

**SECTION 013200D**  
**CONSTRUCTION PROGRESS DOCUMENTATION**

*[---For contracts for which the University and/or the University's contracted Construction Management firm will be assuming responsibility for the Project Schedule, Section 013200D should be used.---]*

*[---For contracts for which one of the separate prime contractors will be responsible for the Project Schedule, Section 013200A, Section 013200B, or Section 013200C should be used.---]*

**PART 1 - GENERAL**

**1.01 RESPONSIBILITIES AND QUALIFICATIONS**

- A. The University, either by itself or through its representative, will be responsible for the preparation of all required project schedules and schedule reports. The University will provide to all Separate Prime Contractors not later than the Preconstruction Conference the identification of the University's Scheduling Representative.
- B. Each Separate Prime Contractor shall designate a Scheduling Coordinator, who shall be responsible for working with the University's Scheduling Representative on all aspects of the Project Schedule. The Scheduling Coordinator shall be knowledgeable in construction methods, have a working knowledge of scheduling, and have a full understanding of their Separate Prime Contractor's scope of work for the Project.
- C. The University's Scheduling Representative will be responsible for scheduling of construction, and for developing, updating, and maintaining the Project Schedule. All Separate Prime Contractors, through their Scheduling Coordinator, shall actively participate in scheduling and schedule development, updating, and maintenance. Separate Prime Contractors' subcontractors and suppliers working on the project shall also contribute in developing, updating, and maintaining the Project Schedule. Subcontractor and supplier coordination shall be through their respective Separate Prime Contractor's Scheduling Coordinator.

**1.02 SCHEDULING OF WORK**

- A. The approved Project Schedule will be used to manage the work, to measure the progress of the Contractors' work, and to aid in evaluating time extensions.
- B. The Project Schedule will incorporate specific activity durations, logic, and/or values as coordinated and agreed upon by the University's Scheduling Representative and the Separate Prime Contractors. Construction means and methods and management of the Work are still the responsibility of the Contractors.
- C. Separate Prime Contractor Coordination.
  - 1. The University's Scheduling Representative will secure from each Separate Prime Contractor involved, time commitments for performing critical elements of the Work.
  - 2. The Project Schedule will include signature boxes for signatures by representatives of all Separate Prime Contractors, certifying acceptance of the Project Schedule.
  - 3. In the event of disagreement involving the University's Scheduling Representative and one or more of the Separate Prime Contractors regarding construction sequences, durations,

and other aspects of the Project Schedule and scheduling, the determinations of the University's Scheduling Representative will control.

4. Failure by any Separate Prime Contractor to provide full cooperation with the University's Scheduling Representative in accomplishing any Project Scheduling actions will be sufficient grounds for declaring that Contractor in default.
- D. No Contractor may assert any claim whatsoever for any delay or additional costs incurred in development of the Project Schedule or any related requirement of this Section.

### 1.03 NETWORK ANALYSIS SCHEDULE

Although the details of the Project Schedule to be used for the Project will be determined by the University's Scheduling Representative, the following are anticipated Project Schedule characteristics and requirements.

- A. The Critical Path Method of scheduling will be used to generate the Project Schedule.
- B. The Project Schedule shall include an appropriate level of detail, and will consider the following aspects.
1. Reasonable activity durations will be used, considering crew size/composition. Durations should allow the progress of activities to be accurately determined between updates.
  2. The following critical activities will be listed as separate activities on the Project Schedule:
    - a. Submission and approval of mechanical/electrical layout drawings.
    - b. UCC inspections at the required stages of construction.
    - c. Submission and approval of O & M manuals.
    - d. Submission and approval of record (as-built) drawings.
    - e. Submission and approval of testing and balancing of HVAC.
    - f. HVAC commissioning dates.
    - g. Other performance verification and systems testing, as required.
    - h. Final inspection.
    - i. Correction of punchlist from final inspection.
  3. Tasks related to the procurement of long lead materials or equipment (procurement cycle of over ninety (90) days) will be included as separate activities in the Project Schedule.
  4. University and others' activities, such as approvals, inspections, utility tie-ins, etc., that could impact progress will be shown on the Project Schedule.
- C. Work activities will normally have durations in work days. Procurement activities, review and approval activities, and other similar activities may have durations in calendar days.
- D. The Project Schedule will have a dollar value assigned to each activity. The dollar value should be a reasonable amount based on the labor, materials, and equipment involved with the Work, plus a proportionate share of overhead and profit, represented by the activity. When added together, the dollar value of all activities must equal the Contract sum(s). The dollar values must also be coordinated with and agree with the Schedule(s) of Values.
- E. The Project Schedule interval will extend from NTP to the contract completion date. Contractually-specified interim completion dates will also be included in the Project Schedule.
- F. Float available in the Project Schedule, at any time, shall not be considered for the exclusive use of either the University or any Separate Prime Contractor.

#### 1.04 SCHEDULE DEVELOPMENT

Although the specific steps for development and updating of the Project Schedule will be determined by the University's Scheduling Representative, the following are anticipated Project Schedule development steps.

- A. The Preliminary Project Schedule, defining the Contractors' planned operations for the first sixty (60) calendar days, will be developed within fifteen (15) calendar days after NTP. The Preliminary Project Schedule will provide a reasonable level of detail for the first sixty days, and a summary of work for the remainder of the Project.
- B. The Initial Project Schedule, providing a reasonable sequence of activities which represent work through the entire project and at a reasonable level of detail, will be developed within forty-five (45) calendar days after NTP.
- C. Periodic Project Schedule Updates, based on the Initial Project Schedule and all preceding Schedule Updates, and defining the current status of the work and the plan for the remaining work, will be prepared monthly.
- D. The University's Scheduling Representative will meet with the Separate Prime Contractors to update the Project Schedule at monthly intervals.

#### 1.05 SCHEDULE DISTRIBUTION

- A. The University's Scheduling Representative will distribute copies of the Project Schedule to all Separate Prime Contractors. Copies of the Project Schedule will also be available in the Project meeting room and/or temporary field office.
- B. Periodic Project Schedule Updates will be similarly distributed and made available.
- C. Separate Prime Contractors shall report promptly to the University's Scheduling Representative, in writing, any problems anticipated by the projections and information shown on the Project Schedule and Periodic Project Schedule Updates.

#### 1.06 REQUESTS FOR TIME EXTENSIONS

- A. In the event any Separate Prime Contractor requests an extension of the contract completion date, or any interim completion date, that Contractor shall furnish a written justification and supporting Project Schedule data so that the University's Scheduling Representative may make a determination as to whether or not an extension of time should be approved. Supporting data may include, as deemed necessary by the University's Scheduling Representative, a list of all affected activities, with their associated Project Schedule activity numbers, an analysis of the overall impact of the changes proposed, and a sub-network of the affected area.
- B. In order to justify an extension, the Project Schedule must clearly display that the Contractor has used, in full, all the float time available for the work involved with its request. Only delays in activities which affect critical path activities will be considered for a time extension. The determination as to the number of allowable days of contract extension shall be based upon the Project Schedule update in effect for the time period in question, and other factual information. Actual delays that are found to be caused by the Contractor's own actions will not be a cause for a time extension.
- C. In no event will the granting of an extension of time to one Separate Prime Contractor automatically entitle any other Separate Prime Contractor to an extension of time.

## 1.08 REGAINING LOST TIME

- A. If the Project Schedule indicates that the Project Completion Date, and any Interim Completion Dates, will not be met, even after all approved extensions of time, change orders, and schedule adjustments are inserted, the sequence and duration of activities will be revised by the Contractors through concurrent operations, increase of shifts, manpower, or other means until the Project Schedule produced indicates that the Project will meet these required dates. In adjusting their activities, including but not limited to changes in durations and sequences, the Contractors shall respect the duty of the University's Scheduling Representative to coordinate the Project Schedule, and they shall follow his/her directions.
- B. If the Project Schedule indicates that the Project Schedule for the Project Completion Date, and any Interim Completion Date, has more than thirty (30) days of negative float, even after all approved extensions of time, change orders, and schedule adjustments are inserted, the University's Scheduling Representative will promptly develop a Supplemental Recovery Schedule (to regain the original schedule) or a Supplemental Completion Schedule (to complete by the Contract completion date). This Supplemental Schedule will be developed by reducing the remaining durations, revising logic, and/or adjusting resources onsite. The Supplement Schedule will not replace the original Project Schedule as the official Contract schedule. The original Project Schedule will be updated monthly and monitored to determine the effect the Supplemental Schedule is having on progress.

## 1.09 CONTRACTOR COORDINATION AND DISPUTES

- A. If any of the Separate Prime Contractors disagree as to the reasonableness of the Project Schedule, the use of resources required to meet the Project Schedule, the sequence of work, or other schedule-related issues, such dispute shall be submitted promptly to the University's Scheduling Representative for determination. Disputes between two or more Separate Prime Contractors pertaining to scheduling issues shall also be submitted promptly to the University's Scheduling Representative for determination. In all cases, the determination of the University's Scheduling Representative shall be accepted by all Separate Prime Contractors, subject only to the initiation of a formal dispute proceeding pursuant to provisions of the Contract.
- B. Each Separate Prime Contractor shall prosecute its work to maintain progress in accordance with the Project Schedule. Should any Separate Prime Contractor fail to maintain progress according to the Project Schedule or cause delay to another Separate Prime Contractor, the Contractor causing the delay shall furnish additional manpower, equipment, additional shifts, and/or other measures necessary, or that are directed by the University's Scheduling Representative, to regain the schedule without any additional expenses to the University or the other Separate Prime Contractors. Disputes between Separate Prime Contractors regarding adherence to the Project Schedule and the furnishing of additional resources shall be submitted promptly to the University's Scheduling Representative for determination. The determination of the University's Scheduling Representative shall be accepted by all Separate Prime Contractors, subject only to the initiation of a formal dispute proceeding pursuant to provisions of the Contract.

## PART 2 – PRODUCTS

(Not Used)

## PART 3 – EXECUTION

(Not Used)

END OF SECTION 013200D