



STATE OF NEW YORK  
OFFICE OF GENERAL SERVICES  
DESIGN AND CONSTRUCTION GROUP  
THE GOVERNOR NELSON A. ROCKEFELLER  
EMPIRE STATE PLAZA  
ALBANY, NY 12242



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**ADDENDUM NO. 1 TO PROJECT NO. 44788  
HVAC WORK AND ELECTRICAL WORK  
REPAIR AND UPGRADE FACILITY HEATING SYSTEM  
AND CONTROLS  
SHAWANGUNK CORRECTIONAL FACILITY  
750 PRISON ROAD  
WALLKILL, NY**

February 26, 2015

**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.

**BIDDING REQUIREMENTS**

1. SECTION 001114 ADVERTISEMENT FOR BIDS: Change In first sentence “Orange County” to “Ulster County”.

**HVAC AND ELECTRICAL WORK SPECIFICATIONS**

1. SECTION 013200 CONSTRUCTION PROGRESS DOCUMENTATION: Discard the Section bound in the Project Manual and substitute the accompanying Sections (pages 013200 -1 thru 013200 – 14).

**END OF ADDENDUM**

Margaret F. Larkin  
Executive Director

## **SECTION 013200**

### **CONSTRUCTION PROGRESS DOCUMENTATION**

#### **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; realize boundaries and expectations for schedule development and management; and predict and prevent delays to established sequences and milestones during performance of the Work including the following:
  - 1. Critical Path Method schedule and reports.
  - 2. Material location and delivery reports.
  - 3. Field condition reports.
  - 4. Special reports.
  - 5. Change management.
  - 6. Time Impact Recognition and Time Impact Analysis.
  - 7. As-Planned vs. As-Updated

##### **1.03 SUBMITTALS**

- A. Waiver of Submittals: The “Waiver of Certain Submittal Requirements” in Section 013300 does not apply to this Section.
- B. Submittals Package: Submit required reporting, Scheduling Software files, and quality control submittals as indicated within this or related sections.
- C. Schedule Submittals:
  - 1. Preliminary Project Schedule
  - 2. Baseline Project Schedule
  - 3. Schedule Basis documentation
  - 4. CMU 01 Agreement Form
  - 5. As-Built Project Schedule
- D. Quality Control Submittals:
  - 1. Schedule Preparer Qualifications

##### **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 or Contractors in an effort to successfully plan, schedule, and coordinate the Work of the Project.
- C. Schedule: A comprehensive leveling of necessary procedural tasks, the sequencing of those tasks, and the resource allocation required to successfully complete the Work by the Project completion date.
- D. Activity: An intricate part of the Work that can be identified and measured for planning, coordinating, monitoring, and controlling the project.
- E. Milestone: A significant start or finish to Work on the Project defined by both the Director's Representative and the Contractors.
- F. Bid Milestones: Milestones or phases identified and included in the Contract Documents to be utilized by the Contractors in developing the Baseline Project Schedule.
- G. CPM: Critical Path Method is a scheduling process used to plan and coordinate the Project, arranging activities based on logical relationships in order to create a network diagram of interconnected procedures.
- H. Preliminary Project Schedule: The initial CPM schedule submission capturing, at a minimum, the anticipated Work for the first 90 calendar-days after Project Award, and to be initiated by the Schedule Preparer prior to the Project Schedule Definition Meeting.
- I. Baseline Project Schedule: The as-planned CPM schedule for completion of the Work of the Project in accordance with the Contract duration, approved by the Director's Representative and Contractors, and completed by the Schedule Preparer.
  - 1. Following the initial update to the Baseline Project Schedule, including but not limited to starts, finishes, activity percent complete, logic adjustments, or duration amendments, as agreed upon at the Project Schedule meeting by the Project team, the current updated schedule rendering will be defined as the Project Schedule.
  - 2. The Baseline Project Schedule will remain unaltered as a tool to measure progress outlined and anticipated during the Project Schedule Definition meeting and by the Schedule Basis document.
- J. Project Schedule Update: The as-updated contemporary view of the Project Schedule, as understood by the Project team at the time of the schedule status, which comprehends the accurate reflection of Work started, progressed, and completed on the Project and the intended path of progress for Work going forward.
- K. Schedule Basis: A well-organized, narrative rendering of the Project team's involvement in the development of the as-planned Baseline Project Schedule,

documenting key understandings of the Project's scope, risks and threats to Substantial Completion, and the Schedule Management strategy.

- L. Narrative Statement: A narrative description of the Project Schedule Update.
- M. PDM: Precedence Diagram Method utilizes standard CPM calculations creating an interdependent logical relationship between activities and a dependent path from Project Award through Substantial and Physical Completion.
- N. 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.
- O. Critical Path: A progressing sequence of interdependent activities within the schedule network containing zero (0d) total float and establishing the minimum Project Substantial and Physical Completion duration.
- P. Resource: Any labor, material, or equipment, shared or exclusive, required for the completion of an Activity or the Work, which recognizes an associated cost.
- Q. OGS Scheduling: A member of the OGS Scheduling Department responsible for analyzing, reviewing, and interpreting schedule related information for the benefit of the Project team and to ensure compliance with this or related sections.

#### **1.05 SCHEDULE PREPARER**

- A. The HVAC Work Contractor shall engage the services of a professional scheduling consultant to act as the Schedule Preparer responsible for the preparation and coordination of schedule related information for the Preliminary Project Schedule, the Baseline Project Schedule, and all required updates and reporting for the Project Schedule. The Schedule Preparer shall possess a minimum of five (5) years of construction related scheduling experience, shall have developed and maintained at least two (2) schedules for projects of similar size and scope utilizing the State's specified Scheduling Software.
  - 1. Provide intended Schedule Preparer's qualifications at Pre-Award Meeting and submit prior to the Project Schedule Definition Meeting, including qualifying project names, locations, scope description, project construction value, the type of scheduling software utilized and the submitted representative's direct role on the projects noted.
  - 2. During the period encompassing Project Award to Physical Completion, any substitution for the Schedule Preparer, needed or requested, will require the resubmission of qualifications to the Director's Representative in accordance with this article.

3. Failure to contract with, or designate, a Schedule Preparer, or submit qualifications will not absolve the HVAC Work Contractor of the requirements of this article.
  4. If a competent Schedule Preparer is not provided by the contractor, or if the Schedule Preparer cannot meet the applicable requirements of this or any related sections, as deemed required by the State to comply with this section or related sections, the HVAC Work Contractor shall assume all costs associated with the State's implementation and performance of a contract with a scheduling consulting firm for the preparation and management of the Preliminary, Baseline, and updated Project Schedule.
- B. The Schedule Preparer is a Project resource responsible for the timely development and submission of all specified schedule iterations, statements, and reports; responsibilities include at a minimum the following:
1. Preliminary Project Schedule.
  2. Development of a Schedule Management strategy.
  3. Baseline Project Schedule.
  4. The Schedule Basis.
  5. Project Schedule updating and reporting.
  6. Submission of the As-Built final Project Schedule.

#### **1.06 DEVELOPMENT OF THE PROJECT SCHEDULE**

- A. The Director's Representative will schedule the Project Schedule Definition Meeting as outlined in Section 013119. The meeting will include members of the Project team and will be conducted by OGS Scheduling for the purpose of reviewing the Schedule Preparer's initial project schedule, defining the intent of the specification, and realizing applicable portions of the Schedule Basis. The discussions and mutual agreements reached at this and subsequent meetings by the Project team will form the basis for the CPM Preliminary Project Schedule and the development of the initial CPM Project Schedule, defined as the Baseline Project Schedule, and will be used for coordinating, scheduling, and monitoring the Work of all related contracts
- B. The Schedule Preparer is to complete the Preliminary Project Schedule after the Project Schedule Definition Meeting with input from the Project team and after review of the Contract documents and drawings.
- C. The Schedule Preparer is to complete the Baseline Project Schedule with information provided by the Project team after review of the Preliminary Project Schedule, following the Project Schedule Definition Meeting, and submit for review and approval.
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), phasing requirements, identifying logical connections critical to Substantial and Physical completion, accounting for contract award and critical submittals, fabrication and delivery of long-lead materials, products, specialized equipment or services, and recognizing critical testing, inspection, or commissioning durations for coordination and tracking.

- D. The Contractors will sign the CMU 01 Agreement form (blank included at end of this Section) within five (5) calendar-days of final Baseline Project Schedule review and approval by the Director's Representative. Failure to develop and submit the Baseline Project Schedule and sign the CMU 01 Agreement form will not absolve the Contractors of the scheduling 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 a Schedule Preparer acting as a representative of the Project.
- E. A Preliminary or Baseline Project Schedule recognizing early completion will be reviewed by members of the Project team prior to acceptance of the Preliminary or Baseline Project Schedule.
- F. Bid Milestones included in the Contract Documents are to be incorporated into the project schedule.
- G. During the period between Project Award and the execution of the CMU-01 Agreement by the Contractors and the Director's Representative, the Contractors will comply with the Preliminary Project Schedule and will be responsible for providing the necessary resources to complete the Work as defined by the Schedule Preparer.

#### **1.07 UPDATING THE PROJECT SCHEDULE**

- A. Monthly Project Schedule meetings will be held to review updates to the actual starts, actual finishes, and the percent complete of in-progress activities, and consider logic changes, sequencing alterations, duration amendments, time impact events, and scope changes, for the purpose of determining the status of construction progress on the updated Project Schedule.
  - 1. During the progress of Work on the Project, the Contractors are required to document actual start, actual finish, and activity percent complete on a daily basis, and provide the information to the Schedule Preparer no later than three (3) days prior to the required monthly update, and in the manner defined by the Schedule Management strategy portion of the Schedule Basis.
  - 2. The Contractors and Director's Representative will review the updated progress at the Project Schedule meeting prior to acceptance of progress information and anticipated work as the Project Schedule Update.
    - i. Revisions and comments are to be incorporated within two (2) days of the Project Schedule update meeting, and required reports are to be presented for review.
  - 3. Any Contractor failing to progress their Work as outlined in the updated Project Schedule will be informed of their deficiencies and, if required, be requested to provide a recovery option.
    - i. The Schedule Preparer is responsible for incorporating any recovery options as needed by the Contractors for the duration of the Project.

- B. The Contractors will furnish all schedule information requested by the Director's Representative and the Schedule Preparer, and as defined in the Schedule Management strategy outlined in the Schedule Basis. Any Contractor who fails to furnish accurate information prior to Project Schedule meeting will be required to provide all resources necessary to execute the updated Project Schedule based on progress information documented and recorded by the Director's Representative and submitted to the Schedule Preparer.
- C. During the period between scheduled updates, any time impact event due to, but not limited to, a field condition or scope change, is to be noted by the Contractors; the impact is to be represented by the Schedule Preparer, at a minimum, with a milestone event, the time for resolution, and the impact to work.
- D. Project Schedule updates recognizing early completion will be reviewed by members of the Project team prior to acceptance of the Project Schedule update.

#### **1.08 MAINTAINING SCHEDULE**

- A. Perform the Work in accordance with the Project Schedule and provide 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 activities as part of the Work out of sequence with the Project Schedule is not permitted unless written approval is obtained prior to commencement.

#### **1.09 RECOVERY SCHEDULE**

- A. CPM Recovery Schedule: When periodic updates indicate the Work is fifteen (15) or more calendar-days behind the approved Baseline Project Schedule's Substantial or Physical Completion dates, the Schedule Preparer will present recovery options to the Contractors and Director's Representative to be incorporated into an updated Project Schedule by the Schedule Preparer; these include, but are not limited to, allocating additional resources for activity duration reduction, modifying network logic, or revising activity sequences.
- B. Any Contractor failing to furnish information to assist in developing recovery options to the Director's Representative and Schedule Preparer, for a CPM Recovery Schedule, within 10 calendar-days subsequent to the monthly Project Schedule update, will be required to provide all resources necessary to execute an updated Project Schedule defined by a the Director's Representative and updated by the Schedule Preparer.
- C. Alterations to the Project Schedule by a CPM Recovery Schedule will require approval.

- D. Approved alterations to the Project Schedule by a CPM Recovery Schedule, will constitute the updated Project Schedule.
  - 1. The updated Project Schedule following the implemented CPM Recovery Schedule 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. A CPM Recovery Schedule recognizing early completion will be reviewed by prior to acceptance of the Project Schedule update.

## **PART 2 PRODUCTS**

### **2.01 SCHEDULING SOFTWARE**

- A. Scheduling Software: Schedule is to be prepared and managed utilizing Oracle Primavera P6® PPM or EPPM operating system.

### **2.02 PRELIMINARY AND BASELINE PROJECT SCHEDULE**

- A. The Schedule Preparer is to submit the Preliminary and Baseline Project Schedule in the format discussed at Project Schedule Definition Meeting, and in conjunction with the requirements of this and related sections.

### **2.03 SCHEDULE UPDATE REPORTS**

- A. The Schedule Preparer is to provide update reports in the format required as defined during the Project Schedule Definition Meeting. These reports include but are not limited to, the Schedule Basis, the updated P6® file, activity network, Gantt charts, logic reports, look-aheads, change management reports, responsibility reports, and the Narrative Statement.
  - 1. A suite containing approximately seven (7) reports will be anticipated with the Preliminary, Baseline, and Project Schedule update submission and will be inclusive of either the Schedule Basis or Narrative Statement.
- B. Reports are to be provided within 30 calendar-days of the previous schedule update. Failure to develop the Preliminary or Baseline Project Schedule, and sign the CMU-01 will not absolve the Schedule Preparer or Contractors of the responsibility to provide monthly schedule updates in accordance with this or related sections; updates will be required monthly beginning 60 calendar days after Project Award, or 30 calendar days following the execution of the CMU-01 Agreement from, whichever occurs within the least amount of time from Project Award.
  - 1. Project Schedule update reports inaccurately reflecting Work started, progressed, or completed, time impact events inappropriately placed within the Project Schedule, or Narrative Statements inadequately capturing the as-updated or as-planned Work of the Project will be rejected.

2. The Schedule Preparer is to represent the Work started, progressed, or completed as accurately as possible with the information provided by the Contractors and Director's Representative, and in accordance with industry standard practices for schedule related reporting.
3. Any Schedule Preparer failing to provide reporting information within the intentions of this or related specifications will be removed by the Director's Representative, replaced, and deemed incapable of providing this service on future projects for the State.

#### **2.04 DEFINING THE SCHEDULE BASIS**

- A. The Schedule Preparer is to submit Schedule Basis documentation in conjunction with each revision to the Preliminary Project Schedule and Baseline Project Schedule submission recognizing the following:
  1. Project title and Contract number of all Contract packages.
  2. Scope of Work.
  3. Key personnel from the Project team involved in planning.
  4. Planning basis and strategy for executing the Work of all Contracts including labor and equipment needs or restrictions, contractual constraints, and restricted work periods.
  5. Critical path.
  6. Issues and concerns.
  7. Risks or threats to on-time completion.
  8. Exceptions or exclusions.
  9. Scheduling requirement deviations (ie. activity duration, calendar).
  10. Schedule Management strategy.
  11. Time Impact Recognition strategy.

#### **2.05 NARRATIVE STATEMENT**

- A. The Schedule Preparer is to provide the Narrative Statement with the specified Schedule Update Reports and prior to each Project Schedule meeting.
- B. The Narrative Statement shall include the following:
  1. An Introduction including the State's Project ID#, Project location, the Contractors names, name of the Schedule Preparer, and a brief overview of the Work of the Project.
  2. An Executive Summary highlighting progress or significant changes.
  3. A Milestone Chart and Analysis recognizing any change in the Project, Intermediate, or Bid Milestones as defined by the Director's Representative and the Contractors in the Baseline or updated Project Schedule.
  4. An Analysis of Critical Path activities.
  5. An Analysis of Time Lost or Gained on the schedule regarding Project or Intermediate Milestones.
  6. A Material Delivery summary identifying the onsite storage locations of material delivered for Work being performed or Work on the critical path, and the anticipated arrival dates of material required for future critical path Work.

7. A Field Condition and Program Change summary noting any discoveries or contract alterations resulting in approved Field Orders or Change Orders.
8. A Special Condition summary noting any events beyond the control of the Contractors requiring Field Orders or Change Orders.
9. Any necessary Recovery Options.

## **2.06 AS-BUILT PROJECT SCHEDULE**

- A. The Schedule Preparer will submit an As-Built Project Schedule recognizing the actualized progression of Work on the Project vs. the intended as-planned Baseline Project Schedule within five (5) days prior to Physical Completion.

## **PART 3 EXECUTION**

### **3.01 CPM SCHEDULE**

- A. The Schedule Preparer and Contractors are to determine, with input from the Director's Representative, a breakdown of WBS Levels within the Project which adequately and appropriately organize and represent the Work and the intended structure of construction progress.
- B. The Schedule Preparer and Contractors will determine and define activities applicable to the Work of each Contract and the scope of the Project. Activities are to be appropriately placed within WBS Levels and are to identify specific aspects of the Work according to Project and contract requirements.
- C. Within 15 calendar-days of Project Award, the Schedule Preparer is to submit an initial project schedule encompassing the Work within the first 90 calendar-days of the Project. The Contractors and Director's Representative will review the initial project schedule at the Project Schedule Definition Meeting and provide comments for the development of the Preliminary Project Schedule. The Preliminary Project Schedule will be used for verifying percentages complete for the Work and progress payments for the first 90 calendar-days.
  1. The Schedule Preparer is to complete the Preliminary Project Schedule based on comments provided by the Contractors and Director's Representative within five (5) calendar-days of the Project Schedule Definition Meeting for review and approval.
  2. If any Contractor fails or refuses to provide information for developing the Preliminary Project Schedule, or if in the judgment of the Director's Representative the information provided does not accurately reflect the initial 90 calendar-days of Work of the Project, the Contractor will be deemed not to have provided the information necessary for progress payments and payments will be withheld.
- D. Within 45 calendar-days of Project Award, the Schedule Preparer is to prepare and submit the Baseline Project Schedule in compliance with this section to the Director's Representative and the Contractors for review and comment. The

Director's Representative and the Contractors will return comments within five (5) calendar-days. The Schedule Preparer is to revise according to the comments.

- E. The Baseline Project Schedule is to be approved and the CMU 01 Agreement Form signed within 60 calendar-days of Project Award. Failure to provide the Baseline Project Schedule and sign the CMU 01 Agreement Form will result in non-payment for Work progressing beyond the 90-day approved Preliminary Project Schedule.

### **3.02 ACTIVITIES**

- A. The Schedule Preparer and Contractors are to provide activities which accurately reflect the Work of the Project and which can be utilized for monitoring and anticipating progress. In establishing activities for the Work and their durations, the Contractors are to include, as a minimum, the following:

1. Mobilization.
2. Fabrication.
3. Material Delivery.
4. Utility Interruptions.
5. Coordination.
6. Work Period Restrictions.
7. Contractual Constraints.
8. Installation.
9. Inspection.
10. Testing and Commissioning.
11. Punchlist.

- B. Long-lead and critical submittals and contract procurement items are to be identified and defined by the Contractors, the Schedule Preparer, and the Director's Representative, and will be established in the appropriate WBS Level for monitoring and sequencing by the Schedule Preparer.

- C. Activity durations are not to exceed 15d without written approval.
  1. Subcontract procurement, long-lead material deliveries, and required submittals including preparation and submission, review and approval, and fabrication and delivery may exceed the above-mentioned restrictions and are to be reviewed and approved by the Director's Representative prior to acceptance.
  2. The Schedule Preparer is to request exception of the maximum 15d activity duration requirement within the Schedule Basis documentation and the Narrative Statement.

- D. The Schedule Preparer will identify each activity with a unique activity identification number. The Prefix for activity identification is to be approved and utilized by the Schedule Preparer for the duration of the Project. No activity's identification number is to be altered after the Baseline Project Schedule has been approved.

- E. The Schedule Preparer will not utilize any constraining techniques for activities without approval and will provide narrative documentation within the Schedule

Basis during Baseline Project Schedule development and the Narrative Statement in conjunction with the as-updated Project Schedule, defining the reasons for this usage.

- F. The Schedule Preparer will not allow activities to be open-ended having either no predecessor or successor, with the exception of the first and last activity in the Project Schedule network.
- G. Activities will be linked sequentially by the Schedule Preparer with information provided by the Contractors and the Director's Representative according to the anticipated flow and progress of the Work on the Project and the Work of concurrent projects.
  - 1. Activities, and the sequencing of activities, which do not accurately reflect the Work of the Project will not be accepted by the Director's Representative.
  - 2. Negative lag on an activity will not be accepted by the Director's Representative.
- H. Activities with Start-Finish and Finish-Finish relationships, established for the as-planned Baseline Project Schedule or amended for the as-updated Project Schedule will require written explanation in the Schedule Basis and/or Narrative Statement.

### **3.03 CALENDARS**

- A. The calendar utilized by the Schedule Preparer for each activity is to accurately reflect anticipated state and federal holidays, as well as work being performed off-hours as defined in the Contract Documents, by the Director's Representative, or by specific approved Contractor means and methods.
- B. The Schedule Preparer is to identify unique Project level activity Calendars which incorporate the State's project number and connote the intent of the Calendar for each activity.
- C. The Schedule Preparer will submit a list of Calendars utilized in the development and management of the schedule within the Schedule Basis.
- D. Activity Calendars are not to be altered after the acceptance of the Baseline Project Schedule without an appropriate written explanation within the Narrative Statement recognizing the reason for the change; the proposed alteration will require approval.

### **3.04 ACTIVITY CODES**

- A. The Schedule Preparer is to provide activity codes for each activity within the schedule network. The activity codes will include but are not limited to responsibility, area, phase, location, and milestones.
  - 1. All activity codes are to be prefaced with State's project number, followed by a dash, and the code reference in capitalized letters.

- B. The Director's Representative will review activity code naming information utilized by the Schedule Preparer in developing the Baseline Project Schedule. The Schedule Preparer is not restricted from utilizing as many codes as necessary or possible to assist in the management of the Project via the Project Schedule. Any additional activity codes must remain within the scope of this section or related sections.
- C. The Schedule Preparer is to develop activity codes as Project level codes only. Development of Activity Codes as either Global or EPS will result in the rejection of the Baseline Project Schedule or Project Schedule update by the Director's Representative.
- D. No Activity Code is to be altered by the Schedule Preparer after the Baseline Project Schedule has been approved.

### **3.05 PROJECT CODES**

- A. Project Codes are not to be added the Preliminary, Baseline, or Updated Project Schedule by the Schedule Preparer; assigning Project Codes will result in rejection of the Preliminary Project Schedule, Baseline Project Schedule, or Project Schedule.

### **3.06 BASELINES**

- A. The Schedule Preparer will maintain a copy of the Baseline Project Schedule as the assigned project baseline schedule.

### **3.07 TIME IMPACT AND TIME IMPACT ANALYSIS**

- A. The Schedule Preparer will represent Time Impact to the Project Schedule milestones 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. The Schedule Preparer is to use the most current Project Schedule update to prepare the Time Impact representation.
  - 2. If Project Schedules 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 Schedule updates in accordance with this or related specifications will not absolve the Schedule Preparer or Contractors of the responsibility to identify Time Impact as defined at a minimum by this article.
  - 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.

### **3.08 REQUESTS FOR TIME EXTENSIONS**

- A. The Contractors are to submit in writing to the Director's Representative a Request for Time Extension within ten (10) days of recognizing the need to amend the contractual Substantial or Physical Completion date.
  - 1. The Contractors and Schedule Preparer are to provide Project Schedule reports, generated from the current Project Schedule update, recognizing the inability to complete the contractual, Project, or Bid Milestones by the established completion dates and a copy of the P6 file used to generate the reports.
  - 2. Submitting a Request for Time Extension does not permit the Contractors to delay Work on the current Project Schedule update.
- B. The Contractors and Schedule Preparer are to develop and submit CPM schedule options, in accordance with applicable requirements of this section, showing a milestone event, the time for resolution, the related work associated with the resolution or alternate options, and the newly projected Project and Bid Milestone dates.
- C. Requests for Time Extensions will be responded to within 15 calendar-days of receipt and the Contractors will be notified in writing of the refusal or acceptance of the request.
- D. Reasons for which extensions will be rejected upon receipt include, but are not limited to, the Contractors' failure to provide appropriate resources to complete the Work, misinterpretations of contract requirements, improper planning, failure to coordinate with other Contractors or the Director's Representative, misappropriated distribution of approved costs, payments, or budget for Project Work, failure to comprehend project schedule requirements, failure to provide Project Schedule updates consistent with the requirements of this or related sections, material procurement or delivery delays not associated with Special Events (*force majeure*), or subcontractor and worker related issues such as contractual disputes or work-stoppage strikes.
- E. Approved Request for Time Extensions will require the creation of a revised Project Schedule prepared by the Schedule Preparer which will serve as the primary baseline schedule for updating. The Baseline Project Schedule will be retained as a secondary baseline and will be utilized to measure progress against the alterations.

**END OF SECTION**

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 THE HVAC WORK CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR THE ELECTRICAL WORK CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

THE DIRECTOR'S REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_