

# Memorandum

*Making Conservation  
a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

Date: April 5, 2022

File: Division of Construction  
CPD 22-7



From: TIM GREUTERT, Acting Chief  
Division of Construction

Subject: **CPM SCHEDULING AND CONTRACT TIME**

This directive announces updated guidance to Construction staff on requirements of a revised critical path method (CPM) schedule specification and revisions to Section 3-801, "Schedule," of the *Construction Manual*. These changes originated from a partnering improvement proposal developed by construction industry and the California Department of Transportation (Caltrans).

Projects for which plans, specifications and estimates (PS&Es) are submitted to the Division of Engineering Services – Office Engineer for advertisement on or after April 18, 2022, will include the attached revised Section 8-1.02, "Schedule," of the *Standard Specifications*. Significant schedule revisions include the following:

- Two levels of CPM schedule requirements. The project delivery team, including Construction's representative, assesses potential project risk variables that may affect contract time and determines which level of CPM schedule requirements apply in the PS&E project phase. Level 1 is the default and applies to projects without a CPM schedule item in the contract's bid item list. Level 2 is invoked by inclusion of a CPM schedule item in the contract's bid item list. The *Construction Contract Development Guide* will contain general guidance on risk variables for the project delivery team's consideration.
- A preconstruction scheduling conference for level 2 scheduling requirements. The purpose is to review scheduling requirements and project details to improve the baseline schedule submittal's development, review, and acceptance.
- Weekly baseline schedule meetings, as necessary, for level 2 scheduling requirements. The purpose is to discuss and resolve scheduling issues until the baseline schedule is accepted. These provisions also allow for a third-party to facilitate resolution of baseline schedule issues if both parties agree. Cost of the facilitator is split between the parties.

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- Monthly meetings to discuss the submitted updated schedule, including narrative report, progress to date, changes in schedule, unresolved time issues, and any needed additional schedule changes.
- Clarifications regarding time impact analysis requirements, including monthly time impact analysis submittals for work associated with deferred time change orders.

Note that the 15-day standard review times specified in Section 5-1.23B, "Action Submittals," of the *Standard Specifications* apply unless otherwise specified.

Continue to administer contracts not containing the revised specification as prescribed by the contract's bid amount and original working days or as modified by the contract's special provisions.

If you have questions or comments regarding this directive, contact Ken Darby, Division of Construction, at [Ken.Darby@dot.ca.gov](mailto:Ken.Darby@dot.ca.gov) or (916) 764-6929.

Attachment:

1. Revised *Standard Specification* Section 8-1.02, "Schedule"