

**SCHEDULE 33  
WORKS REPORTS**

**PART 1 CURRENT PBS UPDATE** Each month following Financial Close, within ten (10) Business Days following the prior month's end, DB Co shall submit a PBS Update, which shall include the following:

- (a) actual start and finish dates for completed Activities;
- (b) actual start dates, physical percent complete and remaining duration for Activities in progress;
- (c) projected sequences of Activities for future work;
- (d) revised relationships and durations for unfinished Activities, if warranted;
- (e) identify the Critical Path(s) in a Critical Path report;
- (f) show Near-Critical Path Activities; and
- (g) a PBS Update table, which shall include the following:
  - (i) added and deleted activities;
  - (ii) changes to original durations;
  - (iii) changes to constraints;
  - (iv) changes to lags;
  - (v) changes to calendar assignments; and
  - (vi) logic changes.

All changes included in the PBS Update table shall include reasoning for the change.

- 1.2 The Earned Value in a Payment Period shall match the amount eligible for claiming in the applicable Construction Period Payment Application in accordance with Schedule 21 – Construction Period Payments.
- 1.3 The PBS Update shall use the Current PBS baseline. The PBS Update shall not be used to re-baseline the Schedule. All re-baselines shall be performed in accordance with Schedule 12 – Works Scheduling Requirements.
- 1.4 The PBS Update shall remain in compliance with Table 1 of Schedule 12 – Works Scheduling Requirements.
- 1.5 DB Co shall revise the Activities within the Current PBS as appropriate to identify the current sequence of Works. If this revision causes impact on the Critical Path(s), or creates a new Critical Path(s), DB Co shall summarise the changes in the Monthly Progress Report.

- 1.6 Where Activities are divided due to changes in maximum duration, the parent activity dollar value shall be preserved across the new children.
- 1.7 The PBS Update shall at all times remain in compliance with the requirements of Schedule 12 – Works Scheduling Requirements.
- 1.8 The PBS Update shall be submitted in two electronic file formats. The first format shall be in the native file format of the software used to generate and manage the Works Schedules, which shall be the exported .XER file for the latest version of Primavera Professional Project Management (PPM). The second format shall be a word-searchable high resolution colour PDF version. Upon City's request, DB Co shall provide the details of the software and any additional software plug-ins used by DB Co, a copy of any templates, and the details for any software settings it has used in its scheduling software, such as calendar settings, user and administrative preferences, schedule settings, and any other information required to enable the City to replicate the Works Schedules submitted by DB Co using the native file formats provided by DB Co.

**PART 2 MONTHLY PROGRESS REPORT**The provisions of this Schedule 33 shall apply to the Monthly Progress Reports.

- 2.2 All information included in the Monthly Progress Reports related to Works Schedules shall be in accordance with the requirements of Schedule 12 – Works Scheduling Requirements.
- 2.3 Each month following Financial Close, DB Co shall submit to the City the Monthly Progress Report. DB Co shall submit the Monthly Progress Report within 10 Business Days following the prior month's end.
- 2.4 The Monthly Progress Report shall be divided by Division and shall contain a narrative with the following items:
  - (a) an executive summary describing the general status of the Works, including design, construction, and testing and commissioning activities;
  - (b) description of progress for each Division and the Project as a whole, including all phases of Works. Identify start date and completion dates on major areas of Works.
  - (c) For the requirements from 2.4(d) to 2.4(l), where there are no current actions or concerns, DB Co shall withhold the heading.
  - (d) Identification of tasks or activities which are causing delay, or may cause delay to, the Works Schedule. The Identification of tasks shall be grouped by:
    - (i) System Infrastructure;
      - (A) facilities;
      - (B) structures;
      - (C) Systems;
      - (D) tunnels;

- (E) guideway;
  - (F) LMSF; and
  - (G) roadways.
- (ii) progress of design and review (until complete); and
  - (iii) progress and issues for:
    - (A) communications and public engagement;
    - (B) traffic and transit management (including upcoming road closures);
    - (C) progress for Utility Work;
    - (D) demolitions and removals;
    - (E) safety, security, and emergency management;
    - (F) property access;
    - (G) status update of all Permits, Licences, Approvals and Agreements;
    - (H) environmental monitoring and compliance status;
    - (I) status of warranty work;
    - (J) operations training in accordance with Schedule 15.2 Part 1 Article 17; and
    - (K) all testing and commissioning.
- (e) contemplated innovations, where applicable;
  - (f) outstanding contractual decisions;
  - (g) listing of any Variation Directive or Variation Confirmations that were identified or executed during the period from the submission of the previous month's Monthly Progress Report to the submission of the current Monthly Progress Report, including their status;
  - (h) identification of problems and issues that are causing delay or may cause delay to the works schedule that arose during the current reporting period, outstanding problems and issues, and summary of resolved problems and issues;
  - (i) identification of requested and/or required City actions for the next month;
  - (j) advance notice of requested and/or required City actions for the next six months;
  - (k) any other information specifically requested by the City on the progress of the applicable Works;

- (l) description and associated metrics to demonstrate compliance on Project elements as appropriate;
- (m) selected digital progress photographs that summarise key achievements of Project progress as outlined in the Monthly Progress Report narrative;
- (n) general summary of Works planned for the upcoming period;
- (o) summary quality assurance/quality control findings; and
- (p) a table of “Near-Critical Activities” for all Works Activities with a float of less than 10 Business Days.

2.5 The Monthly Progress Report shall also include, the following:

- (a) sustainability compliance status;
- (b) summarised quality assurance and quality control data, including:
  - (i) status until approval of each management plan. Once the relevant plan is reported as “Complete”, the plan can be removed from the following Monthly Progress Report; and
  - (ii) status until approval of Design Certificates and Construction Certificates. Once the relevant certificate is reported as “Complete”, the certificate can be removed from the following monthly report.
- (c) IMS metrics, including:
  - (i) results of monthly Integrated Management System reports, IMS Audit reports and information from the Non-Conformance Tracking System (as described in Schedule 11 - Integrated Management System Requirements), status of Internal IMS Audits and External IMS Audits;
  - (ii) identified Non-Conformances and deficiencies in ongoing Works as identified by the City or DB Co or both; and
  - (iii) threat and vulnerability actions (with summary).
- (d) health, safety, and environmental metrics, including:
  - (i) lost time injuries;
  - (ii) restricted work cases;
  - (iii) medical treatment injuries;
  - (iv) fatalities;
  - (v) near misses;

- (vi) all reportable incidents; and
- (vii) accidents with no lost time.
- (e) community metrics, including:
  - (i) received and resolved complaints;
  - (ii) community outreach events; and
  - (iii) community involvement.
- (f) management staffing changes, deletions, and additions for DB Co (if applicable);
- (g) status of Proceeding At Risk Matters (if applicable);
- (h) status of all Submittals pursuant to the requirements of the Project Agreement;
- (i) Subcontract status, including:
  - (i) consultants;
  - (ii) Subcontracts awarded;
  - (iii) tenders;
  - (iv) involvement of social enterprises;
  - (v) apprenticeships;
  - (vi) labour report (average workforce); and
  - (vii) contracts terminated and for what cause.
- (j) DB Co shall use the data to develop, and provide to the City in an acceptable format, the following tabulated data on a monthly basis from the Financial Close date until the latest Final Completion:
  - (i) if applicable, the revised forecast cash flow in accordance with a Recovery Schedule;
  - (ii) the actual Earned Value (EV) as equal to the Activities at [REDACTED]% completion in the Current PBS;
  - (iii) the revised forecast cash flow to complete the Works in accordance with the Current PBS;
  - (iv) the overall progress expressed as a percentage of the physical work completed; and
  - (v) DB Co shall use the data to calculate the following performance indicators for inclusion in the Monthly Progress Report:

- (A) Planned Value curve from PBS-1;
  - (B) Planned Value (PV) as calculated up to the Current PBS status date;
  - (C) Earned Value (EV) as calculated up to the Current PBS status date; and
  - (D) Schedule Performance Index (SPI) = Earned Value (EV)/ Planned Value (PV), expressed as a percentage.
- (k) risk management summary, which shall include the following where applicable:
- (i) updated risk register;
  - (ii) risk response plans requiring action from the City;
  - (iii) claims;
  - (iv) liens;
  - (v) environmental issues;
  - (vi) labour;
  - (vii) outstanding disputes;
  - (viii) safety and security;
  - (ix) operational risks;
  - (x) Stakeholder risks; and
  - (xi) other risks.

2.6 The Monthly Progress Report shall include a variance section that contains:

- (a) the information provided in Section 1.1(g) in a tabular format; and
- (b) a summarized narrative that provides justification for the changes.

**PART 3 MISCELLANEOUS SUBMISSIONS** Where the following deliverables are submitted separately to the Monthly Progress Report, DB Co shall submit following deliverables in accordance with the timing identified in Schedule 12:

- (a) Short Duration Schedule: Micro Works Schedule
- (b) Short Duration Schedule: Testing and Commissioning Schedule
- (c) Short Duration Schedule: Schedule to Complete

3.2 The Short Duration Schedules can be provided in either hard copy or .pdf, as agreed in discussions with the City.

- 3.3 DB Co shall prepare and submit a Testing and Commissioning schedule narrative.
- 3.4 This narrative shall be provided six months prior to commencement of testing and commissioning activities, and updated following any detailed revision to the strategy.
- 3.5 DB Co shall prepare and submit a Testing & Commissioning Schedule narrative to identify the strategy to achieve:
- (a) East Substantial Completion;
  - (b) West Substantial Completion;
  - (c) East Final Completion; and
  - (d) West Final Completion (including completion of Remaining Works).
- 3.6 The Testing and Commissioning Schedule narrative shall contain:
- (a) Description of the testing philosophy and process;
  - (b) Description of the interrelationships and system interfaces within the Confederation Line East Extension and Confederation Line West Extension, and between the Confederation Line East Extension and Confederation Line West Extension and the Existing Confederation Line;
  - (c) Description of testing and commissioning sequencing to achieve each Substantial Completion and Final Completion (including completion of Remaining Works); and
  - (d) Identification of potential conflicts and challenges to achieve each Substantial Completion and Final Completion (including completion of Remaining Works).