

## **1205 TIME EXTENSIONS**

ADOT form, "Request for Extension of Time," is used to obtain an extension of contract time (See Exhibit 108.08-1 *Request for an Extension of Contract Time*). Either the Resident Engineer or the Contractor can initiate a request for a time extension. If you have an alternative project either Design-Build or Contract Management At Risk (CMAR) a Contract Modification Request Form is required (See Exhibit 108.08-2 *Contract Modification Request Form*). See Construction Bulletin 13-06 and/or Construction Bulletin 10-01 for more details. All requests for extension of time must be processed through a change order via SATS).

On calendar day contracts, the Resident Engineer may initiate a request for a time extension if he has suspended work for reasons beyond the Contractor's control. The Resident Engineer prepares a request for extension of time using the information contained in the related Stop and Resume Work Orders.

The Contractor may also initiate a Request for Extension of Time, for various reasons. See Section 104.02 and Section 108.08 of the Standard Specifications for justification of an extension.

The Contractor submits a request form explaining the reason for the request, accompanied by a revised construction schedule and any other pertinent supporting information. The request should show the number of days lost for each reason given and identify a new completion date on fixed date contracts. The Resident Engineer analyzes the request and decides whether or not to recommend the time extension, bearing in mind that any days already granted to the Contractor on a Weekly Time Report are not to be duplicated on the request for a time extension. The Engineer's recommendations should be detailed and complete, since they are used by others to evaluate the Contractor's request.

The Resident Engineer prepares a change order in SATS in order to process the time extension. The time extension is inputted in SATS during the entry of the change order. The author must enter the Time Extension Request No., DE Signature Date, and Comments. The Resident Engineer forwards the change order, time extension and all back up to the District Engineer for signature. A complete copy is forwarded to Field Reports for approval. If approved, Field Reports will sign the change order and return a signed copy to the Unit for project file however if your project is full oversight Field Reports then forwards two complete copies of the change order, time extension and back up to the FHWA for final approval prior to returning signed copy to the Unit. The Unit logs the approvals in SATS as the change order goes through the approval process. After all required approvals are entered the time extension registers in Contract Card, CPE and Weekly Time Reports.