

**SCHEDULE 31
WORKS REPORT REQUIREMENTS**

ARTICLE 1 CURRENT PBS UPDATE Each month following Financial Close, within ten (10) Business Days following the prior month's end, Project 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;
- (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 PBS Update shall use the Current PBS baseline. Re-baselining of a PBS Update shall not be permitted. Re-baselining shall be as permitted by Schedule 12 – Works Scheduling Requirements.
- 1.3 The Earned Value in a Period shall match the Construction Period Payment application.
- 1.4 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.
- 1.5 The PBS Update shall remain in compliance with Table 1 of Schedule 12 – Works Scheduling Requirements.

- 1.6 Project 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), Project Co shall summarise the changes in the Monthly Progress Report.
- 1.7 Where Activities are divided due to changes in maximum duration, the parent activity dollar value shall be preserved across the new children.
- 1.8 The PBS Update shall at all times remain in compliance with the requirements of Schedule 12 – Works Scheduling Requirements.
- 1.9 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, Project Co shall provide the details of the software and any additional software plug-ins used by Project 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 Project Co using the native file formats provided by Project Co.

ARTICLE 2 MONTHLY PROGRESS REPORTThe provisions of this Schedule 31 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, Project Co shall submit to the City the Monthly Progress Report. Project Co shall submit the Monthly Progress Report within 10 Business Days following the prior month's end.
- 2.4 The Monthly Progress Report shall contain a narrative with the following items:
 - (a) an executive summary describing the general status of the Works;
 - (b) description of progress for the Project, 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(i), where there are no current actions or concerns, Project 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, including where applicable;
 - (A) facilities;
 - (B) structures;
 - (C) systems;

- (D) tunnels;
- (E) guideway; and,
- (F) 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 and business management plan updates;
 - (G) status update of all Permits, Licences, Approvals and Authorizations;
 - (H) environmental monitoring and compliance status;
 - (I) status of warranty work;
 - (J) operations training in accordance with Schedule 15 – Output Specifications; and
 - (K) all Commissioning;
- (e) contemplated innovations, where applicable;
- (f) outstanding contractual decisions;
- (g) description and associated metrics to demonstrate compliance on Project elements as appropriate;
- (h) summary quality assurance/quality control findings;
- (i) 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;
- (j) general summary of Works planned for the upcoming period;

- (k) identification of problems and issues that are causing delay or may cause delay to the works schedule, outstanding problems and issues, and summary of resolved problems and issues;
- (l) identification of requested and/or required City actions for the next month;
- (m) advance notice of requested and/or required City actions for the next six months;
- (n) selected digital progress photographs that summarizes key achievements of Project progress as outlined in the Monthly Progress Report narrative;
- (o) any other information specifically requested by the City on the progress of the applicable Works; 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 Integrated Management Plan, Traffic and Transit 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 Project 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 Project 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) small, minority-owned, women-owned, and disadvantaged business enterprises;
 - (v) apprenticeships;
 - (vi) labour report (average workforce); and,
 - (vii) contracts terminated and for what cause.
- (j) Project 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) Project 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, that shall discuss any of the following that are current:
 - (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, which shall include:

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

ARTICLE 3 MISCELLANEOUS

- 3.1 Where the following deliverables are submitted separately to the Monthly Progress Report, Project 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 Project 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 Project Co shall prepare and submit a Testing and Commissioning schedule narrative to identify the strategy to achieve Substantial Completion and Final Completion.
- 3.6 The Testing and Commissioning schedule narrative shall be provided to the City six months prior to the first Testing and Commissioning activity.
- 3.7 The Testing and Commissioning schedule narrative shall contain:
- (a) Description of the testing philosophy and process;
 - (b) Description of the interrelationships and system interfaces with the:
 - (i) existing Confederation Line SI at Bayview Station and the head-end management platform at the TOCC and BCC
 - (ii) MacDonald-Cartier International Airport;
 - (iii) CNR and VIA Rail; and
 - (iv) NRC.
 - (c) Description of testing and commissioning sequencing to achieve Substantial Completion and Final Completion; and
 - (d) Identification of potential conflicts and challenges to achieve Substantial Completion and Final Completion.