



**Caltrans Local Assistance**

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# **RESIDENT ENGINEER ACADEMY**

## **Module 7**

## **Prosecution & Progress**

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January 2026

# Prosecution and Progress: Objectives

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

# Resources

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- **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/ccs-standard-plans-and-standard-specifications>

## Part 1 Section 6, Green Book

# Schedule

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## A schedule should:

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

# Schedule

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## A Schedule is Required!

- Contractor must submit...
  - Prior to *or* at pre-Con (**CTSS** Level 1)
  - Within 15 days of Approval (**CTSS** Level 2 )
  - Prior to start of work (**GB**)

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

# Schedule

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- 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**

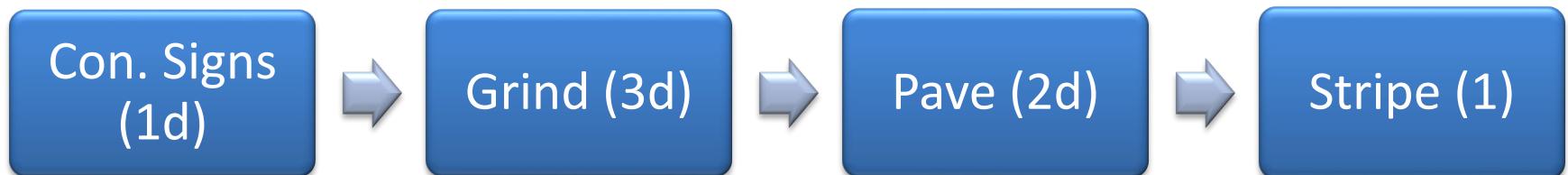
**Green Book Section 6-1.1 Construction Schedule**

# Schedule

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## Critical Path Method (CPM) Schedules

1. Activities
2. Durations
3. Logic ties



# Schedule

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- 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)

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- 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)

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- 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)

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- 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)

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- Date of Notice to Proceed
- Within 15 Days of NTP

**Green Book 6-1.2 Commencement of Work**

# Tracking Time

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## 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

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## “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

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## 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)

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- 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 6-4.1
        - Weather
        - Maintaining traffic under contract
        - Unanticipated event
        - Issue involving third party

# Time

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## Calendar Day (CTSS)

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

**CTSS 1.107 Definitions**

CONTRACTOR				WEEK ENDING (month, day, year)		
	Day (A)	Day (B)	Weather Conditions or Other Explanation <sup>1</sup> (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity <sup>8</sup> (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 previous week's report)					
10	Total days to date (lines 8 + 9)					
Change Order Time Adjustments			Change Order Days Approved	Change Order Numbers <sup>2</sup>		
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 <sup>4</sup>	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 <sup>3</sup> (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) <sup>5</sup>						

REMARKS

If the contractor disagrees with this report, submit a Request for Information within the time specified.

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			JOB STAMP		
WEEKLY STATEMENT OF WORKING DAYS			08-888884		
CEM-2701 (REV. 04/2015)			REPORT NUMBER:		
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-89, Sacramento, CA 95814.			1		
CONTRACTOR:			WEEK ENDING (month, day, year): 03/24/2012		
Name of Contractor, Inc.					
Date (A)	Day (B)	Weather Conditions or Other Explanation <sup>1</sup> (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity <sup>6</sup> (F)
1	3/18/2012				
2	3/19/2012	Monday	0		
3	3/20/2012	Tuesday	0		
4	3/21/2012	Wednesday	1		
5	3/22/2012	Thursday	1		
6	3/23/2012	Friday	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 <sup>2</sup>	
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 <sup>4</sup>	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 (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) <sup>5</sup> :					
Installation of construction area signs.					
REMARKS: Contract approved on March 6, 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

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) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-80, Sacramento, CA 95814.			REPORT NUMBER: 3		
CONTRACTOR: Name of Contractor, Inc.		WEEK ENDING (month, day, year): 04/07/2012			
Date (A)	Day (B)	Weather Conditions or Other Explanation <sup>1</sup> (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity <sup>6</sup> (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 previous 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 Numbers <sup>2</sup>	
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 Day <sup>4</sup>	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 (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) <sup>5</sup> :					
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:		
Distribution: Original--Contractor; Copy--Resident Engineer					

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

## 7.1 Handout page 3

# 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)

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

08-888884

REPORT NUMBER:  
4/14/2012

CONTRACTOR:

WEEK ENDING (month, day, year): 03/18/2011

Name of Contractor, Inc.

Date (A)	Day (B)	Weather Conditions or Other Explanation <sup>1</sup> (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity <sup>2</sup> (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 previous 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<sup>3</sup>

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<sup>4</sup>

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 (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)<sup>5</sup>:

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:

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 format. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-80, Sacramento, CA 95814.	JOB STAMP <b>04-888884</b>	REPORT NUMBER: <b>80</b>
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CONTRACTOR: **Name of Contractor, Inc.** WEEK ENDING (month, day, year): **10/27/2012**

Date (A)	Day (B)	Weather Conditions or Other Explanation <sup>1</sup> (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity <sup>6</sup> (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	0
9	Days previously reported (Take from previous week's report)		314	59	0
10	Total working days to date (Lines 8 + 9)		319	59	0

Change Order Time Adjustment		Change Order Days Approved	Change Order Numbers <sup>2</sup>	
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 Day <sup>4</sup>	Date
14	First working day —		531	03/21/12
15	Original working days specified in contract	300		
16	COMPUTED DATE FOR COMPLETION (Line 14 + Line 15 minus 1)		830	07/06/12
17	Total change order days approved to date (From Line 13)	14		
18	Total Nonworking days to date (From Box 10E)	59		
19	EXTENDED DATE FOR COMPLETION (Line 16 + Line 17 + Line 18)		903	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)<sup>5</sup>:

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 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

# 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						
						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						
	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					
MARCH						
	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		
APRIL						
			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
MAY						
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						
	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		
JULY						
					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						
AUGUST						
	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			
SEPTEMBER						
			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	
OCTOBER						
					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					
NOVEMBER						
	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			
DECEMBER						
	1	2	3	4	5	
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
408	500	501	502	503	504	505 1
500	507	508	509	510	511	512 8
9	10	11	12	13	14	15 15
16	17	18	19	20	21	22 22
23	24	25	26	27	28	29 29
30	31					
FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	529	530 1	531 2	532 3	533 4	534 5
534	535	536	537	538	539	540 12
6	7	8	9	10	11	13 12
13	14	15	16	17	18	19 19
20	21	22	23	24	25	26 26
27	28					
MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
	557	558 1	559 2	560 3	561 4	562 5
562	563	564	565	566	567	568 12
13	14	15	16	17	18	19 19
20	21	22	23	24	25	26 26
27	28	29	30	31		
APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				588	589 1	590 2
590	591	592	593	594	595	596 9
10	11	12	13	14	15	16 16
17	18	19	20	21	22	23 23
24	25	26	27	28	29	30 30
MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
618	619	620	621	622	623	624 7
8	9	10	11	12	13	14 14
15	16	17	18	19	20	21 21
22	23	24	25	26	27	28 28
29	30	31				
JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
653	654	655	656	657	658	659 11
12	13	14	15	16	17	18 18
19	20	21	22	23	24	25 25
26	27	28	29	30		
JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
681	682	683	684	685	686	687 2
688	689	690	691	692	693	694 9
10	11	12	13	14	15	16 16
17	18	19	20	21	22	23 23
24	25	26	27	28	29	30 30
31						
AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
710	711	712	713	714	715	716
715	717	718	719	720	721	722 13
723	724	725	726	727	728	729 20
730	731	732	733	734	735	736 27
737	738	739	740	741	742	743 3
28	29	30	31			
SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				741	742	743
744	745	746	747	748	749	750 10
751	752	753	754	755	756	757 17
758	759	760	761	762	763	764 24
765	766	767	768	769	770	771 31
25	26	27	28	29	30	
OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
772	773	774	775	776	777	778 8
779	780	781	782	783	784	785 15
786	787	788	789	790	791	792 22
793	794	795	796	797	798	799 29
800	801	802	803	804	805	806 30
31						
NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	802	803	804	805	806	807 5
807	808	809	810	811	812	813 12
814	815	816	817	818	819	820 19
821	822	823	824	825	826	827 26
828	829	830	831			
27	28	29	30			
DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			832	833	834	835 3
835	836	837	838	839	840	841 10
842	843	844	845	846	847	848 17
849	850	851	852	853	854	855 24
856	857	858	859	860	861	862 31
25	26	27	28	29	30	31 31
365 Working Days						Prepared 10-17

## 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 DAYSJOB STAMP  
STPL 1234 (001)REPORT NUMBER:  
8

CONTRACTOR: XYZ, Inc.

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

	Date (A)	Day (B)	Weather Conditions or Other Explanation <sup>1</sup> (C)	Working Day (D)	Nonworking Day (E)	Working Day No Work Done on Controlling Activity <sup>4</sup> (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 <sup>2</sup>
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 <sup>3</sup>	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 <sup>9</sup> (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)<sup>8</sup>:  
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

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- 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

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- **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 Part 1 Section: 6-9 Liquidated Damages**

# Contractor Termination

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- 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 Part 1 Section:6.7 Termination of Contract for Default**

# Contract Termination

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- “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