

**FY 2016/2017 QC Category No. 16C  
STATEWIDE INSPECTION GUIDELIST  
Time Extensions**

***CONTRACT TIME EXTENSIONS FOR WEATHER, HOLIDAYS, AND SPECIAL EVENTS***

1. Contract time extensions for weather and suspension of contractor operations for Holidays and/or Special Events may be granted only when 50% or more of the predetermined controlling work items are affected or when the Contractor must make major repairs to work items damaged by weather and those repairs impact 50% or more of the predetermined controlling work items. [Spec 8-6.4, Spec 8-7.3.2, CPAM 7.2.4 and CPAM 7.2.6]
2. Time extensions are granted on a contract day per day delayed basis. [CPAM 7.2.4]
3. Controlling items of work must be predetermined. [CPAM 7.2.4]

***CONTRACT TIME EXTENSIONS FOR NON-WEATHER ISSUES***

4. Preliminary notification must be received from the Contractor within 10 days of the commencement of a delay to a controlling item of work. [Spec. 8-7.3.2]
5. Within 30 days after elimination of the delay, the Contractor must submit his time extension request including documentation related to the delay, or he may forfeit his rights to an extension. [Spec 8-7.3.2]
6. The Resident Engineer shall acknowledge receipt of the time extension request in writing. [CPAM 7.2.5]
7. The Resident Engineer shall evaluate the request and send a letter to the Contractor either granting or denying the time extension for requests up to a cumulative maximum of thirty days or 5% of the original contract time, whichever is greater. [CPAM 7.2.5.(4) and CPAM 7.2.5(5)]
8. For time extension requests in excess of a cumulative maximum of thirty days or 5% of the original contract time, whichever is greater The Resident Engineer shall review the request and forward it along with a recommendation to the DCE. The DCE shall review those materials and send a letter to the Contractor either granting or denying the time extension. [CPAM 7.2.5.(5)]

***CONTRACT TIME EXTENSIONS FOR NON-WEATHER ISSUES . . . continued***

9. The Contract Change Tracking System and Site-Manager computer programs shall be updated to reflect time granted in a timely manner. [CPAM 7.2.9]
10. Time extensions shall be coded with appropriate description codes. [CPAM 7.2.9]
11. FHWA participation in time extensions must be determined on Federal Aid projects. [CPAM 7.2.8]
12. All time extension approval letters must contain the standard disclaimer. [CPAM 7.2.5(5)]
13. Contract time extensions shall be granted only for those items listed in the Spec. [Spec. 8-7.3, CPAM 7.2.5]
14. An updated or revised schedule should be requested from the Contractor when extensions of contract time have a significant impact on the schedule. [CPAM 7.3.15]
15. The Contractor shall have an accepted schedule, including any required updates, as a condition precedent to that Contractor having any right to the granting of an extension of contract time or any monetary compensation arising out of any delay. [Spec. 8-7.3.2]