

INSTRUCTIONS FOR THE TIME EXTENSION REQUEST (Award / CC)

The purpose of the Department of Transportation's Time Extension Request form (Form) is to standardize and streamline the time extension request process for requesting additional time needed to complete the construction phase. The Form will be comprised of two pages, divided into six sections, with supporting documentation to be attached as noted.

When is a Time Extension Request Form needed?

The Form is required for all State Transportation Improvement Program (STIP) and State Highway Operation and Protection Program (SHOPP) projects on the state highway system for construction phase/activity when additional time is needed due to unforeseen reason(s)

SECTION 1 – Request Information

Request Type

Designates the type of requested. Select one of the following:

- Contract Award / Construction Support
- Construction Completion

CTC Meeting Month

This is the month of the California Transportation Commission (CTC) meeting at which the Time Extension is being requested. Review the CTC Preparation Calendar to determine the appropriate CTC meeting date. The submittal deadline must be met in order for the request to be considered at the requested meeting date. Check the Preparation Calendar for the submittal deadline for the requested meeting month.

Month Requested

Enter the number of month(s) requested for each component.

Last Saved

Enter the date (in mm/dd/yy format) when this form is last saved or revised.

SECTION 2 – Project Information

Project ID

This is the 10-digit Caltrans Project ID (also called EFIS) number.

District

The Department's Districts.

County

County where project is located. Use "Various" when a project crosses two or more counties.

Program Code

Enter the Accounting / TRAMS Code for the project.

Route

State highway or interstate route number. Use primary route number when project affects two or more routes.

Post Miles

State highway route post miles.

EA

The Department's Expenditure Authorization (EA) number. Leave blank if not a State Highway System project.

PPNO

Project Planning (PPNO) number. SHOPP projects must have a PPNO. This number can be found in CTIPS.

Project Location/Description

This is the project location and scope of work as it is currently programmed in CTIPS. The description entered here should be the same as found in CTIPS. Even if the scope is changed, please refer to the scope as is currently programmed.

SECTION 3 – Reason for Delay

The purpose of this section is to capture information regarding the current disposition of the request in greater detail. This information is important for discussion of the merits of the request with the CTC when proceeding toward time extension. The FORM is not considered a complete submittal without all necessary supporting documentation included.

1. Provide the assumption made and the changes that have caused the delay. Explain why the original deadline(s) cannot be met.
2. Explain what changed since the allocation date.

SECTION 4 – Project Schedule

Enter current/past deadlines for project milestones such as Ready-To-List, Advertised Date, Bid Opening/Bid Opened Date, Award deadline. Use "Revised" fields to enter any revised scheduled for the listed milestones if there is/are delays.

SECTION 5 – Additional Project Information

Use this section to provide any additional project-related information which helps to explain the reasons for the project being delayed.

SECTION 6 – Approval

Name, title, and signature of the Project Manager and SFP are required prior to submittal.