



# ARIZONA DEPARTMENT OF TRANSPORTATION REQUEST FOR EXTENSION OF TIME

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

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

Total Days Requested	<input type="text"/>	Working Days	<input type="text"/>	Requested Amended Fixed Date	<input type="text"/>
		Calendar Days	<input type="text"/>		
		Fixed Date	<input type="text"/>		

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

**NOTE: If compensatory days are requested, attach the consultation e-mail FROM the Assistant State Engineer for Construction.**

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

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

Compensatory Days Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>	Non-Compensatory Days Approved	<input type="text"/>
	#	\$	\$		
		Daily Rate	Total Approved		

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

**NOTE: If approved date differs from Contractor's request, return for concurrence.**

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.