

SECTION 01 32 13.01

SCHEDULING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Preliminary (Startup) construction schedule.
 - 2. Contractor's detailed construction schedule.
 - 3. Construction schedule updating reports.
 - 4. Daily construction reports including manpower counts.
 - 5. Material location reports.
 - 6. Field condition reports.
 - 7. Special reports as requested by NYCHA.

1.02 RELATED REQUIREMENTS

- A. The contract documents including but not limited to the Drawings and individual specifications, general provisions of the Contract include but not limited to contract clauses, and construction duration apply to this section.
- B. Section 01 11 16 - Summary of Work
- C. Section 01 14 00 - Work Restriction: For requirements on Resident access to apartments during construction and other work restrictions.
- D. Section 01 26 00 - Contract Modification Procedures: For requirements to submit updated schedules with Potential Change Order Requests.
- E. Section 01 29 00 - Payment Procedures: For requirements to submit updated schedules with Payment requisitions.
- F. Section 01 31 00 - Project Management and Coordination
- G. Section 01 77 00 - Closeout Procedures: For requirements on schedules regarding Substantial Completion and Final Acceptance.

1.03 SCHEDULING SUMMARY

- A. The purpose of the Construction Schedule shall be to:
 - 1. Assure adequate planning, scheduling, manpower and reporting during execution of construction and related activities so that the work of the contract is delivered in accordance with the contract duration as well as project milestones as stipulated by the Contract;
 - 2. Assure coordination of the Work of the Contractor and the various subcontractors and suppliers at all tiers;
 - 3. Assist in the preparation and evaluation of the Contractor's monthly progress payments;
 - 4. Assist in monitoring the progress of the Work and evaluating proposed changes to the Contract and the Construction Schedule;
 - 5. Assist over the duration of the project, in determining variances in the schedule and budget and support plans for required corrective actions.

1.04 SUBMITTALS

- A. ACTION SUBMITTALS
 - 1. Contractor shall have "e Builder" programming and software to execute the requirements of the contract." e Builder "Project Management Information Systems (PMIS), info@e-builder.net, phone 800-580-9322.
 - 2. Format for Submittals: Submit required submittals in the following format:
 - a. electronic copies of all computer disks, charts, graphs, reports and other required schedules. PDF electronic format is acceptable for charts, graphs, and reports.

- b. A working electronic copy of the schedule using software indicated. Indicate the type of schedule (initial or updated) and the data date with the Submittal.
 - c. Two legible paper copies. CPM schedule of 11x17 inches size required to display entire construction period as well as a summarized (executive level) version.
3. Schedule Submittals for Construction
- a. Detailed Construction Schedule: The detailed schedule of all work required to complete the project scope within the entire construction period.
 - 1) The Contractor shall submit a comprehensive and detailed construction schedule within 21 calendar days after the of Letter of Award, which captures the work of the contract. No payment requisitions will be reviewed past the 90 day period from the NTP without a schedule approved.
 - 2) Upon acceptance by NYCHA, the Detailed Construction Schedule shall become the Construction Baseline Schedule for the project.
 - 3) (NOTE: Approval of cost-loaded construction schedule will not constitute approval of schedule of values for cost-loaded activities, but shall be the basis for monthly payment requisition back up.)
 - b. The Contractor shall submit monthly schedule updates in “ e Builder “with each invoice, three-week rolling schedule per bi-weekly project meeting, and recovery schedules as requested by NYCHA.
4. Schedule Narrative: Each detailed construction schedule submittal shall include a written narrative that details the Contractor’s approach to performance of the Work; assumptions made in the determination of durations, number of shifts and work days planned each week; equipment planned, including number of units and their capacity; and any other elements established to define the schedule. The project scheduler shall describe the nature of the submission, interpretation of calculations, issues affecting progress, and a milestone analysis comparing progress to the baseline and update schedules.
5. CPM Reports: Concurrent with the CPM schedule, submit each of the following reports. The format for each activity in the reports shall contain Activity ID, Activity Name, Cost and Resource loading, Original Duration, Remaining Duration, Early Start Date, Early Finish Date, Late Start Date, Late Finish Date, and Total Float in work days.
- a. Activity Report: List of all activities sorted by activity number and then early start date or actual start date (if known) in each phase, area and level following physical division of work.
 - b. Short Term Activity Report: Lists all activities occurring from the update data date in a two month forward and one month back window.
 - c. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date (if known). Include activity ID number and float path(s).
 - d. Total Float Report: Provide a cumulative list of total float from each update period with comments associated to any and all variances sorted in ascending order of total float.

B. INFORMATIONAL SUBMITTALS

- 1. Construction Schedule Updating Reports: Submit with Applications for Payment monthly.
- 2. Daily Construction Reports: Submit at weekly intervals.
- 3. Two-week “Look-Ahead” Schedule: Submit at weekly intervals indicating work achieved in the prior week and planned for the upcoming two-week period.
- 4. Material Location Reports: Submit at weekly intervals material fabrication and delivery status with the location of fabrication.
- 5. Field Condition Reports: Submit at the time of discovery notice of differing conditions affecting the project schedule.
- 6. Qualification data: Submit credentials of Project Scheduler.

1.05 QUALITY ASSURANCE

- A. Pre-scheduling Conference: Conduct conference at the Project site to comply with requirements in the contract documents. Review methods and procedures related to the construction schedules, including, but not limited to, the following:

1. Review software limitations, settings and content and format for reports.
 2. Verify availability of qualified personnel needed to develop and update the schedule.
 3. Discuss constraints and assumptions unique to the Project, including activity sequence, phasing, work stages, area separations, interim milestones, and partial Owner occupancy.
 4. Review procedures for development, cost and resource loading of activities.
 5. Code structures including work breakdown structure (WBS) as per the contract requirements.
 6. Procedures for assessing impacts.
 7. Procedures for schedule modifications.
 8. Procedures for mitigation or recovery schedules.
 9. Review delivery dates for NYCHA-furnished products and coordination of the same.
 10. Review schedule for work of NYCHA's separate contracts and coordination of the same.
 11. Review submittal requirements and procedures.
 12. Review time required for review of submittals and re-submittals.
 13. Review requirements for tests and inspections by independent testing and inspecting agencies and coordination of the same.
 14. Review requirements for permits and building inspections and coordination of same.
 15. Review time required for Project closeout and NYCHA startup procedures, [including commissioning activities] [and] [submittal of sustainable design documentation].
 16. For Boiler Projects: [NYCHA Designer of Record to determine if this is applicable and other sections as required]
 17. Review and finalize the list of construction activities and the required work package durations to be included in the schedule.
 18. Review procedures for updating the schedule as per Update Requirements.
- B. Attendance at the pre-schedule conference is mandatory for the Contractor's Project Manager, Superintendent, and Project Scheduler with the NYCHA Designated Representative.

1.06 COORDINATION

- A. Coordinate Contractor's construction schedule with the approved schedule of values, submittal schedule, progress reports, payment requests, and other required schedules and reports.
- B. Secure time commitments for performing critical elements of the Work from entities involved.
- C. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 COMPUTER SCHEDULING SOFTWARE

- A. Contractor shall use "e Builder" scheduling software approved by NYCHA to produce and maintain the contract schedules and reports as specified herein. The scheduling software shall be capable of being cost and resource loaded; processing; and plotting time scaled logic diagrams, histograms, charts and layouts and pertinent schedule data.
 1. The requirements for use of the Primavera software will be reviewed during the pre-schedule conference to ensure compatibility and facilitate data transfer between NYCHA and Contractor systems.
 2. System user and administration settings will be established.
 3. Use of "global," "enterprise," and "project" elements will be defined and discussed.
- B. File formats required for data transfer:
 1. Schedule data backups (XER file format).
 2. Layout and Filter Layouts (PLF files).
 3. Report Specification Formats (ERP files).

3.02 CONSTRUCTION SCHEDULE REQUIREMENTS

- A. General Requirements

1. Contracted Period of Performance shall be from the Notice to Proceed to the date of Final Acceptance with milestones identified.
 2. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by contract modification.
 3. Work shall be scheduled on a 5-day work week, unless otherwise approved by NYCHA.
 4. Multiple calendars may be defined to indicate contract durations as "calendar days," and/or activity durations as "work days." "Holidays" shall be included but not limited to as observed by NYCHA: New Year's Day, Martin Luther King Jr Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, Christmas Day. NYCHA may require additional non-work days which shall be identified in the special conditions.
 5. Normal weather conditions influenced by high or low ambient temperatures or precipitation shall be considered in the planning and scheduling of the Work to ensure completion of all the Work in the contract time. No time extension shall be given for inclement weather days.
- B. Float is not for the exclusive use or benefit of either the Contractor or the NYCHA. Float is a jointly owned resource that either the Contractor or NYCHA can use on a first come first serve basis.
- C. Activities: The proposed schedule shall include all activities that will need to be performed to achieve the intent of the contract. Comply with the following:
1. Activity scope shall represent the continuous operation of a responsible entity performing the Work. Activities shall be identified through applicable organizational codes such as work breakdown structure (WBS), phase, unit, building floor, area, type of work, and subcontractor/party performing the Work.
 2. Activity Name: Activity Name shall clearly indicate scope of work and activity location.
 3. Procurement Activities: Include procurement process activities for the following long-lead items and major items, requiring a cycle of more than 60 days, as separate activities in the schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 4. Submittal Review Time: Include review and re-submittal times, indicated in contract documents, in the schedule. Coordinate submittal review times in the Contractor's construction schedule with the submittal schedule.
 5. Startup and Testing Time: Include activities and duration for all project equipment, both contractor and NYCHA furnished, for startup and testing.
 6. Punch List: See Division 1 Section 01 78 13 "Punch List".
 7. Final Acceptance: See Division 1 Section 01 77 00 "Closeout Procedures."
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
- E. Phasing: Arrange list of activities on schedule by phase in collaboration with NYCHA Designated Representative. [Design/ Construction to determine specific details]
1. Work under More Than One Contract: Include a separate activity for each contract, as applicable.
 2. Work by NYCHA: Include a separate activity for each portion of the Work performed by NYCHA, as applicable.
 3. Products Ordered in Advance (Pre-purchase): Include a separate activity for each product. Include the delivery date indicated in the contract documents. Delivery dates indicated stipulate the earliest possible delivery date.
 4. NYCHA-Furnished Products: Include a separate activity for each product. Include the delivery date indicated in the contract documents. Delivery dates indicated stipulate the earliest possible delivery date. [Include only as applicable]
 5. Work Restrictions: Show the effect of the following items on the schedule such as:
 - a. Coordination with existing construction.
 - b. Limitations of continued occupancies.
 - c. Uninterruptible services.

- d. [this is for new construction]Use of premises restrictions.
 - e. Seasonal variations.
 - f. Environmental control.
 - g. In addition refer to Division 1 Section 01 14 00 “ Work Restrictions”
- F. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
- 1. Subcontract awards.
 - 2. Mobilization.
 - 3. Submittals.
 - 4. Purchases of materials with long lead times.
 - 5. Mockups.
 - 6. Fabrication.
 - 7. Sample testing.
 - 8. Deliveries.
 - 9. Installation.[Identify major milestones]
 - 10. Tests and inspections including DOB.
 - 11. Adjusting.
 - 12. Curing.
 - 13. Building flush-out, as applicable.
 - 14. Commissioning, Startup, Testing and placement into final use and operation.
 - 15. Physical Construction Completion.
 - 16. Punch list.
 - 17. Final Acceptance.
 - 18. Demobilization.
 - 19. Close out documentation.
- G. Construction Areas: Identify each major area of construction for portion of the Work (i.e. building/floor). Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities as required per NYCHA and scope of work.
- H. Milestones: Include milestones indicated in the Contract Documents in the schedule, including, but not limited to, the Notice to Proceed, 25%, 50%, 75% Construction Complete, Physical Construction Completion and final acceptance. Other milestones may include but not limited to:
- 1. Phase Completions (as required by the contract).
 - 2. Utility shut-downs and/or start-ups by phase of construction.
 - 3. Temporary enclosure and space conditioning, including temp heat.
 - 4. Other points of coordination (such as border opening dates), as required.
 - 5. Major equipment startup and turnover to NYCHA.
- I. Cash Flow: Superimpose on the schedule a cost correlation timeline, indicating planned and actual costs. On the line and in a spreadsheet, show planned and actual dollar volume on a monthly basis of the Work performed as of planned and actual dates which shall be used for preparation, processing and approval of payment requests.
- 1. Refer to Division 1 Section 01 29 00 “Payment Procedures”
- J. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to the submittal of the next schedule update. Summarize the following issues:
- 1. Unanswered RFIs.
 - 2. Unresolved issues.
 - 3. Rejected or unreturned submittals.
 - 4. Notations on returned submittals.
 - 5. Pending modifications affecting the Work and Contract Time.
- K. Recovery Schedule: When periodic update indicates the Work is 30 or more calendar days behind the current approved schedule critical path, submit a separate recovery schedule indicating the means by which the Contractor intends to regain compliance with the schedule.

Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and the date by which recovery will be accomplished.

3.03 DETAILED CONSTRUCTION SCHEDULE REQUIREMENTS

- A. General: Prepare network diagrams in accordance with the general schedule requirements stated herein.
- B. CPM Schedule: Prepare contemporaneous schedules for sequencing the Work in the Contractor's construction schedule using a cost- and resource-loaded PDM based time-scaled CPM network analysis diagram for the Work.
 - 1. Develop a network diagram within 21 calendar days of the Letter of Award to submit a CPM schedule so that it can be accepted for use no later than 60 calendar days after the date established for the Notice to Proceed.
 - 2. The proposed schedule shall include all activities that will need to be performed to achieve the intent of the contract.
 - 3. Failure by the Contractor to include any element of work required to complete the scope of the contract shall not relieve the Contractor from completing all work required within the scope of the contract and within the length of time allotted by the contract.
 - 4. In the event that the Contractor fails to define any element of work, activity or logic and NYCHA review does not detect this omission or error, such omission or error, when discovered by the Contractor or NYCHA, shall be corrected by the Contractor at the next monthly Schedule Update and shall not adversely affect the critical path or the construction time.
- C. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to correlate with Contract Time.
- D. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities.
 - 1. Include estimated time frames for the following activities but not limited to:
 - a. Preparation and processing of submittals.
 - b. Mobilization and demobilization.
 - c. Purchase of materials.
 - d. Fabrication.
 - e. Delivery.
 - f. Utility interruptions.
 - g. Installation.
 - h. Work by NYCHA or other projects that may affect or be affected by Contractor's activities.
 - i. Testing and commissioning.
 - j. Sustainable design documentation submittal.
 - k. Punch list and final completion.
 - l. Activities occurring following final completion.
 - m. NYCHA furnished equipment and material.
 - 2. Actual Activity Dates: Once an activity has been assigned an actual date of occurrence, the status of that activity shall not change. Any change to actual dates must be accompanied with supporting data and approved by NYCHA. No actual start date shall occur ahead of the data date.
 - 3. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
 - 4. Processing: Process data to produce output data status on a computer-drawn, Precedence Diagram Methods network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract duration.
 - 5. Calculations: The schedule network shall be calculated allowing activities to retain their original logic. Progress override shall not be used when calculating the network status.

6. Logic: Leads and lags will not be used when the creation of an activity will perform the same function. Lag durations contained in the schedule shall not have negative value. Lead and lag durations shall not exceed the durations of the activity they are assigned.
 - a. There shall be only two open ended activities: (1) Notice to Proceed, with no predecessor logic, and (2) Final Payment, with no successor logic. All intermediate activity logic shall be connected.
 - b. Out of sequence activities that have progressed before all preceding logic will be allowed only on a case by case basis, as approved by the NYCHA. The Contractor shall propose logic corrections to eliminate all out of sequence progress and correct out of sequence progress that continues for more than two update cycles by logic revisions, as approved by the NYCHA.
- E. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
 1. Format: Mark the critical path. Locate the critical path near the center of the network; locate paths with most float near the edges.
 2. Sub networks on separate sheets are permissible for activities clearly off the critical path.
 3. When separate sheets are produced, group headings and structure codes shall be repeated to appear on all pages.
- F. Float: NYCHA will reject the schedule and schedule updates for the use of float suppression techniques such as preferential sequencing, special lead lags logic constraints, zero total or zero free float constraints, extended activity times, or imposing constraint dates other than what is required by the Contract.
 1. The use of resource leveling used for the purpose of artificially adjusting activity durations to consume float and influence the critical path is prohibited.
 2. A schedule showing work completing in less time than the Contract duration and accepted by NYCHA, will be considered to have float.
 3. Any float generated during the performance of the Work, due to efficiencies of NYCHA or any Contractor is not for sole use of the party generating the float.
 4. Negative float will not be a basis for requesting time extensions and will not be construed as a means of acceleration or schedule extension.
- G. Cost- and Resource-Loading of CPM Schedule:
 1. Assign cost to construction activities on the CPM schedule. Each activity cost shall reflect an appropriate value subject to approval by NYCHA.
 2. Total summation of cost assigned to activities shall equal the total Contract Sum, and to-date at the end of the reporting period.
 3. Do not assign costs for submittal activities; submittal costs shall be assigned to submittal approval activities as approved by NYCHA.
 4. Obtain NYCHA's approval prior to assigning costs to fabrication and delivery activities.

3.04 PROGRESS UPDATE REQUIREMENT

- A. Establish procedures for monitoring and updating "e Builder" schedule and for reporting progress. Updates will be required at progress meetings and on payment request dates.
- B. Progress Updates shall indicate the following:
 1. Actual start date and actual finish date for each activity completed within the reporting period.
 2. Actual start date and remaining duration to percent complete for each activity started but not yet completed.
- C. The progress status date shall be set as the beginning of the next work day following the period through which work has been reported and shall match the invoice period and cutoff date.
- D. Schedule Revision Requirements
 1. When the periodic update indicates the Work is 30 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating the means by

which the Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished.

2. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.
3. Submission of a request for modification shall not modify contract requirements until a formal change order has been executed by the parties.
4. Monthly updates reflecting a potential change or modification shall incorporate appropriate opportunities available to mitigate potential impacts at no cost to the project.
5. Need to assign categories for base contract activities and change order activities with attributes.

E. Delay Claims and Time Impact Analysis Requirements

1. If at any time the project encounters schedule impacts or the Contractor is directed to perform changed work that may warrant a time extension, the Contractor shall submit a written time impact analysis (TIA) with a request for adjustment of contract time.
 - a. The TIA must clearly demonstrate the impact of each change or delay to project completion or any other contractual milestone.
 - b. The TIA must use the latest accepted schedule prior to the event.
 - c. If NYCHA determines that the latest accepted schedule does not represent the conditions before the event, the accepted schedule must be updated to the day prior to the event.
 - 1) The Contractor shall consider and incorporate every effort to mitigate the potential delay by planning work-around approaches to the Work, where deemed effective.
 - 2) The TIA must also include an impacted schedule.
 - 3) The impacted schedule shall also include Contractor caused delays that affect the critical or near critical path and should be accounted for if they are concurrent with NYCHA caused delays at any time.
 - (a) After the impacted schedule is calculated, the difference between the scheduled completion dates of the two schedules will be the basis for granting of time extension of contract milestones affected.

F. Reports

1. REQUIRED REPORTS WITH BASELINE SCHEDULE AND MONTHLY UPDATES

a. Graphic Reports

- 1) Detailed CPM Network with critical path highlighted, activities sorted by early start date organized by WBS.
- 2) Summary Bar Chart.
- 3) Critical Path Chart.
- 4) Cash Flow Curves. The cumulative curve cash flow shall be produced from the schedule file and be printed on a tabloid size paper. The graph should depict monthly and Early and Late cumulative cost curves. Total costs are to be based on both early and late dates. Include the monthly summary and detailed number to two decimals. To-date actual shall equal previous months plus this period invoice.
- 5) Manpower Histogram. The histogram shall be produced from the schedule file and be printed on a tabloid size paper. The histogram should depict a weekly bar histogram and a cumulative curve.

b. Tabular Reports

- 1) Activity listing report showing all schedule activities.
- 2) Milestone summary report listing all contractual and internal milestones.
- 3) Cost report showing activity dollar value, value in place, and value for current period.
- 4) Cash flow report showing monthly projection of expenditures.

- 5) Resource report showing allocations by specific trade on each activity.
 - 6) Monthly change report to schedule (filtered report from P6).
 - 7) Material Location Reports: At monthly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. The list shall be cumulative, showing materials previously reported plus items recently delivered. Include with the list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from the Project site.
 - 8) Field Condition Reports: Immediately upon discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.
- c. Written Narrative Reports at Progress Meetings including:
- 1) Critical Path.
 - 2) Description of work accomplished during the reporting period (monthly updates only).
 - 3) Discussion of any problems, current or anticipated delays with planned corrective measures to mitigate such delays.
 - 4) A list of major construction equipment planned for future use and the equipment actually used during the period (monthly updates only).
 - 5) A list of modifications made in the schedule (monthly updates only).
 - 6) Coordination of work with others and or other projects.
2. All reports may be submitted electronically in PDF format except as noted for provision of a paper printout.

3.05 DETAILED CONSTRUCTION SCHEDULE (CPM SCHEDULE)

- A. No later than 21 calendar days following the Letter of Award the Contractor shall submit a detailed construction schedule for the entire project.
- B. The detailed construction schedule shall include:
 1. Cost and resources assigned at a summary level will be distributed among detail activities such that the total cumulative cost equals the contract value of the bid or area item summary.
 2. In the event there is a redistribution of cost, specific notice shall be provided by the Contractor.
- C. A minimum of 15 calendar days shall be allotted for NYCHA's review of each submittal.

3.06 SCHEDULE PROGRESS UPDATES

- A. Progress Updates shall be prepared and submitted at least monthly with each monthly application for payment and with a status date reflecting the "as of date" of the application for payment.
 1. Each schedule update shall be accompanied with a narrative report.
 2. Each schedule update shall provide a current full size graphic schedule report showing at least the period prior to the data date through schedule completion.
- B. A "pencil copy" of the progress update shall be provided for review and approval BEFORE the preparation of the application for payment.
- C. In case of invoice rejection, related adjustments shall be made in the subsequent schedule update.

3.07 SCHEDULE REVISIONS

- A. In the event that the project update reflects a delay of more than 30 calendar days in meeting contract completion, the Contractor shall prepare and submit a plan to mitigate such delay (unless a claim of delay is made and approved).
- B. At any time the Contractor revises its work plan such that the schedule no longer reflects the approach to the Work remaining, a revised schedule shall be submitted. A summary and detailed report shall be provided on any such revisions.

- C. All Change Orders shall be included in the schedule. A revised schedule shall be issued in response to all executed Change Orders.

3.08 DELAY CLAIMS

- A. Within three work days of encountering an impact or the Contractor is directed to perform changed work that may warrant a time extension, the Contractor shall provide written notice of such a claimed delay.
- B. Upon determination of the extent and nature of delay the Contractor shall then prepare a Time Impact Analysis and submit a Time Extension Request.
- C. The issuance of a written change order shall be the only basis for revising a contract milestone.

END OF SECTION