



# Arizona Department of Transportation

## INTERMODAL TRANSPORTATION DIVISION Construction Group

### CONSTRUCTION BULLETIN 10-01

**To:**

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Engineer, Valley Transportation  
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Jean Nehme, Asst. State Engineer,  
Bridge Group  
District Engineers  
Construction Orgs  
Consultant Contract Administrator

**Date:** August 2, 2010

**From:** Julio Alvarado, Assistant State  
Engineer, Construction

**Subject:** Request for Extension of Time

### *Request for Extension of Time* form Revised

**Purpose**

- To improve documentation of the process for requesting and approving time extensions;
- To differentiate between *compensatory* and *non-compensatory* days requested;
- To emphasize that all time extensions must be forwarded to the District Engineer (DE) for approval;
- To provide for the Contractor's signature concurrence with the decision rendered by the DE;
- To ensure that FHWA is advised of the time extension request, in accordance with the Department's Stewardship Agreement, and concurrence is obtained when applicable;
- To clarify that a Change Order must be executed to process the time extension (Request for Extension of Time documentation must be attached to the Change Order).

## Background

The previous time extension form created some misunderstandings between the Department and Contractors, particularly in regard to compensatory vs. non-compensatory time requested/granted. On too many occasions the misunderstandings surface at the end of the contract. In some cases the Sr. R.E./R.E. incorrectly interpreted that the extension didn't require District Engineer approval (because the dollar amount was within their authorization level). In other cases it was assumed by one or both parties that a time extension automatically was accompanied by entitlement to home office overhead expenses.

## Procedure

There are now only three types of supplemental agreements:

1. Letters of Agreement (LOA)
2. Change Orders (CO)
3. Force Accounts (FA)

Time extensions will no longer be processed separately; contract time is only extended by Change Order. It is emphasized that after completion of the "Request for Extension of Time" form, a Change Order must be executed through the SATS program (see Standard Specification 108.08).

- The new form requires differentiating the contract days requested by classifying as either compensatory or non-compensatory. Signature/date requirements will assist in tracking the request and documenting action taken.
- When compensatory days are requested, prior to agreeing on price, contact the Assistant State Engineer for Construction, for guidance on the price negotiations and method of payment.
- All extensions of time must be approved by the District Engineer. The Supplemental Agreement Tracking System (SATS) will be changed to ensure that time extensions must have DE approval.
- The DE will obtain the Contractor's concurrence with the approved compensatory and non-compensatory days and document it on the form. If the Contractor does not agree, the escalation process must be followed.

Attachment



# ARIZONA DEPARTMENT OF TRANSPORTATION REQUEST FOR EXTENSION OF TIME

Project No. \_\_\_\_\_ TRACS No. \_\_\_\_\_ Request No. \_\_\_\_\_

Project Name \_\_\_\_\_ Contractor \_\_\_\_\_

Working Days  
Calendar Days  
Fixed Date

Total Days Requested

Requested Amended Fixed Date

The work has been impacted for the following **attached** reasons. Include a schedule (CPM if applicable) detailing the impact to the contract. **ALL ATTACHED JUSTIFICATION DOCUMENTS MUST SHOW TRACS NUMBER, REQUEST NUMBER AND CONTRACTOR.**

Compensatory Days Requested

Non-Compensatory Days Requested

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Printed Name

The days claimed and reasons thereof have been studied. If fewer days are recommended than claimed, attach explanation.

Compensatory Days Recommended

Non-Compensatory Days Recommended

\_\_\_\_\_  
Sr./Resident Engineer

\_\_\_\_\_  
Date

**NOTE:**

**This recommendation must be sent to the District Engineer for approval.**

Compensatory Days Approved

Non-Compensatory Days Approved

\_\_\_\_\_  
District Engineer

\_\_\_\_\_  
Date

**NOTE:**

If additional comments are necessary, attach to this request.

\_\_\_\_\_  
Contractor Concurrence Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Concurrence Printed Name

**IF THE CONTRACTOR DOES NOT AGREE THE ESCALATION PROCESS MUST BE FOLLOWED.**

After a review of the facts,  
an additional \_\_\_\_\_ Compensatory Days and \_\_\_\_\_ Non-Compensatory Days are approved.

\_\_\_\_\_  
Federal Highway Administration

\_\_\_\_\_  
Date

**After signatures, a Change Order must be executed in accordance with Standard Specification 108.08.  
The Request for Extension of Time and all documentation must be attached to completed Change Order.**