



**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**

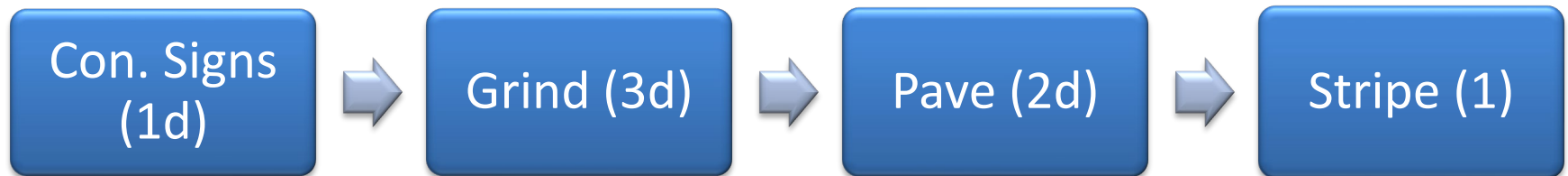
**Green Book Section 6-1.1 Construction Schedule**

# 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  
**WEEKLY STATEMENT OF WORKING DAYS**  
 CEM-2701 (REV. 04/2015)

**JOB STAMP**

08-888884

REPORT NUMBER: 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>2</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 (Taken from previous week's report)		0	0	0
10	Total working days to date (Lines 8 + 9)		3	0	0
<b>Change Order Time Adjustment</b>			<b>Change Order Days Approved</b>	<b>Change Order Numbers<sup>2</sup></b>	
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		
<b>Computation of Extended Date for Completion</b>			<b>Number of Days</b>	<b>Numbered Day<sup>4</sup></b>	<b>Date</b>
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)

**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.

**JOB STAMP**  
08-888884

**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>4</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 (Taken from previous week's report)			8	0	0
10	Total working days to date (Lines 8 + 9)			11	0	0
<b>Change Order Time Adjustment</b>				<b>Change Order Days Approved</b>	<b>Change Order Numbers<sup>2</sup></b>	
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		
<b>Computation of Extended Date for Completion</b>				<b>Number of Days</b>	<b>Numbered Day<sup>4</sup></b>	<b>Date</b>
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 <sup>1</sup> (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>3</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)

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**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>4</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
<b>Change Order Time Adjustment</b>			<b>Change Order Days Approved</b>	<b>Change Order Numbers<sup>2</sup></b>	
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		
<b>Computation of Extended Date for Completion</b>			<b>Number of Days</b>	<b>Numbered Day<sup>4</sup></b>	<b>Date</b>
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 <sup>3</sup> (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 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**  
04-888884

**REPORT NUMBER:** 80

**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>4</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
<b>Change Order Time Adjustment</b>				<b>Change Order Days Approved</b>	<b>Change Order Numbers<sup>2</sup></b>	
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		
<b>Computation of Extended Date for Completion</b>				<b>Number of Days</b>	<b>Numbered Day<sup>4</sup></b>	<b>Date</b>
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 <sup>3</sup> (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>4</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 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

# 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						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	187	188	189	190	191	8
9	192	193	194	195	196	15
16	197	198	199	200	201	22
23	202	203	204	205	206	29
30	207	208	209	210	211	

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
					312	2
3		313	314	315	316	9
10	317	318	319	320	321	16
17	322	323	324	325	326	23
24	327	328	329	330	331	30
31						

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		207	208	209	210	5
6	211	212	213	214	215	12
13	216	217	218	219	220	19
20	221	222	223	224	225	26
27	226	227	228	229	230	

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
		332	333	334	335	6
7	336	337	338	339	340	13
14	341	342	343	344	345	20
21	346	347	348	349	350	27
28	351	352	353	354	355	

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
		226	227	228	229	5
6	230	231	232	233	234	12
13	235	236	237	238	239	19
20	240	241	242	243	244	26
27	245	246	247	248	249	

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				355	356	3
4	357	358	359	360	361	10
11	362	363	364	365	366	17
18	367	368	369	370	371	24
25	372	373	374	375	376	

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				248	1	2
3	249	250	251	252	253	9
10	254	255	256	257	258	16
17	259	260	261	262	263	23
24	264	265	266	267	268	30

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	376	377	378	379	380	8
9	381	382	383	384	385	15
16	386	387	388	389	390	22
23	391	392	393	394	395	29

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	269	270	271	272	273	7
8	274	275	276	277	278	14
15	279	280	281	282	283	21
22	284	285	286	287	288	28
29	289	290	291	292	293	

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		396	397	398	399	5
6	400	401	402	403	404	12
13	405	406	407	408	409	19
20	410	411	412	413	414	26
27	415	416	417	418	419	

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
		294	295	296	297	4
5	298	299	300	301	302	11
12	303	304	305	306	307	18
19	308	309	310	311	312	25
26	313	314	315	316	317	

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				415	416	3
4	417	418	419	420	421	10
11	422	423	424	425	426	17
18	427	428	429	430	431	24
25	432	433	434	435	436	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 1
409 2	500 3	501 4	502 5	503 6	504 7	505 8
506 9	507 10	508 11	509 12	510 13	511 14	512 15
513 16	514 17	515 18	516 19	517 20	518 21	519 22
520 23	521 24	522 25	523 26	524 27	525 28	526 29
527 30	528 31					

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		529 1	530 2	531 3	532 4	533 5
534 6	535 7	536 8	537 9	538 10	539 11	540 12
541 13	542 14	543 15	544 16	545 17	546 18	547 19
548 20	549 21	550 22	551 23	552 24	553 25	554 26
555 27	556 28					

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
		557 1	558 2	559 3	560 4	561 5
562 6	563 7	564 8	565 9	566 10	567 11	568 12
569 13	570 14	571 15	572 16	573 17	574 18	575 19
576 20	577 21	578 22	579 23	580 24	581 25	582 26
583 27	584 28	585 29	586 30	587 31		

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				588 1	589 2	
590 3	591 4	592 5	593 6	594 7	595 8	596 9
597 10	598 11	599 12	600 13	601 14	602 15	603 16
604 17	605 18	606 19	607 20	608 21	609 22	610 23
611 24	612 25	613 26	614 27	615 28	616 29	617 30

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
618 1	619 2	620 3	621 4	622 5	623 6	624 7
625 8	626 9	627 10	628 11	629 12	630 13	631 14
632 15	633 16	634 17	635 18	636 19	637 20	638 21
639 22	640 23	641 24	642 25	643 26	644 27	645 28
646 29	647 30	648 31				

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
			649 1	650 2	651 3	652 4
653 5	654 6	655 7	656 8	657 9	658 10	659 11
660 12	661 13	662 14	663 15	664 16	665 17	666 18
667 19	668 20	669 21	670 22	671 23	672 24	673 25
674 26	675 27	676 28	677 29	678 30		

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
					679 1	680 2
681 3	682 4	683 5	684 6	685 7	686 8	687 9
688 10	689 11	690 12	691 13	692 14	693 15	694 16
695 17	696 18	697 19	698 20	699 21	700 22	701 23
702 24	703 25	704 26	705 27	706 28	707 29	708 30
709 31						

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	710 1	711 2	712 3	713 4	714 5	715 6
716 7	717 8	718 9	719 10	720 11	721 12	722 13
723 14	724 15	725 16	726 17	727 18	728 19	729 20
730 21	731 22	732 23	733 24	734 25	735 26	736 27
737 28	738 29	739 30	740 31			

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				741 1	742 2	743 3
744 4	745 5	746 6	747 7	748 8	749 9	750 10
751 11	752 12	753 13	754 14	755 15	756 16	757 17
758 18	759 19	760 20	761 21	762 22	763 23	764 24
765 25	766 26	767 27	768 28	769 29	770 30	

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						771 1
772 2	773 3	774 4	775 5	776 6	777 7	778 8
779 9	780 10	781 11	782 12	783 13	784 14	785 15
786 16	787 17	788 18	789 19	790 20	791 21	792 22
793 23	794 24	795 25	796 26	797 27	798 28	799 29
800 30	801 31					

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		802 1	803 2	804 3	805 4	806 5
807 6	808 7	809 8	810 9	811 10	812 11	813 12
814 13	815 14	816 15	817 16	818 17	819 18	820 19
821 20	822 21	823 22	824 23	825 24	826 25	827 26
828 27	829 28	830 29	831 30			

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			832 1	833 2	834 3	
835 4	836 5	837 6	838 7	839 8	840 9	841 10
842 11	843 12	844 13	845 14	846 15	847 16	848 17
849 18	850 19	851 20	852 21	853 22	854 23	855 24
856 25	857 26	858 27	859 28	860 29	861 30	862 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 DAYS**JOB STAMP  
STPL 1234 (001)REPORT NUMBER:  
6CONTRACTOR:  
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>2</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>4</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>3</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) \*:  
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**