

**TIME EXTENSION REQUEST PROCEDURE**

SPECIFIED EVENT OR OCCURRENCE	"TERMINATION OF EVENT" MILESTONE	REQUESTED SUPPORTING DOCUMENTATION
The Notice to Proceed indicates that the actual NTP Date will be after the anticipated NTP Date in the proposal.	Within 30 calendar days after the date of Department acceptance of the initial Construction Schedule.	<ul style="list-style-type: none"> <li>• Anticipated NTP Date</li> <li>• Actual NTP Date</li> <li>• Explain how late NTP Date impacted Completion Date and/or specified Milestone Date(s)</li> </ul>
Utility Infrastructure and Utility Adjustment delay.	Within 30 calendar days after the date all utility infrastructure and utility adjustments impacting the Contractor's operations are completed.	<ul style="list-style-type: none"> <li>• Describe the circumstances of the delay.</li> <li>• Provide the date that all infrastructure and adjustments impacting contract operations were completed.</li> <li>• Explain how controlling operations were adversely affected.</li> </ul>
Project completion requires work in greater quantities than indicated in the contract (i.e. plan quantity overruns).	Within 30 calendar days after the date the overrun quantity of work under the applicable contract item(s) is completed.	<ul style="list-style-type: none"> <li>• Identify the specific contract item(s)</li> <li>• Provide the date that the overrun quantity of work under each applicable contract item was completed.</li> <li>• Reference applicable Work Order(s), if available (by No.).</li> <li>• Explain how controlling operations were adversely affected.</li> </ul>
District Executive authorizes elimination of item(s) or reduction in quantity for item(s).	Within 30 calendar days after date of receipt of initial itemized written Authorization for the item quantity elimination(s) / reduction(s).	<ul style="list-style-type: none"> <li>• Reference initial, itemized Authorization(s) for Contract Work (by No. and Receipt Date).</li> <li>• Reference associated Work Order(s), if available (by No.).</li> <li>• Address any difference between the number of days requested and estimate of impact on contract time in referenced Authorization(s) and Work Order(s).</li> <li>• Explain how controlling operations were adversely affected.</li> </ul>
District Executive authorizes Additional and/or Extra Work.	Within 30 calendar days after: <ul style="list-style-type: none"> <li>• the date prices to be paid for authorized Additional Work and/or Extra Work at a Negotiated Price are agreed upon and, when applicable, accepted by the Department; or</li> <li>• the date authorized Extra Work on a Force Account Basis is completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Reference Authorization(s) for Contract Work (by No.).</li> <li>• Reference associated Work Order(s), if available (by No.).</li> <li>• Provide the date that prices to be paid for authorized AW/EW at a Negotiated Price were agreed upon and, when applicable, accepted by the Department; or the date authorized EW on a Force Account Basis was completed.</li> <li>• Address any difference between the number of days requested and estimate of impact on contract time in referenced Authorization(s) and Work Order(s).</li> <li>• Explain how controlling operations were adversely affected.</li> </ul>
Strike or labor dispute causes shutdown.	Within 30 calendar days after the date the strike or labor dispute ends.	<ul style="list-style-type: none"> <li>• Provide Start Date and End Date of strike or labor dispute.</li> <li>• Describe the circumstances of the strike or labor dispute.</li> <li>• Identify controlling operations shutdown as a result of the strike or labor dispute (if not entire project).</li> </ul>

<p>Delayed action or failure to act of an agency other than the Department.</p>	<p>Within 30 calendar days after the date all issues involving the agency's delayed action or failure to act were resolved.</p>	<ul style="list-style-type: none"> <li>• Provide the name of the agency and describe the specific delayed action or failure to act.</li> <li>• Provide the date that all delay issues were resolved.</li> <li>• Explain how controlling operations were adversely affected.</li> </ul>
<p>Act or omission of the Department.</p>	<p>Within 30 calendar days after the date all issues involving the Department's act or omission are resolved.</p>	<ul style="list-style-type: none"> <li>• Describe the specific act or omission of the Department.</li> <li>• Provide the date that all delay issues were resolved.</li> <li>• Explain how controlling operations were adversely affected.</li> </ul>
<p>Weather-related event warranting emergency declaration and having a direct, adverse impact on active construction project(s).</p>		<ul style="list-style-type: none"> <li>• Describe the specific weather-related event.</li> <li>• Explain how controlling operations scheduled to occur during the time of the event were adversely affected.</li> </ul>

**TIME REDUCTION REQUEST PROCEDURE**

SPECIFIED EVENT OR OCCURRENCE	"TERMINATION OF EVENT" MILESTONE	REQUESTED SUPPORTING DOCUMENTATION
The Notice to Proceed indicates that the actual NTP Date will be before the anticipated NTP Date in the proposal.	Within 30 calendar days after the date of Department acceptance of the initial Construction Schedule.	<ul style="list-style-type: none"> <li>• Anticipated NTP Date</li> <li>• Actual NTP Date</li> <li>• Explain how early NTP Date impacted Completion Date and/or specified Milestone Date(s).</li> </ul>
Project completion requires work in lesser quantities than indicated in the contract (i.e. plan quantity underruns).	Within 30 calendar days after the date the underrun quantity of work under the applicable contract item(s) is completed.	<ul style="list-style-type: none"> <li>• Identify the specific contract item(s)</li> <li>• Provide the date that the underrun quantity of work under the applicable contract item(s) was completed.</li> <li>• Reference applicable Work Order(s), if available (by No.).</li> <li>• Explain how controlling operations were favorably affected.</li> </ul>
District Executive authorizes elimination of item(s) or reduction in quantity for item(s).	Within 30 calendar days after date of submission of initial itemized written Authorization for the item quantity elimination(s) / reduction(s).	<ul style="list-style-type: none"> <li>• Reference initial, itemized Authorization(s) for Contract Work (by No. and Submission Date).</li> <li>• Reference associated Work Order(s), if available (by No.).</li> <li>• Address any difference between the number of days requested and estimate of impact on contract time in referenced Authorization(s) and Work Order(s).</li> <li>• Explain how controlling operations were favorably affected.</li> </ul>
Contractor submits an initial Schedule that shows Completion Date and/or specified Milestone Date(s) will be earlier than the date(s) indicated in the contract.	Within 30 calendar days after the date of Department acceptance of the initial Construction Schedule.	<ul style="list-style-type: none"> <li>• Provide the date the Department accepted the initial Construction Schedule.</li> </ul>
Act of the Department.	Within 30 calendar days after the date notification of the act is submitted to the Contractor.	<ul style="list-style-type: none"> <li>• Describe the specific act of the Department.</li> <li>• Provide the date that notification of the act was submitted to Contractor.</li> <li>• Explain how controlling operations were favorably affected.</li> </ul>