



Caltrans Local Assistance

RESIDENT ENGINEER ACADEMY

Module 7

Prosecution & Progress

January 2025

Prosecution and Progress: Objectives

- List key features of a CPM Schedule
- Determine a working day from a non-working day
- Complete a Weekly Statement of Working Days

Resources

- **LAPM 16.6 Contract Time**

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch16.pdf>

- **Chapter 8, Caltrans Standard Specifications**

<https://dot.ca.gov/programs/design/july-2023-ccs-standard-plans-and-standard-specifications>

- **Chapter 6, Green Book**

Schedule

A schedule should:

- Monitor and evaluate progress
- Determine controlling operation
- Analyze time impacts
- Display milestones

Schedule

A Schedule is Required!

- Contractor must submit...
 - Prior to *or* at pre-Con (CTSS Level 1)
 - Within 20 days of Approval (CTSS Level 2 & Level 3)
 - Prior to start of work (GB)

CTSS 8-1.02 Schedule
Green Book Section 6-1.1 Construction Schedule

Schedule

- RE approves
- Contractor submits updates:
 - Monthly (CTSS)
 - If schedule fails to reflect progress (GB)
 - If desire to make a major change (GB)

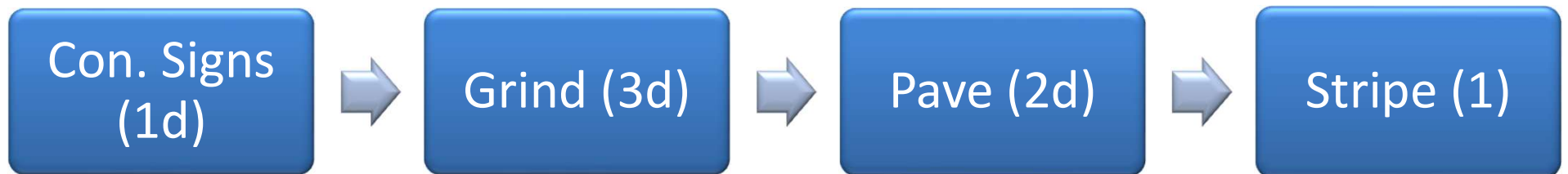
CTSS 8-1.02 Schedule

Green Book Section 6-1.1 Construction Schedule

Schedule

Critical Path Method (CPM) Schedules

1. Activities
2. Durations
3. Logic ties



Schedule

- Should you accept a schedule showing completion of work...
 - a) before expiration of contract time?
 - b) after time has expired?
- What if the contractor does not turn in schedule updates?

CTSS 8-1.02

Green Book 6-1.1

9-1.16E(3) Performance Failure Withholds

Start of Job Site Activities (CTSS)

- Contractor start job site activities within ...
 - 15 days after Contract Approval.
If SWPPP required, 55 days after approval.
- Contractor to notify in writing 72 hours prior to start.

CTSS 8-1.04 Start of Job Activities

Start of Job Site Activities (GB)

- Contractor start job site activities within ...
 - 15 days after Notice to Proceed
- Contractor to notify in writing 72 hours prior to start

Green Book 6-1.2 Commencement of Work

Start of Contract Time (CTSS)

- The contract time starts on the earlier of the following
 1. Day you start job site activities after Contract approval
 2. Last day specified to start job site activities in section 8-1.04

CTSS 8-1.04 Start of Job Activities

Start of Contract Time (GB)

- Date of Notice to Proceed

Green Book 6-1.2 Commencement of Work

Tracking Time

Weekly Statement of Working Days (CTSS)

- RE must issue *written* record of contract progress
- Show:
 - WDs and non-WDs during the reporting week
 - Time adjustments
 - Calculations of the work completion date computations
 - Working days remaining
 - Controlling activities

CTSS 8-1.05 Time

LAPM 16.6 Tracking Contract Time

Tracking Time

“Periodic” Statement of Working Days (GB)

- RE must issue *written* record of contract progress
- Show:
 - WDs charged during reporting period
 - Time adjustments
 - Working days remaining

**Green Book 6-3.2 Contract Time Accounting and
6-4.2 Extension of Time**

Time

Working Day (CTSS)

- Any day except
 - Saturday and holiday
 - Day when you cannot perform work on the **controlling activity** for at least 50 percent of the day with at least 50 percent of the normal labor and equipment due to any of the following:
 - Weather
 - Maintaining traffic under contract
 - Unanticipated event
 - Issue involving third party

CTSS 1.107 Definitions

Time - Working Day (GB)

- Any day except
 - Saturday, Sunday
 - Agency designated holiday
 - Contractor prevented from working...
 - at beginning of the workday
 - or the first 5 hours with at least 60 percent of the normal work force
- ...for cause as specified in 6.61:
- Weather
 - Maintaining traffic under contract
 - Unanticipated event
 - Issue involving third party

Time

Calendar Day (CTSS)

- **Day:** 24 consecutive hours running from midnight to midnight;
calendar day

CTSS 1.107 Definitions

**Exhibit 16-A:
WEEKLY STATEMENT OF WORKING DAYS**

JOB STAMP

REPORT NUMBER: _____

CONTRACTOR: _____

WEEK ENDING (month, day, year): _____

	Date (A)	Day (B)	Weather Conditions or Other Explanation ¹ (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity ⁸ (F)
1						
2		Monday				
3		Tuesday				
4		Wednesday				
5		Thursday				
6		Friday				
7						
8	Days this week (total lines 1D thru 7D)					
9	Days previously reported (take from previous week's report)					
10	Total working days to date (lines 8D + 9D)					
Change Order Time Adjustments				Change Order Days Approved	Change Order Numbers ²	
11	Days this report					
12	Days previously reported (taken from previous week's report)					
13	Total change order days to date (lines 11D + 12D)					
Computation of Extended Date for Completion				Number of Days	Numbered Day ⁴	Date
14	First working day					
15	Original working days specified in contract					
16	COMPUTED DATE FOR COMPLETION (line 14E + line 15D minus 1)					
17	Total change order days approved to date (from line 13)					
18	Total Nonworking days to date ³ (from box 10E)					
19	EXTENDED DATE FOR COMPLETION (line 16E + line 17D + line 18D)					
20	Revised working days for contract (line 15D + line 17D)					
21	Total working days to date (from box 10D)					
22	WORKING DAYS REMAINING (line 20D - line 21D)					

CONTROLLING ACTIVITY(IES) ⁴: _____

REMARKS: _____

The contractor will be allowed fifteen (15) days in which to protest in writing the correctness of the statement; otherwise, the statement shall be deemed to have been accepted by the contractor as correct.

NOTE: Footnote Instructions to Resident Engineer are on page 2.

RESIDENT ENGINEER SIGNATURE: _____

DATE: _____

Distribution: Original -- Contractor; Copy -- Resident Engineer

Weekly Statement of Working Days

(Exhibit 16-A)

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/16a.pdf>

EXHIBIT 16-A WEEKLY STATEMENT OF WORKING DAYS

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
WEEKLY STATEMENT OF WORKING DAYS
CEM-2701 (REV. 04/2015)

JOB STAMP
08-888884

ADA Notice
For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 449-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-69, Sacramento, CA 95814.

REPORT NUMBER:
1

CONTRACTOR: _____ WEEK ENDING (month, day, year): 03/24/2012
Name of Contractor, Inc. _____

	Date (A)	Day (B)	Weather Conditions or Other Explanation ¹ (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity ⁸ (F)
1	3/18/2012					
2	3/19/2012	Monday		0		
3	3/20/2012	Tuesday		0		
4	3/21/2012	Wednesday	First Working Day - Clear	1		
5	3/22/2012	Thursday	Clear	1		
6	3/23/2012	Friday	Clear	1		
7	3/24/2012					
8	Days this week (Total Lines 1 thru 7)			3	0	0
9	Days previously reported (Take from previous week's report)			0	0	0
10	Total working days to date (Lines 8 + 9)			3	0	0
	Change Order Time Adjustment			Change Order Days Approved	Change Order Numbers ²	
11	Days this report			0		
12	Days previously reported (Taken from previous week's report)			0		
13	Total change order days to date (Lines 11+ Line 12)			0		
	Computation of Extended Date for Completion			Number of Days	Numbered Day ⁴	Date
14	First working day				755	3/21/2012
15	Original working days specified in contract			40		
16	COMPUTED DATE FOR COMPLETION (Line 14 + Line 15 minus 1)				794	5/15/2012
17	Total change order days approved to date (From Line 13)			0		
18	Total Nonworking days to date ¹ (From Box 10E)			0		
19	EXTENDED DATE FOR COMPLETION (Line 16 + Line 17 + Line 18)				794	5/15/2012
20	Revised working days for contract (Line 15 + Line 17)			40		
21	Total working days to date (From Box 10D)			3		
22	WORKING DAYS REMAINING (Line 20 - Line 21)			37		

CONTROLLING ACTIVITY(IES)³:
Installation of construction area signs.

REMARKS: Contract approved on March 8, 2012. Refer to Special Provisions Section 4, the first working day, 15th day after contract approval.

The contractor will be allowed fifteen (15) days in which to protest in writing the correctness of the statement; otherwise, the statement shall be deemed to have been accepted by the contractor as correct.

NOTE: Footnote Instructions to Resident Engineer are on reverse side.

RESIDENT ENGINEER SIGNATURE: _____ DATE: _____

Distribution: Original--Contractor; Copy--Resident Engineer

Sample completion of the first Weekly Statement of Working Days

7.1 Handout page 2

Sample completion of a CO time extension on the Weekly Statement of Working Days

7.1 Handout page 3

EXHIBIT 16-A WEEKLY STATEMENT OF WORKING DAYS

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
WEEKLY STATEMENT OF WORKING DAYS
 CEM-2701 (REV. 04/2015)

<p>ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.</p>	<p>JOB STAMP 08-888884</p>	<p>REPORT NUMBER: <u>3</u></p>
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CONTRACTOR: Name of Contractor, Inc. WEEK ENDING (month, day, year): 04/07/2012

Date (A)	Day (B)	Weather Conditions or Other Explanation ¹ (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity ⁶ (F)
1	04/01/12				
2	04/02/12	Monday Rain	0	1	
3	04/03/12	Tuesday Cloudy - Wet Grade	0	1	
4	04/04/12	Wednesday Clear	1	0	
5	04/05/12	Thursday Clear	1	0	
6	04/06/12	Friday Clear	1	0	
7	04/07/12				
8	Days this week (Total Lines 1 thru 7)		3	2	0
9	Days previously reported (Take from pervious week's report)		8	0	0
10	Total working days to date (Lines 8 + 9)		11	0	0
Change Order Time Adjustment			Change Order Days Approved	Change Order Numbers²	
11	Days this report		2		
12	Days previously reported (Taken from previous week's report)		0		
13	Total change order days to date (Lines 11+ Line 12)		2		
Computation of Extended Date for Completion			Number of Days	Numbered Day⁴	Date
14	First working day			755	03/21/12
15	Original working days specified in contract		40		
16	COMPUTED DATE FOR COMPLETION (Line 14 + Line 15 minus 1)			794	05/15/12
17	Total change order days approved to date (From Line 13)		2		
18	Total Nonworking days to date ³ (From Box 10E)		2		
19	EXTENDED DATE FOR COMPLETION (Line 16 + Line 17 + Line 18)			798	05/21/12
20	Revised working days for contract (Line 15 + Line 17)		42		
21	Total working days to date (From Box 10D)		11		
22	WORKING DAYS REMAINING (Line 20 - Line 21)		31		

CONTROLLING ACTIVITY(IES)⁵:
 Shoulder widening at location 2 EB, A line Station 2+00.

REMARKS:
 04/04 and 04/05 granted 2 days time adjustment for extra work related to CCO #2 at location 2.

The contractor will be allowed fifteen (15) days in which to protest in writing the correctness of the statement; otherwise, the statement shall be deemed to have been accepted by the contractor as correct.

NOTE: Footnote instructions to Resident Engineer are on reverse side.

RESIDENT ENGINEER SIGNATURE:	DATE:
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Distribution: Original--Contractor; Copy--Resident Engineer

Sample completion of non-working days on the Weekly Statement of Working Days

7.1 Handout page 4

EXHIBIT 16-A WEEKLY STATEMENT OF WORKING DAYS

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
WEEKLY STATEMENT OF WORKING DAYS
 CEM-2701 (REV. 04/2015)

<p style="text-align: center;">ADA Notice</p> <p style="font-size: small;">For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.</p>	<p>JOB STAMP</p> <p style="font-size: large; font-weight: bold;">08-888884</p>	<p>REPORT NUMBER: 4/14/2012</p>
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CONTRACTOR: _____ WEEK ENDING (month, day, year): 03/18/2011

Name of Contractor, Inc. _____

Date (A)	Day (B)	Weather Conditions or Other Explanation ¹ (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity ² (F)
1	4/8/2012				
2	4/9/2012	Monday Labor Dispute (Revised) - Cloudy	0	1	0
3	4/10/2012	Tuesday Labor Dispute (Revised) - Cloudy	0	1	0
4	4/11/2012	Wednesday Clear	1	0	0
5	4/12/2012	Thursday Clear	1	0	0
6	4/13/2012	Friday Clear	1	0	0
7					
8	Days this week (Total Lines 1 thru 7)		3	2	0
9	Days previously reported (Take from pervious week's report)		11	2	6
10	Total working days to date (Lines 8 + 9)		14	4	6

Change Order Time Adjustment	Change Order Days Approved	Change Order Numbers ²
11 Days this report	0	
12 Days previously reported (Taken from previous week's report)	2	
13 Total change order days to date (Lines 11+ Line 12)	2	

Computation of Extended Date for Completion	Number of Days	Numbered Day ⁴	Date
14 First working day		755	3/21/2012
15 Original working days specified in contract	40		
16 COMPUTED DATE FOR COMPLETION (Line 14 + Line 15 minus 1)		794	5/15/2012
17 Total change order days approved to date (From Line 13)	2		
18 Total Nonworking days to date ¹ (From Box 10E)	4		
19 EXTENDED DATE FOR COMPLETION (Line 16 + Line 17 + Line 18)		800	5/23/2012
20 Revised working days for contract (Line 15 + Line 17)	42		
21 Total working days to date (From Box 10D)	14		
22 WORKING DAYS REMAINING (Line 20 - Line 21)	28		

CONTROLLING ACTIVITY(IES)³:
Shoulder widening at location 3 EB, A line 4+00

REMARKS: A review of our records indicate that the controlling activity of shoulder widening was delayed by a labor dispute on 04/09/12 and 04/10/12. In accordance with definition of "working day" of the Standard Specifications, and your letter dated April 20, 2012, two non-working days are granted and shown in this report

The contractor will be allowed fifteen (15) days in which to protest in writing the correctness of the statement; otherwise, the statement shall be deemed to have been accepted by the contractor as correct.

NOTE: Footnote Instructions to Resident Engineer are on reverse side.

RESIDENT ENGINEER SIGNATURE: _____	DATE: _____
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Distribution: Original--Contractor; Copy--Resident Engineer

Sample completion of a contract in overrun on the Weekly Statement of Working Days

7.1 Handout page 5

EXHIBIT 16-A WEEKLY STATEMENT OF WORKING DAYS

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
WEEKLY STATEMENT OF WORKING DAYS
 CEM-2701 (REV. 04/2015)

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.	JOB STAMP 04-888884	REPORT NUMBER: 80
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CONTRACTOR: _____ WEEK ENDING (month, day, year): 10/27/2012
 Name of Contractor, Inc.

Date (A)	Day (B)	Weather Conditions or Other Explanation ¹ (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity ² (F)
1	10/21/12				
2	10/22/12	Monday	Clear	1*	0
3	10/23/12	Tuesday	Cloudy	1*	0
4	10/24/12	Wednesday	Cloudy	1*	0
5	10/25/12	Thursday	Cloudy	1*	0
6	10/26/12	Friday	Clear	1*	0
7	10/27/12				
8	Days this week (Total Lines 1 thru 7)			5*	0
9	Days previously reported (Take from previous week's report)			314	59
10	Total working days to date (Lines 8 + 9)			319	59
Change Order Time Adjustment			Change Order Days Approved	Change Order Numbers²	
11	Days this report			0	
12	Days previously reported (Taken from previous week's report)			0	
13	Total change order days to date (Lines 11+ Line 12)			14	
Computation of Extended Date for Completion			Number of Days	Numbered Day⁴	Date
14	First working day				03/21/12
15	Original working days specified in contract			300	
16	COMPUTED DATE FOR COMPLETION (Line 14 + Line 15 minus 1)				07/06/12
17	Total change order days approved to date (From Line 13)			14	
18	Total Nonworking days to date ¹ (From Box 10E)			59	
19	EXTENDED DATE FOR COMPLETION (Line 16 + Line 17 + Line 18)				10/19/12
20	Revised working days for contract (Line 15 + Line 17)			314	
21	Total working days to date (From Box 10D)			319	
22	WORKING DAYS REMAINING (Line 20 - Line 21)			-5*	

CONTROLLING ACTIVITY(IES)²:
 Functional testing

REMARKS:
 *Working days are shown for record only as the contract time expired on 10/19/12. There are currently a total of 8 working days overrun through October 27, 2012.

The contractor will be allowed fifteen (15) days in which to protest in writing the correctness of the statement; otherwise, the statement shall be deemed to have been accepted by the contractor as correct.

NOTE: Footnote instructions to Resident Engineer are on reverse side.

RESIDENT ENGINEER SIGNATURE: _____	DATE: _____
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Distribution: Original--Contractor; Copy--Resident Engineer

Construction Workday Calendar (5-Day)

Caltrans Working Day Calendar in PDF format:

[https://dot.ca.gov/programs/
construction/contract-time](https://dot.ca.gov/programs/construction/contract-time)

CONSTRUCTION WORKDAY CALENDAR 2022 - 5 Day

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	187	188	189	190	191	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	207	208	209	210		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
	220	221	222	223	224	225
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	240	241	242	243	244	245
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
	293	294	295	296	297	298
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
		313	314	315	316	317
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
	332	333	334	335	336	337
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		357	358	359	360	361
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
	376	377	378	379	380	381
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	396	397	398	399	400	401
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		415	416	417	418	419
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

249 Working Days Prepared 10-17

Construction Workday Calendar (7-Day)

Caltrans Working Day Calendar in PDF format:

[https://dot.ca.gov/programs/
construction/contract-time](https://dot.ca.gov/programs/construction/contract-time)

CONSTRUCTION WORKDAY CALENDAR 2022 - 7 Day

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						498
						499
500	501	502	503	504	505	506
507	508	509	510	511	512	513
514	515	516	517	518	519	520
521	522	523	524	525	526	527
528	529	530	531			

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
					670	680
					671	681
682	683	684	685	686	687	688
689	690	691	692	693	694	695
696	697	698	699	700	701	702
703	704	705	706	707	708	709
710	711	712	713	714	715	716

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
		529	530	531	532	533
		534	535	536	537	538
539	540	541	542	543	544	545
546	547	548	549	550	551	552
553	554	555	556	557	558	559
560	561	562	563	564	565	566

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
	710	711	712	713	714	715
716	717	718	719	720	721	722
723	724	725	726	727	728	729
730	731	732	733	734	735	736
737	738	739	740	741	742	743
744	745	746	747	748	749	750

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
		557	558	559	560	561
562	563	564	565	566	567	568
569	570	571	572	573	574	575
576	577	578	579	580	581	582
583	584	585	586	587	588	589
590	591	592	593	594	595	596

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				741	742	743
744	745	746	747	748	749	750
751	752	753	754	755	756	757
758	759	760	761	762	763	764
765	766	767	768	769	770	771
772	773	774	775	776	777	778

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
					588	589
590	591	592	593	594	595	596
597	598	599	600	601	602	603
604	605	606	607	608	609	610
611	612	613	614	615	616	617
618	619	620	621	622	623	624

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
						771
772	773	774	775	776	777	778
779	780	781	782	783	784	785
786	787	788	789	790	791	792
793	794	795	796	797	798	799
800	801	802	803	804	805	806

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
618	619	620	621	622	623	624
625	626	627	628	629	630	631
632	633	634	635	636	637	638
639	640	641	642	643	644	645
646	647	648	649	650	651	652
653	654	655	656	657	658	659

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		802	803	804	805	806
807	808	809	810	811	812	813
814	815	816	817	818	819	820
821	822	823	824	825	826	827
828	829	830	831	832	833	834
835	836	837	838	839	840	841

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
		649	650	651	652	653
654	655	656	657	658	659	660
661	662	663	664	665	666	667
668	669	670	671	672	673	674
675	676	677	678	679	680	681
682	683	684	685	686	687	688

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				832	833	834
835	836	837	838	839	840	841
842	843	844	845	846	847	848
849	850	851	852	853	854	855
856	857	858	859	860	861	862
863	864	865	866	867	868	869

7.2 Prosecution & Progress - Exercise Contract Time - WSWD

Instructions: You are the RE on the project and preparing the Weekly Statement of Working Days (WSWD) for the week ending June 4, 2021. Using WSWD Report Number 6 on the next slide and the “2021 Construction Workday Calendar” obtained from the Caltrans website, complete WSWD Report Number 7 and answer the questions below. See below for links to working day calendar and **Exhibit 16-A**.

- 5/31/2021 – Holiday (Memorial Day)
- 6/1-3/2021 – Working Day
- 6/4/2021 – Non-working day due to rain
- 2 days added for approved CO #2

1) ***What is the extended date of completion (line #19)?***

2) ***What is the number of working days remaining (line #22)?***

Exhibit 16-A Weekly Statement of Working Days:

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/16a.pdf>

2021 Caltrans working day calendar:

<https://dot.ca.gov/-/media/dot-media/programs/construction/documents/contract-administration/contract-time/working-day-calendars/2021-working-days-calendar-5-day.pdf>

Time: 10 minutes to complete exercise.

Debrief: 1 student will share their WSWD when we return together.

**Exhibit 16-A:
WEEKLY STATEMENT OF WORKING DAYS**

JOB STAMP
STPL 1234 (001)

REPORT NUMBER:
0

CONTRACTOR: XYZ, Inc.

WEEK ENDING (month, day, year):
05/28/21

	Date (A)	Day (B)	Weather Conditions or Other Explanation ¹ (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity ² (F)
1						
2	5/24/21	Monday	Clear	1	0	
3	5/25/21	Tuesday	Clear	1	0	
4	5/26/21	Wednesday	Clear	1	0	1
5	5/27/21	Thursday	Rain	0	1	
6	5/28/21	Friday	Clear	0	1	
7						
8	Days this week (total lines 1D thru 7D)			3	2	1
9	Days previously reported (take from previous week's report)			12	10	5
10	Total working days to date (lines 8D + 9D)			15	12	6


Change Order Time Adjustments		Change Order Days Approved	Change Order Numbers ²
11	Days this report	0	
12	Days previously reported (taken from previous week's report)	1	
13	Total change order days to date (lines 11D + 12D)	1	

Computation of Extended Date for Completion		Number of Days	Numbered Day ⁴	Date
14	First working day		4	4/12/21
15	Original working days specified in contract	100		
16	COMPUTED DATE FOR COMPLETION (line 14E + line 15D minus 1)		103	8/31/21
17	Total change order days approved to date (from line 13)	1		
18	Total Nonworking days to date ³ (from box 10E)	12		
19	EXTENDED DATE FOR COMPLETION (line 16E + line 17D + line 18D)		116	9/20/21
20	Revised working days for contract (line 15D + line 17D)	101		
21	Total working days to date (from box 10D)	15		
22	WORKING DAYS REMAINING (line 20D - line 21D)	86		

CONTROLLING ACTIVITY(IES) ⁵:
Bridge embankment

REMARKS:

5/27/21 - Contractor did not work today because of anticipated rain. Weather report had rain starting around 9 AM. Copy of weather report attached.

5/28/21 - Contractor did not work because of wet grade. Mud puddles present throughout embankment work site. 

The contractor will be allowed fifteen (15) days in which to protest in writing the correctness of the statement; otherwise, the statement shall be deemed to have been accepted by the contractor as correct.

NOTE: Footnote Instructions to Resident Engineer are on page 2.

RESIDENT ENGINEER SIGNATURE:

DATE:

Distribution: Original -- Contractor; Copy -- Resident Engineer

Contract Time Exercise WSWD Report 6

7.1 Handout page 6

Suspension

- RE may suspend the work wholly or in part due to any of the following:
 1. Conditions are unsuitable for work progress
 2. Contractor fails to do any of the following:
 - Fulfill the Engineer's orders
 - Fulfill a Contract part
 - Perform weather-dependent work when conditions are favorable so that weather-related unsuitable conditions are avoided or do not occur

CTSS 8-1.06 Suspensions

Liquidated Damages

- **Liquidated Damages (LDs)** – Deduction of payment due contractor for each day's delay in completing work beyond the time allowed
- Is not taking LDs OK?
 - CO to extend contract time
 - No documentation = FIN (Federal-aid Ineligibility Notice)

CTSS 8-1.10 Liquidated Damages
Green Book 6-9 Liquidated Damages

Contractor Termination

- You may terminate the contractor's control of the work for failure to do any of the following:
 - Supply adequate work force
 - Supply material as described
 - Pay subcontractors
 - Prosecute the work as described in the contract

CTSS 8-1.13 Contractor's Control Termination
Green Book 6-7 Termination of Contract for Default

Contract Termination

- “Convenience Termination”
- When it is not in Agency’s best interest to continue with the project
- Allowed but rare

CTSS 8-1.14 Contract Termination