

Connecticut DOT

Bureau of Engineering and Construction

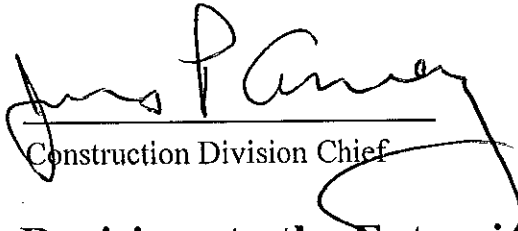
Number:

CB - 2016-1

Date:

March 7, 2016

CONSTRUCTION BULLETIN


Construction Division Chief

**SUPERSEDED
BY
CD-2021-3**

Revisions to the Extension of Time Approval Memorandum

This Construction Bulletin transmits revisions to the "Extension of Time Approval" Memorandum format, currently in the Construction Manual.

It also provides a template for the back-up documentation required for District approval.

The primary revisions to the Memorandum include the following:

- The Lead Designer from the Office of Engineering will be included in the distribution.
- Standard categories for time extensions have been revised to reflect the ongoing reporting of the Department's Performance Metrics.
- A back-up justification template has been standardized to streamline the approval request.
 - This mandates the minimum amount of information required in order for District Staff to make an informed decision, thus eliminating the need for draft revisions.
 - It also includes a Summary Table to provide accurate information for reporting on the Department's Metrics. The total number of calendar days must be broken down by category.

This revision is the direct result of a "LEAN Event – Calendar Day Committee," initiated by the Office of Construction.

This Bulletin supersedes the existing Construction Manual, and the revisions will appear in the forthcoming Construction Manual update. Please direct your staff to immediately implement this change.

If you have any questions, please contact Ms. Mary K. Baier at (860) 594-3256.

Attachments

Distribution:

Mark Rolfe – James Connery – Donald Ward – Mary Baier – Christopher Angelotti
– Anthony Kwentoh – Nelio Rodrigues – Janet L. Mazeau - Sharon Ruzycki

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STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

subject: Sample Memo -
Extension of Time

Project #:XXXX-XXXX
F.A.P.#
Anywhere, CT
date: DATE

memorandum

to: Mr. Joseph Smith
Assistant District Engineer
Bureau of Engineering
and Construction

from: Howard Jones
Transportation Supervising Engineer
Bureau of Engineering
and Construction

Attached is the justification for a 28 calendar day Extension of Time for the completion of work on the subject project, for your review and approval.

Project No.:	XXXX-XXXX
F.A.P. No.:	
Towns:	Anywhere, CT
Standard Specification:	Current Form/Suppl. Dated _
Original Contract Value:	\$557,335.00
To Date Contract Value:	\$530,000.00
Award Date:	March 4, 2009
Order to Start Date:	May 18, 2009
Actual Start Date:	May 18, 2009
Original Calendar Days:	100 days
Original Completion Date:	August 25, 2009
Actual Completion Date:	September 22, 2009
Days Used:	128 days
Calendar Days Allowed:	100 days
Winter Days (or other period time not counted):	none
Suspension Days:	none
Previous Time Extension Granted:	none
Apparent Time Overrun:	28 days
Time Extension Recommended:	28 days
Revised Completion Date:	September 22, 2009
Liquidated Damages Recommended:	\$0.00

Please indicate your approval/denial by your signature in the appropriate space.

Approval: _____
Mr. Joseph Smith
Assistant District Engineer

Disapproval: _____
Mr. Joseph Smith
Assistant District Engineer

Date: _____

Date: _____

Attachments: (listed on page #)

cc: **Lead Design TPE – TSE – TE3**
Construction Division Chief – Liaison Engineer w/attachments
District Engineer – Assistant District Engineer – Supervising Engineer - w/attachments
Project Engineer
District Finals Section

INTRODUCTION:

In a letter dated August 7, 2009 to the *Assistant District Engineer* from *Joe Contractor* a request was made for an extension of contract time for ___ calendar days. In a subsequent letter dated September 21, 2009 to *District Staff* from *Joe Contractor*, the request for an extension of contract time was revised to ___ days. The ___ day request was for the delay associated with time spent to *(address a construction activity)* that was unknown at the time of bid and at the start of construction. This time extension request was made in accordance with the Article 1.08.08 of Standard Specification Form (current) and Supplemental dated ___.

PROJECT DESCRIPTION:

This project consisted of the *(Description from cover of contract)* – in the town/city of *Anywhere*. The contract was awarded on *actual award date* for a value of \$ with ___ original calendar days. The contractor was ordered to *start on order to start from District letter* with an original completion date of ____. The actual completion date was or anticipated on _____ requiring ___ additional calendar days.

EVALUATION:

Provide a brief description of the construction activities leading up to and associated with the delay(s). The delay(s) must be evaluated against the Contractor’s Schedule Update for the time period being reviewed and determined if the critical path was actually impacted.

The delays were presented as follows:

- Provide a summary of Attachment A _____ Days
 - The Contractor has requested a Time Extension of 30 Calendar Days. However, review of the (Month) Schedule Update shows a Critical Path delay of 15 days. In accordance with Article 1.08.08 the contractor is entitled to the above noted Days.
- Provide a summary of Attachment B _____ Days
- Provide a summary of Attachment C _____ Days

The total ___ calendar days listed above appear reasonable. The ___ calendar days and ___ calendar days requested above have been verified by the inspectors’ daily work reports. *Add any other additional information noted from DWR’s or memos to confirm the extension of contract time request.*

CONCLUSION:

You want to verify that the recommendation concurs with the evaluation.

- *For example was the condition shown on the plans?*
- *Could it have been known at the time of bid?*
- *How long did the operation impact the critical path for?*

<i>Delay Summary</i>	<i>Calendar Days</i>	<i>*Associated Reason (For Metrics) Must be broken down by # of days</i>

*Natural Catastrophes, Changed Conditions, Acts of Government, Design Change, Extra Work Order, Permits, ROW, Temperature Restrictions, Third Party, Utility/Railroad Delay. Please refer to the attached for definitions, which will be in the forthcoming Construction Manual update.

Therefore, in the District's opinion, the delay in the completion of this project was beyond the control of the contractor. Joe Contactor should be granted an additional twenty-eight (28) calendar days ($15 + 2 \frac{1}{2} + 2 + 8 \frac{1}{2} = 28$).

Due to the above noted delay (s), the District is recommending an extension of time of **twenty-eight (28) calendar days** from August 25, 2009 to September 10, 2009.

ATTACHMENTS:

A chronological list of letters, memos, field directives, reports of meetings detailing the circumstances surrounding the time extension

For Example:

- A Letter to Mr. Assistant District Engineer from Joe Contractor
- B Progress Meeting Report of Meeting
- C Progress meeting Report of Meeting
- D Original Engineer's Time Chart
- E Contractor's Baseline Schedule/Time Chart
- F Contractor's As-Built Schedule

TIME EXTENSION REVIEW TRACKING

TE-3

1. Contractor's Complete Request Received: Date: _____
2. Time Chart Preparation Completed: Date: _____
3. Draft Submitted by TE III to Office TE III for tracking then to ADE for Review:
Date: _____
4. ADE Cursory Review: Date: _____
5. Office TE III Review of Statement of Project Information,
Date and Day Totals, and Reference Correspondence. Date: _____
 - a) Format correct – introduction, project description, evaluation, recommendation memo dated 3/23/99 requested for PE to ADE.
 - b) Material delays – P.O. request to supplier (CA 7-95) included with package.
 - c) Contractor's request submitted prior date of termination of the Contractor's physical responsibility for the project.
 - d) Reference correspondence is referenced in analysis.
 - e) Check dates.
 - f) Verify conclusion and that recommendation concurs with the evaluation.
 - g) Questions answered on Page 2-51 of the 1998 Construction Manual.
6. Returned to TE III for corrections Date: _____
7. Corrected by TE III, retyped, resubmitted to SE for Signature Date: _____
8. ADE In-Depth Review, ADE Approval/Disapproval (Return to Field) Date: _____
9. Incorporated into Construction Order – 5 days after PE receives approval Date: _____

1-702D Standard Reference for Time Extension Reasons (New Section Version 3.0 April 2016)

The time extension reasons should be included in the conclusion of the analysis.

- (1) **Natural Catastrophe:** Work delayed as a result of an extraordinary event that could not have been foreseen nor prepared for at the time of bid, such as extreme weather, hurricanes, earthquakes, fires, etc.
- (2) **Changed Conditions:** Delays caused by differing site conditions (subsurface or latent field conditions), delays resulting from unexpected hazardous material that results in special handling that could not have been anticipated prior to construction.
- (3) **Acts of Government:** Requests made by a Municipality, State, or Federal Government during construction that was not included in the original contract.
- (4) **Design Change:** A design initiated construction order for work not included in the contract and which is not identified in the other Time Extension categories.
- (5) **Extra Work Order:** Time allowed for additional work made necessary by the Engineer's changes to the Contract plans or specifications, which was not addressed in the original contract work, with the exception of a Design Change (in #4 identified above).
- (6) **Permits:** Construction delays due to time required to modify or issue a permit, such as Army Corp., DEEP, United States Coast Guard, Local Conservation Commission, etc.
- (7) **ROW:** Delays caused by actions of the Office of Rights of Way to acquire access rights to property deemed necessary for contract work.
- (8) **Temperature Restriction:** Delays due to restriction for temperature sensitive materials, including winter shutdowns, not caused by the Contractor's own scheduling of work.
- (9) **Third Party:** Any delay caused by the action of a third party not more specifically defined in any other category, such as an owner of adjacent property, strikes, suppliers, etc.
- (10) **Utility – Railroad Delay:** Construction delayed waiting for utility companies to move their facilities or delays caused by railroad companies.