



DESIGN AND CONSTRUCTION GROUP
THE GOVERNOR NELSON A. ROCKEFELLER
EMPIRE STATE PLAZA
ALBANY, NY 12242

ADDENDUM NO. 3 TO PROJECT NO. 44219-C

**PROJECT LABOR AGREEMENT PROJECT
CONSTRUCTION WORK
PROVIDE CONVERSION OF 8TH FLOOR TO ANIMAL LAB
BUILDING NO. 4
NEW YORK PSYCHIATRIC INSTITUTE
1051 RIVERSIDE DRIVE
NEW YORK, NY 10032**

June 23, 2017

NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

SPECIFICATION GROUP

DOCUMENT 013113 PROJECT SCHEDULE: Discard all previously issued versions and substitute the accompanying Section (013113 – 1 thru 013113 – 8) noted “Revised 06/23/2017”.

1. Page 035400-1, Referring to Paragraph 1.01 A: Delete “Ceramic Tile: Section 093013” and Add the following to 1.01:

- “A. Resilient Sheet Flooring: Section 096516
- B. Resilient Tile Flooring: Section 096519
- C. Resinous Flooring: Section 096724.”

2. Page 096516-2, Add the Following Article to PART 1 GENERAL:

“1.05 RELATED WORK SPECIFIED ELSEWHERE

- A. Cementitious Self-Leveling Topping: Section 035400.”

3. Page 096519-1, Article 1.02, Add the Following Paragraph:

- “B. Cementitious Self-Leveling Topping: Section 035400.”

4. Page 096724-1, Article 1.01, Add the Following Paragraph:

- “B. Cementitious Self-Leveling Topping: Section 035400.”

DRAWINGS

5. Drawing No. I-100: FINISH LEGEND: Change Floor Transition note to read: "Floor transition, see A-600 for details."

END OF ADDENDUM

Margaret F. Larkin
Executive Director
Design and Construction

SECTION 013113

PROJECT SCHEDULE

PART 1 GENERAL

1.01 RELATED REQUIREMENTS AND INFORMATION SPECIFIED ELSEWHERE

- A. Summary of Work: Section 011000.
- B. Administrative Requirements: Section 013000.
- C. Project Meetings: Section 013119.

1.02 SUMMARY

- A. Section includes administrative and procedural requirements to plan, schedule, and document the progress of the Project, and predict and prevent delays to established activities and milestones during performance of the Work.

1.03 SUBMITTALS

- A. Waiver of Submittals: The “Waiver of Certain Submittal Requirements” in Section 013300 does not apply to this Section.
- B. Schedule Submittals:
 - 1. CMU 01 Agreement Form

1.04 DEFINITIONS

- A. Project: Work to be performed as part of one or more Contracts.
- B. Project Team: Persons acting on behalf of the State and/or Contractors in an effort to successfully plan, schedule, and coordinate the Work of the Project.
- C. Project Work Plan: A comprehensive list of Contractor tasks, predecessors, durations, resources, budgeted cost, etc. used to develop the Project Schedule.
- D. Schedule: A comprehensive leveling of necessary procedural tasks, task sequencing, projected start and finish dates, and resource allocation required to successfully complete the Work by the Project completion date.
- E. Activity: A task or grouping of tasks containing an anticipated start-date and corresponding duration, comprising a generalized portion of the Work, that can be identified and measured for planning, coordinating, monitoring, and controlling the project.
- F. Milestone: A significant start or finish to Work on a given set of activities on the Project defined by both the Director’s Representative and the Contractors.

- G. Bid Milestones: Milestones or phases identified and included in the Contract Documents to be utilized by the Contractors and Project Team in developing the Baseline Project Schedule.
- H. OGS Project Management System (OGS PMS): The collaborative online system is provided by OGS for Contractors to establish their Project Work Plan activities, duration, predecessors, resources and budgeted cost for Work of the Project.
- I. Baseline Project Schedule: Derived from the Contractors' Project Work Plan activities and their prescribed durations, predecessors, etc. recognizing the completion of the Work of the Project in accordance with the Contract duration and approved by the Director's Representative and Contractors.
 - 1. The OGS Scheduling will build a Baseline Project Schedule from the Contractors' Baseline Project Work plan to determine projected start and finish dates.
 - 2. Updates to the Baseline Project Schedule, including but not limited to projected starts, finishes, and activity remaining duration, as agreed upon at the Project Schedule meeting by the Contractors and the Director's Representative, shall be defined as the Project Schedule.
 - 3. The Baseline Project Schedule will remain unaltered as a tool to measure progress outlined and anticipated during the initial Project Schedule meeting.
- J. Float: The measure of latitude in starting and/or completing an activity without impeding on the successful realization of Project milestones.
 - 1. Float time is not for the exclusive use or benefit of either the State or the Contractors, but is a jointly owned expiring Project resource; float is available as needed to meet scheduled milestones and Project completion.
 - 2. Recognizing float within an activity, or chain of activities, does not permit the Contractors to disrupt progress or delay completion of an activity.
- K. Resource: Any labor, material, or equipment, shared or exclusive, required for the completion of an Activity or the Work, which recognizes an associated cost.
- L. OGS Scheduling: A member of the OGS Scheduling Department responsible for assisting with reviewing and interpretation of Contractor Project Work Plans related information.

1.05 DEVELOPMENT OF THE PROJECT WORK PLAN

- A. The OGS PMS is the online environment where the Contractors will build and develop the Baseline Project Work Plan.
- B. Contractors will input information on the OGS PMS relating to activity naming, duration, predecessors, resources and budgeted cost. The Director's

Representative and OGS Scheduling will review prior to the initial Project Schedule meeting.

- C. The Director's Representative will schedule the initial Project Schedule meeting within 15 calendar-days of Project Award. The meeting will include members of the Project Team and will be conducted by OGS Scheduling for the purpose of reviewing the Contractors' initial Project Work Plan, defining the intent of the specification, and realizing a Project Work Plan management strategy for all required iterations and reporting. The mutual agreements reached at this and subsequent meetings form the basis for the Baseline Project Schedule, and will be used for coordinating, scheduling, and monitoring the Work of all related contracts.
 - 1. OGS Scheduling will work with other members of the Project Team to review and discuss activities, task summaries, contractual or Project milestones, intermediate and critical milestones, and testing, inspection, or commissioning periods to assist in planning or coordination.

- D. The Contractor will sign the CMU 01 Agreement form (blank included in Document 013113) within five (5) calendar-days of final Baseline Project Schedule review and approval by the Director's Representative. Failure to develop the Baseline Project Work Plan, and sign the CMU 01 Agreement form will not absolve the Contractors of the Project Work Plan requirements. The Contractors will be required to provide the necessary resources, at no additional charge to the State, to complete the Project in the manner defined by the Director's Representative.
 - 1. The Baseline Project Schedule and CMU 01 agreement are to be completed within 45 days of Project Award. Failure by the Contractors to provide the required or requested information will result in the withholding of progress payments.

- E. Bid Milestones are to be incorporated into the Project Work Plan.

1.06 UPDATING THE PROJECT WORK PLAN

- A. Monthly Project Schedule meetings will be held to review Contractors' updates to the actual starts, actual finishes, and remaining duration of in-progress activities, and consider logic changes, predecessor alterations, duration amendments, time impact events, and scope changes, for the purpose of determining the status of construction progress for the updated Project Schedule.
 - 1. During the progress of Work on the Project, the Contractors are required to document actual start, actual finish, and remaining duration on a daily basis. Information will be posted by the Contractors to the OGS PMS and as defined during the Initial Project Schedule meeting.
 - 2. Contractors must update the status of all their activities two (2) days prior to the Project Schedule Meeting. The Contractors will notify the Director's Representative and OGS Scheduling when their information is complete.
 - a. Any variation of 5 days (+/-) in the start or finish date for each activity must be explained and posted.

3. At the Progress Schedule Meeting, the Contractor, Director's Representative, and OGS Scheduling will review the documented progress and planned work.
 4. Any Contractor failing to progress their Work as outlined in the updated Project Work Plan will be informed of their deficiencies and, if required, be requested to provide a recovery option.
- B. The Contractors will furnish all Project Work Plan information requested by the Director's Representative. Any Contractor who fails to furnish accurate information two days prior to the Project Schedule meeting will be required to provide all resources necessary to execute the updated Project Work Plan based on progress information documented and recorded by the Director's Representative.

1.07 MAINTAINING SCHEDULE

- A. Perform the Work in accordance with the Project Schedule and providing resources necessary to maintain the progress of activities as scheduled so that no delays are caused to other Contractors engaged in the Work.
1. Should any Contractor fail to maintain progress according to the Project Schedule, or cause delay to another Contractor, that Contractor shall provide such additional manpower, equipment, additional shifts, or other measures, at their own cost, to bring their operations back on schedule.
 2. Performing Work out of sequence with the Project Schedule is not permitted unless written approval is obtained from the Director's Representative prior to commencement.

1.08 RECOVERY WORK PLAN

- A. Recovery Work Plan: When periodic updates indicate the Work is 15 or more work days behind the approved Baseline Project Schedule's Substantial Completion dates, the Contractors will present recovery options to the Director's Representative to be incorporated into an updated Project Schedule; these include, but are not limited to, allocating additional resources for activity duration reduction or modifying activity sequencing,
- B. Any Contractor failing to furnish recovery options to the Director's Representative for a Recovery Work Plan within 10 calendar-days subsequent to the monthly Project Schedule update will be required to provide all resources necessary to execute an updated Project Work Plan defined by the Director's Representative.
- C. Alterations to the Project Schedule by a Recovery Work Plan will require the approval of the Contractors and the Director's Representative.
- D. Approved alterations to the Project Schedule by a Recovery Work Plan, will constitute the updated Project Schedule.
1. The updated Project Schedule following the implemented Recovery Work Plan will be recognized as the primary baseline schedule for reporting. The Baseline Project Schedule will be retained as a secondary

baseline schedule and will be utilized to measure progress against the alterations.

- E. Recovery Work Plans recognizing early completion will be reviewed by the Director's Representative prior to acceptance of the Project Schedule update.

1.09 RESOURCE ASSIGNMENTS

- A. Resources recognizing the budgeted cost associated with all efforts necessary for the completion of a unique activity within the schedule, and the total cumulative cost of the Work of the Project, are to be assigned by the Contractors. All Contractors are responsible for providing the information necessary for assigning resources for the Baseline Project Work Plan; all Contractors are responsible for reviewing the information.
- B. Resources recognizing the total Labor/Manpower and specialized equipment associated with all efforts necessary for the completion of a unique activity within the Project Work Plan, and the cumulative curve associated with the Work of the Project, are to be assigned concordant with the intended means and methods proposed by the Contractors. All Contractors are responsible for providing the information necessary for assigning resources for the Baseline Project Work Plan; all Contractors are responsible for reviewing the information prior to approval.

PART 2 PRODUCTS

2.01 PROJECT WORK PLAN SOFTWARE

- A. Project Work Plan Software: Project Work Plan software is provided by OGS through the OGS PMS.
- B. Contractors are required to have Internet access to utilize the OGS PMS for all parts of this section.
- C. OGS will provide training for access and use of the OGS PMS. Training will be one hour at a minimum; additional support is available by OGS Scheduling.

PART 3 EXECUTION

3.01 PROJECT WORK PLAN

- A. The Director's Representative and OGS Scheduling will contact the Contractors and setup access to the OGS PMS. Training will be provided once access is setup by OGS Scheduling.
- B. Contractor will develop their Project Work Plan activities and provide information relating to activity naming, duration, predecessors, resources, and budgeted cost on the OGS PMS.

- C. The Contractors Project Work Plan will determine and define activities applicable to the Work of their Contract and the scope of the Project. Activities are to be appropriately placed within the OGS PMS.
- D. Within 15 calendar-days of Project Award, the Contractor's will provide a summary level Baseline Project work plan on the OGS PMS, encompassing the Work of the Project from Project Award through Substantial Completion.
 - 1. Contractors need to complete their summary Project Work Plan two (2) days prior to the initial meeting, in a manner appropriate to the development of the Baseline Project Work Plan. The Contractors will notify the Director's Representative and OGS Scheduling when their information is complete.
 - 2. Contractors will complete remainder of baseline Project Work Plan compliant to the summary level baseline Project Work Plan.
- E. The Project Team will review the Contractors initial Project Work Plan submissions at the Initial Project Schedule meeting and complete the Baseline Project Schedule.
 - 1. The Project Team will recommend tasks or summaries appropriate to planning, scheduling and coordinating, including but not limited to: establishing a focused work breakdown structure (WBS) that aligns with the Contract Documents, phasing requirements, identifying logical connections critical to Substantial completion, accounting for critical submittals or submission, fabrication, and delivery of long-lead materials, products, specialized equipment, or services, and recognizing critical testing, inspection, or commissioning durations for coordination and tracking.
- F. The Baseline Project Schedule is to be approved and the CMU 01 Agreement Form signed within 45 calendar-days of Project Award. Failure to complete the Project Work Plan and sign the CMU 01 Agreement Form will result in non-payment for Work progressing beyond 30 calendar-days subsequent to Project Award.
- G. Updates to the Project Work Plan will be performed concurrent with Project Schedule meetings.

3.02 ACTIVITIES

- A. The Contractors are to provide activities, which adequately represent the coordinating needs of the Project and scope of the Work.
 - 1. Each activity will identify the Contractors' anticipated duration for the activity defined in workdays, and the budgeted cost of the activity.
- B. The Contractors will identify each activity with a unique Activity Name. No Activity Name or Activity ID will be altered after the Baseline Project Schedule has been approved by the Director's Representative.

- C. The Project Team will identify milestones, activities, or summary activities for incorporation into the Baseline or Project Schedule to assist in planning, scheduling, and coordinating the Project.
- D. The calendar utilized by the Baseline and Project Schedule for each activity will be per the direction of OGS Scheduling to accurately reflect anticipated State and Federal holidays as well as work being performed off-hours as defined in the Contract Documents.

3.03 BASELINES

- A. OGS Scheduling will maintain the CMU approved Baseline Project Schedule as the assigned project baseline schedule.

3.04 TIME IMPACT AND TIME IMPACT ANALYSIS

- A. Contractors will represent Time Impact to the Project Work Plan utilizing, at a minimum, a milestone event, an activity for resolution, and related work associated with the impact to the as-updated Work of the Project.
 - 1. Contractors and the Project Team will use the most current Project Work Plan update to prepare the Time Impact representation.
 - 2. If Project Work Plans have not been updated in accordance with this specification, an update must be generated which includes an accurate realization of the Work performed and progressed up to the Time Impact event. Failure to maintain Project Work Plan updates in accordance with this or related specifications will not absolve the Contractors of the responsibility to identify Time Impact as defined at a minimum by this article or the General Conditions.
 - 3. A Request for Time Extension will require Time Impact recognition within the CPM schedule.
 - 4. Time Impact events will be reviewed for accuracy and are to be updated in accordance with relevant new information regarding time for resolution and impact to remaining work on the Project.

END OF SECTION

NEW YORK STATE OFFICE OF GENERAL SERVICES
DESIGN AND CONSTRUCTION GROUP

CMU-01 AGREEMENT

PROJECT NO. _____

PROJECT NAME: _____

REPORT DATE: _____

REPORT NAME(S): _____

It is agreed that the Baseline Project Schedule defined by the above listed computer reports has been reviewed and is accepted for use in coordinating, scheduling, and monitoring the work of all related contracts.

FOR CONSTRUCTION WORK CONTRACTOR: _____ DATE: _____

FOR HVAC WORK CONTRACTOR: _____ DATE: _____

FOR PLUMBING WORK CONTRACTOR: _____ DATE: _____

FOR ELECTRICAL WORK CONTRACTOR: _____ DATE: _____

FOR DIRECTOR'S REPRESENTATIVE: _____ DATE: _____