeting an opportunity to meet with NCDOT's staff and the environmental agencies. This meeting will be to discuss the permit and environmental requirements of this contract. Our company strives to be proactive in environmental stewardship and we would like feedback to ensure there will be no delays due to any environmental issues.

The project manager will be responsible for all submittals. This person will be familiar with the contract and be aware of any submittals required and the time necessary for their review. Also, this person will coordinate with the subcontractors to ensure any submittals will be forwarded in a timely manner. We have a built in lead time necessary for the review and approval of our submittals. We ask that NCDOT contact us immediately if a revision is required. This will enable us to make any corrections and stay on schedule.

The project manager will also be responsible for the coordination of all work related to this project. This person will schedule the subcontractors' work and oversee the utility coordinators' schedule. The monthly updates will give documented details of the upcoming project activities.

You will notice that this project has a strict time schedule. *ABC Contracting* is committed to being responsive to all inquiries and needs by NCDOT, subcontractors, utility owners, and suppliers. We ask that NCDOT's staff involved with this project show the same initiative. With all parties involved, the terms of the contract can be met successfully. We are also committed to building a high quality product that will serve the traveling public for many years to come.

The following table gives details of ABC Contracting's work as required by the contract:

<u>Milestone/ Work Activity</u>	<u>Description, Time, Subcontractor</u>
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1. **Date of Availability:** 4/4/05. Also, Date of Availability for ICT #1.
2. Submittals Forwarded: 4/6/05. Submittals for Temporary Shoring, proposed method of surveying, concrete and asphalt mix designs, and catalog cuts for the planned waterline installation.
3. Begin Construction: 4/11/05. Advanced Warning Signs will be installed at the designated locations by the traffic control subcontractor.
4. Surveying 4/13/05. Surveying subcontractor to begin marking clearing and grubbing limits as well as the ESAs.
5. Clearing and Grubbing: 4/15/05. Clearing and grubbing subcontractor ABC Contracting will be installing all erosion control devices along with the clearing operations in accordance with the E.C. plans. The ESAs will be not be cleared at this time.
6. **End Moratorium: 4/15/05.** The end of the instream moratorium for trout.
7. Waterline Construction and Temporary Shoring: 5/01/05. The waterline subcontractor to begin relocating the waterline
8. Pipe Construction: 5/08/05. Surveyor to stake pipe and drainage structures. Pipe subcontractor to begin pipe installation and drainage structure construction.
9. Grading and widening: 5/22/05. Grading will progress in accordance with Phase I of the TCPs
10. Traffic Switch: 6/01/05. Traffic placed on Temporary Widening.
11. Culvert Construction: 7/11/05. Structure subcontractor mobilizing to begin Phase I of the culvert construction.
12. **Begin Trout Moratorium: 11/15/05.**
13. **Phase I Completion:** 11/18/05. Phase I of the TCPs and ICT #1 work will be complete and traffic will be moved into the pattern to begin Phase II.
14. **ICT #1 Contract Completion Date:** 12/2/05
15. Winter Shutdown: 12/16/05: All grading will cease until 3/06. The pipe subcontractors will continue with Phase II when not restricted by weather and permit restrictions. Any grading areas not completed will be dressed and temporary seeded. Utilities to be relocated after traffic switch will begin. This work should be finished by 3/06. This work includes water and sewer, gas, and fiber optic cable.
16. Resume grading: 3/6/06. Remobilize grading equipment to continue Phase II.
17. **End Trout Moratorium:** 4/15/06
18. Resume Culvert Construction: 4/17/06. Remobilize culvert subcontractor. Also, begin installing the pipe that will carry live water.
19. Paving 6/19/06. Fine grading, ABC placement, and paving will begin for Phase II.
20. Signal Installation Complete: 8/18/06.
21. Final Paving and Striping: Begin 9/4/06. End 10/27/06. Traffic placed in final traffic pattern.
22. Final Inspection: 10/30/06.
23. **ICT #2 Contract Completion Date:** 10/31/06.
24. Begin Reforestation: 12/15/06. Completion 12/22/06.
25. **Contract Completion Date:** 12/31/06.