

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

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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 ⁶ (F)
1					
2	Monday				
3	Tuesday				
4	Wednesday				
5	Thursday				
6	Friday				
7					
8	Days this week (Total Lines 1 thru 7)				
9	Days previously reported (Take from pervious week's report)				
10	Total working days to date (Lines 8 + 9)				
Change Order Time Adjustment			Change Order Days Approved	Change Order Numbers²	
11	Days this report -----				
12	Days previously reported (Taken from previous week's report)				
13	Total change order days to date (Lines 11+ Line 12)				
Computation of Extended Date for Completion			Number of Days	Numbered Day⁴	Date
14	First working day -----				
15	Original working days specified in contract -----				
16	COMPUTED DATE FOR COMPLETION (Line 14 + Line 15 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 16 + Line 17 + Line 18)				
20	Revised working days for contract (Line 15 + Line 17)				
21	Total working days to date (From Box 10D)				
22	WORKING DAYS REMAINING (Line 20 - Line 21)				

CONTROLLING ACTIVITY(IES)⁵ :

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 reverse side.

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

Footnote Instructions To Resident Engineer

1. When determining if the day is a working day or non-working day, first determine the controlling operation (taken from the critical path of the updated approved project schedule.), second, If you determine the day is a "nonworking day", provide the contractual reason - for example, "clear-wet grade" to describe conditions when the weather is clear, but the grade is too wet. Do not list days merely as "Unworkable". When recording nonworking days due to "other", provide explanation - contract lane closure restrictions, State of emergency, area-wide labor strike, etc.
2. List numbers of change orders providing for time extensions.
3. Do not include nonworking days which occur after expiration of the **Extended Date of Completion**. On contracts that are overtime, the total under Working Days Shall not be greater than the total of revised Working Days (line7). After approved total of working days has been reached, continue recording working and nonworking days but do not add into the totals. Make a statement under Remarks that working and nonworking days are shown for record only since the contact time has elapsed.

If an extension of time is subsequently approved, determine the new **Extended Date** by taking into account all nonworking days that are reachable.
4. From the calendar issued by the Division of Construction with working days numbered for convenience in computations.
5. Determine the controlling activity from the updated approved contract schedule. If the controlling activity is completed in the middle of the week and a new one begins, make this clear. For example, "Class 2 base - M, T, W; HMA - Th, Fri." This is not the place to list all the operations the contractor worked on for the week. Record that information in the Daily Report or under "remarks" if you wish.
6. Column F (lines 1-10) is informational only and tracks those days determined in column D to be working days, but the Contractor failed to work on the controlling operation.

Link to Caltrans Form CEM 2701

<http://cefs2.dot.ca.gov/v2Forms/servlet/FormRenderer?frmId=CEM2701>