

**CONTROL OF THE WORK (PUSH BUTTON).**  
**(REV 1-31-24) (FA 7-1-21) (FY 2025-26)**

ARTICLE 5-1 is expanded by the following:

**5-1.9 Work Documents/Liquidated Damages:** For this Contract in which specific sites are not identified at the time of letting, the Engineer will issue a Work Document. Work Documents will identify the location, description, amount of work to be accomplished, and the number of calendar days to complete the work. Notify the Engineer prior to beginning work defined by each individual Work Document.

The initial Work Document may be issued with the Notice to Proceed. The Contractor will be allowed 14 calendar days from receipt of the initial Work Document to respond and begin work. The 14 calendar days begin on the date the document is received in person, by email or fax. The Contractor will be expected to respond and begin work within five working days of receipt of any subsequent Work Document. If a start date later than 5 working days is identified in a Work Document, the Contractor will be expected to begin work by the start date identified in the Work Document.

Charging of Contract time will begin on the actual day that work begins at the site, but no later than:

1. fourteen (14) calendar days from receipt of the initial Work Document;
- or
2. five (5) working days from receipt of any subsequent Work Document;
- or
3. the "start date" identified in a Work Document (as described above) that is applicable to the specific Work Document issued.

If the Contractor does not complete the work within the number of calendar days specified on the Work Document, then the Department may assess the Contractor, not as a penalty but as liquidated damages, a per day assessment of 1% of the total Work Document amount or the amount shown in Subarticle 8-10.2 (Amount of Liquidated Damages), whichever is less.

The Engineer will issue Work Documents for locations that represent a minimum of one day's work. All work locations will be described with sufficient particularity that will allow the Contractor to proceed immediately to the location with minimum delay. The Department will make every reasonable effort to plan work locations and develop work documents in systematic and concentrated regions so as to minimize the Contractor's travel requirements. A Pre-Work Conference may be scheduled prior to the commencement of work in accordance with the Work Document.

Upon completion of the assigned work of the Work Document, notify the Engineer. Certify that the work quantities and quality were accomplished in accordance with these specifications by signing and returning the Work Document to the Department. All work completed will be reviewed to verify quantity and quality prior to approval of the Work Document.

Should inclement weather limit or stop the work, notify the Engineer of such limitation or work stoppage.

Schedule work in a manner that prevents delays, stoppages and rework.

