

CITY/TOWN OF...
CITY/TOWN DEPARTMENT

subject: Project No.
Project Description
Route
Municipality

date:

to: District Engineer
Title
District...

from: Municipal Administrator
Title
Municipal Department

Attached for your review and approval, is a copy of the justification for a ____ day time extension and analysis for the completion of work on the _____ project.

Project No.:
FAP No.:
Standard Specification:
Original Contract Value: \$
To Date Contract Value: \$
Award Date:
Ordered to Start Date:
Actual Start Date:
Original Calendar Days:
Original Completion Date:
Actual Completion Date:
Calendar Days Used:
Calendar Days Allowed:
Previous Time Extension Granted:
Winter Days:
Contract Suspension Time:
Apparent Time Overrun:
Time Extension Recommended:
Liquidated Damages Recommended:
Revised Completion Date:

Please indicate your approval by your signature in the appropriate space.

Approval: _____
Town Administrator Signature

Disapproval: _____
Town Administrator Signature

Date: _____

Date: _____

cc:
District MSAT

The Contractor _____, in a letter dated _____, copy attached, has requested an extension of contract time of _____ days on the above noted project due to _____.

Project documentation between the periods of _____ through _____, confirm or do not confirm that the _____ delayed the contractor from performing contract work.

As completion date is slated for _____, an extension of _____ days to the contract would extend the completion contract date to _____.

Recommendation:

There is or is not justification for granting a _____ day extension of contract time due to the _____ delay beyond the control of the contractor. It is my opinion that the time overrun and delay in the overall completion of the project resulted from causes beyond the Contractor's control. It is recommended that a _____ day extension of contract time be granted resulting in a completion date of _____.

Recommended by: _____
Inspector

Date:

TIME EXTENSION BACKUP SUMMARY

DATE

DESCRIPTION OR EVENT

Award Date

Notice to proceed

Start of Work

Letter From _____ requesting a time extension