
USACE / NAVFAC / AFCEA / NASA UFGS-01 32 01.00 10 (August 2008)

Preparing Activity: USACE Superseding
UFGS-01 32 01.00 10 (July 2007)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated October 2011

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PROJECT SCHEDULE 08/08

NOTE: This guide specification covers the requirements for the preparation and maintenance of the project schedule for construction projects or design-build construction projects.

Adhere to UFC 1-300-02 Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specification sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable items(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a Criteria Change Request (CCR).

PART 1 GENERAL

NOTE: Selection of the optional requirements in this guide specification should be coordinated with Construction Division to ensure that the schedule requirements are appropriate for the complexity of the constructability portion of the BCOE review. See ER 415-1-11. Paragraphs may not be removed from this specification except as noted.

If it is desired to monitor a Contractor's schedule by use of an in-house program, this will require use of the Standard Data Exchange Format (SDEF). Use of proprietary systems will not be specified. See ER 1-1-11, Appendix A.

1.1 REFERENCES

NOTE: This paragraph is used to list the publications cited in the text of the guide specification. The publications are referred to in the text by basic designation only and listed in this paragraph by organization, designation, date, and title.

Use the Reference Wizard's Check Reference feature when you add a RID outside of the Section's Reference Article to automatically place the reference in the Reference Article. Also use the Reference Wizard's Check Reference feature to update the issue dates.

References not used in the text will automatically be deleted from this section of the project specification when you choose to reconcile references in the publish print process.

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

U.S. ARMY CORPS OF ENGINEERS (USACE)

ECB 2005-10 (2005) Scheduling Requirements for Testing of Mechanical Systems in Construction Contracts

ER 1-1-11 (1995) Administration -- Progress, Schedules, and Network Analysis Systems

1.2 SUBMITTALS

NOTE: Review submittal description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project. Submittals should be kept to the minimum required for adequate quality control.

A "G" following a submittal item indicates that the submittal requires Government approval. Some submittals are already marked with a "G". Only delete an existing "G" if the submittal item is not complex and can be reviewed through the Contractor's Quality Control system. Only add a "G" if the submittal is sufficiently important or complex in context of the project.

For submittals requiring Government approval on Army projects, a code of up to three characters within the submittal tags may be used following the "G" designation to indicate the approving authority.

Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy, Air Force, and NASA projects.

Choose the first bracketed item for Navy, Air Force and NASA projects, or choose the second bracketed item for Army projects.

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for [Contractor Quality Control approval.] [information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Project Schedule[; G][; G, [____]]

1.3 QUALITY ASSURANCE

Designate an authorized representative to be responsible for the preparation of the schedule and all required updating (activity status) and preparation of reports. The authorized representative shall [be experienced in scheduling] [have previously developed, created, and maintained at least [2] [____] electronic schedules for] projects similar in nature [and complexity] to this project and shall be experienced in the use of the scheduling software that meets the requirements of this specification.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 GENERAL REQUIREMENTS

NOTE: Selection of construction or design-build construction text required.

Prepare for approval a Project Schedule, as specified herein, pursuant to the Contract Clause, SCHEDULE FOR CONSTRUCTION CONTRACTS. Show in the schedule the sequence in which the Contractor proposes to perform the work and dates on which the Contractor contemplates starting and completing all schedule activities. The scheduling of the entire project, including the design and construction sequences, is required. The scheduling of construction design and construction is the responsibility of the Contractor. Contractor management personnel shall actively participate in its development. Subcontractors and suppliers Designers, Subcontractors and suppliers working on the project shall also contribute in developing and

maintaining an accurate Project Schedule. Provide a schedule that is a forward planning as well as a project monitoring tool.

3.1.1 Approved Project Schedule

Use the approved Project Schedule to measure the progress of the work and to aid in evaluating time extensions. Make the schedule cost loaded and activity coded. The schedule will provide the basis for all progress payments. If the Contractor fails to submit any schedule within the time prescribed, the Contracting Officer may withhold approval of progress payments until the Contractor submits the required schedule.

3.1.2 Schedule Status Reports

Provide a Schedule Status Report on at least a monthly basis. If, in the opinion of the Contracting Officer, the Contractor falls behind the approved schedule, take steps necessary to improve its progress including those that may be required by the Contracting Officer, without additional cost to the Government. In this circumstance, the Contracting Officer may require the Contractor to increase the number of shifts, overtime operations, days of work, and/or the amount of construction plant, and to submit for approval any supplementary schedule or schedules as the Contracting Officer deems necessary to demonstrate how the approved rate of progress will be regained.

3.1.3 Default Terms

Failure of the Contractor to comply with the requirements of the Contracting Officer shall be grounds for a determination, by the Contracting Officer, that the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the contract. Upon making this determination, the Contracting Officer may terminate the Contractor's right to proceed with the work, or any separable part of it, in accordance with the default terms of the contract.

3.2 BASIS FOR PAYMENT AND COST LOADING

Use the schedule as the basis for determining contract earnings during each update period and therefore the amount of each progress payment. Lack of an approved schedule update, or qualified scheduling personnel, will result in the inability of the Contracting Officer to evaluate contract earned value for the purposes of payment. Failure of the Contractor to provide all required information will result in the disapproval of the preliminary, initial and subsequent schedule updates. In the event schedule revisions are directed by the Contracting Officer and those revisions have not been included in subsequent revisions or updates, the Contracting Officer may hold retainage up to the maximum allowed by contract, each payment period, until such revisions to the Project Schedule have been made. Activity cost loading shall be reasonable, as determined by the Contracting Officer. The aggregate value of all activities coded to a contract CLIN shall equal the value of the CLIN on the Schedule.

3.3 PROJECT SCHEDULE DETAILED REQUIREMENTS

The computer software system utilized to produce and update the Project Schedule shall be capable of meeting all requirements of this specification. Failure of the Contractor to meet the requirements of this specification will result in the disapproval of the schedule.

3.3.1 Critical Path Method

Use the Critical Path Method (CPM) of network calculation to generate the Project Schedule. Prepare the Project Schedule using the Precedence Diagram Method (PDM).

3.3.2 Level of Detail Required

Develop the Project Schedule to an appropriate level of detail. Failure to develop the Project Schedule to an appropriate level of detail, as determined by the Contracting Officer, will result in its disapproval. The Contracting Officer will consider, but is not limited to, the following characteristics and requirements to determine appropriate level of detail:

3.3.2.1 Activity Durations

Reasonable activity durations are those that allow the progress of ongoing activities to be accurately determined between update periods. Less than 2 percent of all non-procurement activities shall have Original Durations (OD) greater than 20 work days or 30 calendar days. Procurement activities are defined herein.

3.3.2.2 Design and Permit Activities

NOTE: This paragraph applies only to design-build procurements.

Include design and permit activities with the necessary conferences and follow-up actions and design package submission dates. Include the design schedule in the project schedule, showing the sequence of events involved in carrying out the project design tasks within the specific contract period. This shall be at a detailed level of scheduling sufficient to identify all major design tasks, including those that control the flow of work. The schedule shall include review and correction periods associated with each item.

3.3.2.3 Procurement Activities

The schedule must include activities associated with the submittal, approval, procurement, fabrication and delivery of long lead materials, equipment, fabricated assemblies and supplies. Long lead procurement activities are those with an anticipated procurement sequence of over 90 calendar days. A typical procurement sequence includes the string of activities: submit, approve, procure, fabricate, and deliver.

3.3.2.4 Mandatory Tasks

The following tasks must be included and properly scheduled:

- a. Submission, review and acceptance of design packages.
- b. Submission of mechanical/electrical/information systems layout drawings.
- c. Submission and approval of O & M manuals.
- d. Submission and approval of as-built drawings.

- e. Submission and approval of 1354 data and installed equipment lists.
- f. Submission and approval of testing and air balance (TAB).
- g. Submission of TAB specialist design review report.
- h. Submission and approval of fire protection specialist.
- i. Submission and approval of testing and balancing of HVAC plus commissioning plans and data. Develop the schedule logic associated with testing and commissioning of mechanical systems to a level of detail consistent with [ECB 2005-10](#).
- j. Air and water balancing.
- k. HVAC commissioning.
- l. Controls testing plan submission.
- m. Controls testing.
- n. Performance Verification testing.
- o. Other systems testing, if required.
- p. Contractor's pre-final inspection.
- q. Correction of punchlist from Contractor's pre-final inspection.
- r. Government's pre-final inspection.
- s. Correction of punch list from Government's pre-final inspection.
- t. Final inspection.

3.3.2.5 Government Activities

Show Government and other agency activities that could impact progress. These activities include, but are not limited to: [approvals, approvals, design reviews, environmental permit approvals by State regulators](#), inspections, utility tie-in, Government Furnished Equipment (GFE) and Notice to Proceed (NTP) for phasing requirements.

3.3.2.6 Activity Responsibility Coding (RESP)

Assign responsibility Code for all activities to the Prime Contractor, Subcontractor or Government agency responsible for performing the activity. Activities coded with a Government Responsibility code include, but are not limited to: Government approvals, Government design reviews, environmental permit approvals by State regulators, Government Furnished Equipment (GFE) and Notice to Proceed (NTP) for phasing requirements. Code all activities not coded with a Government Responsibility Code to the Prime Contractor or Subcontractor responsible to perform the work. Activities shall not have more than one Responsibility Code. Examples of acceptable activity code values are: DOR (for the designer of record); ELEC (for the electrical subcontractor); MECH (for the mechanical subcontractor); and GOVT (for USACE). Unacceptable code values are abbreviations of the names of subcontractors.

3.3.2.7 Activity Work Area Coding

Assign Work Area code to activities based upon the work area in which the activity occurs. Define work areas based on resource constraints or space constraints that would preclude a resource, such as a particular trade or craft work crew, from working in more than one work area at a time due to restraints on resources or space. Examples of Work Area Coding include different areas within a floor of a building, different floors within a building, and different buildings within a complex of buildings. Activities shall not have more than one Work Area Code. Not all activities are required to be Work Area coded. A lack of Work Area coding will indicate the activity is not resource or space constrained.

3.3.2.8 Contract Changes/Requests for Equitable Adjustment (REA) Coding (MODF)

Assign Activity code to any activity or sequence of activities added to the schedule as a result of a Contract Modification, when approved by the Contracting Officer, with a Contract Changes/REA Code. Key all Code values to the Government's modification numbering system. Any activity or sequence of activities added to the schedule as a result of alleged constructive changes made by the Government may be added to a copy of the current schedule, subject to the approval of the Contracting Officer. Assign Activity codes for these activities with a Contract Changes/REA Code. Key the code values to the Contractor's numbering system. Approval to add these activities does not necessarily mean the Government accepts responsibility and, therefore, liability for such activities and any associated impacts to the schedule, but rather the Government recognizes such activities are appropriately added to the schedule for the purposes of maintaining a realistic and meaningful schedule. Such activities shall not be Responsibility Coded to the Government unless approved. An activity shall not have more than one Contract Changes/REA Code.

3.3.2.9 Contract Line Item (CLIN) Coding (BIDI)

Code all activities to the CLIN on the Contract Line Item Schedule to which the activity belongs. An activity shall not contain more than one CLIN Item Code. CLIN Item code all activities, even when an activity is not cost loaded.

3.3.2.10 Phase of Work Coding (PHAS)

Assign Phase of Work Code to all activities based upon the phase of work in which the activity occurs. Code activities to [either a Design Phase or a Construction Phase](#) [Construction Phase](#). Code fast track [design and construction](#) phases proposed by the Contractor to allow filtering and organizing the schedule by fast track design and construction packages. If the contract specifies construction phasing with separately defined performance periods, identify a Construction Phase Code to allow filtering and organizing the schedule accordingly. Each activity shall be identified with a single project phase and have only one Phase of Work code.

3.3.2.11 Category of Work Coding (CATW)

Assign Category of Work Code to all Activities based upon the category of work to which the activity belongs. Category of Work Code must include, but is not limited to: [design](#), [design submittal](#), [design reviews](#), [review conferences](#), [permits](#), [construction submittals](#), [construction submittal approvals](#), Acceptance, Procurement, Fabrication, Delivery, Weather

Sensitive Installation, Non-Weather Sensitive Installation, Start-Up, Test and Turnover. Assign a Category of Work Code to each activity. Each activity shall have only one Category of Work Code.

3.3.2.12 Definable Features of Work Coding (FOW1, FOW2, FOW3)

Assign a Definable Feature of Work Code to appropriate activities based on the definable feature of work to which the activity belongs. Definable Feature of Work is defined in Specification Section 01 45 00.00 10 QUALITY CONTROL. An activity shall not have more than one Definable Feature of Work Code. Not all activities are required to be Definable Feature of Work Coded.

3.3.3 Scheduled Project Completion and Activity Calendars

The schedule interval shall extend from NTP date to the required contract completion date. The contract completion activity (End Project) shall finish based on the required contract duration in the accepted contract proposal, as adjusted for any approved contract time extensions. The first scheduled work period shall be the day after NTP is received by the Contractor. Schedule activities on a calendar to which the activity logically belongs. Activities may be assigned to a 7 day calendar when the contract assigns calendar day durations for the activity such as a Government Acceptance activity. If the Contractor intends to perform physical work less than seven days per week, schedule the associated activities on a calendar with non-work periods identified including weekends and holidays. Assign the Category of Work Code - Weather Sensitive Installation to those activities that are weather sensitive. Original durations must account for anticipated normal adverse weather. The Government will interpret all work periods not identified as non-work periods on each calendar as meaning the Contractor intends to perform work during those periods.

3.3.3.1 Project Start Date

The schedule shall start no earlier than the date on which the NTP was acknowledged. Include as the first activity in the project schedule an activity called "Start Project" (or NTP). The "Start Project" activity shall have an "ES" constraint date equal to the date that the NTP was acknowledged, and a zero day duration.

3.3.3.2 Schedule Constraints and Open Ended Logic

Constrain completion of the last activity in the schedule by the contract completion date. Schedule calculations shall result in a negative float when the calculated early finish date of the last activity is later than the contract completion date. Include as the last activity in the project schedule an activity called "End Project". The "End Project" activity shall have an "LF" constraint date equal to the contract completion date for the project, and with a zero day duration or by using the "project must finish by" date in the scheduling software. The schedule shall have no constrained dates other than those specified in the contract. The use of artificial float constraints such as "zero fee float" or "zero total float" are typically prohibited. There shall only be 2 open ended activities: Start Project (or NTP) with no predecessor logic and End Project with no successor logic.