

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION G	DATE
CONSTRUCTION START UP	PROGRESS SCHEDULE and PROJECT PROGRESS	12/19/22

1. The RE prior to the preconstruction conference should contact the Field Manager (FM) and the Regional Consultant Coordinator (RCC) if a Consultant Schedule Reviewer (CSR) will be utilized for the project by either task order or project specific agreement. If so, the RE will supply the CSR copies of the Contract Plans, Addendums and Specifications and the Pre-bid Design Schedule. The Pre-bid Design Schedule is not a contract document and cannot be provided or referenced to the Contractor and/or the CSR. The RE may compare the Contractor’s and Design Schedule after CRS review to insure completeness but not as contract document. The RE should review Special Provisions and with FM as appropriateness of either standard bi-monthly or monthly schedule updates for the project.

2. At or prior to the preconstruction conference, the Contractor will furnish the RE, for approval, a preliminary progress schedule (90 or 120 - days duration depending on size of project) showing the order in which the Contractor proposes to prosecute the Work along with intended schedule calendars. The RE and/or the CSR will examine the schedule and verify that all items pertinent to the project have been accounted for. Progress should be accurately indicated in accordance with prescribed scheduling, staging and contract specified milestones as specified in Section 153 of the contract specifications. All milestone dates listed in Special Provisions Sections 108.02 (Start Dates), 108.10 (Interim and Completion Dates) and 108.12 (ROW Availability) must be represented on the schedule. The Preliminary Schedule must show all Work including procurement, working drawings and utilities that will be performed in the preliminary schedule duration period. Grounds for rejection are similar to the baseline schedule noted below. The RE must return his review to the Contractor within fourteen (14) days and the Contractor is to resubmit his revision in the following seven (7) days. Do not allow construction operations, except Field Office Set Up and general mobilization, until the preliminary schedule is approved.

3. The progress schedule will be one of the following depending on whether the progress schedule is a pay item:
 - a. When the progress schedule is a pay item, it will be prepared using the Critical Path Method (CPM) in .XER format using the NJDOT Capital Program Management Construction Scheduling Standard Coding and Procedures for Designers and Contractors Manual and the NJDOT Scheduling Template as specified in Subsection

153.03.01. The initial submission should be an electronic file including .XER files, Narrative, Full Schedule Diagram, Longest Path Report & Diagram; Near Critical Report, Calendar Report.

- b. When the progress schedule is not a pay item, the schedule may be a bar chart as specified in subsection 153.03.03 or similar type acceptable to the RE as to form and substance.
4. Listed below are some items that the RE should watch for during a review of the Baseline Progress Schedule and what course of action to take.
- a. An overly optimistic progress schedule providing for a projected completion date well in advance of the contract completion date. This may be a "set-up" for a future claim by the Contractor. The RE with concurrence from the FM may approve such a schedule by stating, in a letter to the Contractor, that no claim for additional time or compensation may be brought against the State as the result of failure to complete the work by the earlier date shown on the progress schedule.
 - b. If the Contractor does not provide a detailed narrative, that is grounds for rejection. The narrative must at least provide the Contractor's proposed sequence of operations, concerns, and explanation of calendars.
 - c. A completion date beyond that specified as the contract time. The RE must inquire in a letter to the Contractor as to why the Contractor is proposing to work beyond the completion date and what efforts are going to be made in the way of overtime, increased manpower, and/or additional or more productive equipment to meet the completion date. The RE cannot normally approve a preliminary or baseline schedule that does not meet contract milestone dates without approval from the FM and RCE.
 - d. If the Contractor's response indicates that he now anticipates that he can meet the completion date, the progress schedule should be returned to him for revision.
 - e. If the Contractor's response indicates that he still anticipates that he will not meet the completion date, and his reasons are factual, the RE should discuss the issues with his FM. Then based on concurrence from the RCE, the RE may approve such a schedule by stating, in a letter to the Contractor, that liquidated damages will be assessed for any overrun beyond the contract time. A Change Order must be immediately issued to address the time and liquidated damages.
 - f. If the Contractor's response indicates that he still anticipates that he will not meet the completion date, and his reasons are not factual or partly non-factual, the RE should

consult with the FM & RCE. A meeting with the Contractor is warranted.

- g. Insufficient schedule calendars (i.e., 5 days, 7 Day, HMA, Concrete, Landscape) and inappropriate application to work activities (i.e., 7 Day Calendars for CD Items and cure times or weekend calendar for stage changes). At minimum the Calendars from the NJDOT Progress Schedule Manual must be utilized. The Calendars must be created for at least a year past the contract completion date and must include winters even if a winter work is not anticipated.
- h. Lack of any time allotments for utility work. This is grounds for rejection. The Schedule must include all activities performed by either the Contractor or the Utility listed in Section 105.07 of the Special Provisions, including advance notice to the utilities and materials procurement time. Unless there are clear indications to the contrary, the schedule should anticipate that the utilities will need the maximum time allowance as stated in the Project Specifications. The schedule calendars for utility activities must account for non-allowable work periods (i.e., Summer Electric and Winter Gas blackout periods).
- i. Working times which conflict with contract restrictions (environmental permits and specified local ordinances or adjacent project coordination). This is grounds for rejection.
- j. No time allowance for working drawings is grounds for rejection. The working drawing activities must provide for contractor preparation & submission and for the review and approval (by the Designer, NJDOT and Outside Agency Review as appropriate) and as per review times indicated in Section 105.05 for "Certified" (normally 30 days) and "Approval" (normally 45 days) drawings and potential additional time provided by the Special Provisions. RE should review Plans, Specifications and Special Provisions as per required working drawings, work plans (i.e. LHASP, Containment System, Erection, ITS Specialized Work Plans, etc.) to ensure all required drawings are included in the schedule. It should be noted when Working Drawings are rejected and subsequent resubmissions during the working drawing process, the additional submission and review periods is considered a non-excusable delay if the Working Drawing resubmission process delays the Completion date.
- k. No time allowance for pre-physical construction activities such as materials procurement, DC-18, mobilization (Field Offices and Contractor Yards) and Materials Questionnaires, is grounds for rejection
- l. No time allowance for testing of pre-approval materials such as trial batching for specialized concrete or HMA mix designs is specified in the Specifications. This is grounds for rejection. Proper cure times for various materials must be included within or

as separate activities and addressed with schedule calendars.

- m. No time allowance provided for implementation of traffic staging including weekend stage changes and allowable lane hours. Similarly, RE must check for allowances for Railroad Track, Electrical Transmission or Fiber Optic outages.
 - n. No listing of the quantity and kinds of equipment and character of the labor force, or a listing which is unreasonable is grounds for rejection. This listing should be consistent with the scheduling. In other words, the work force should be increased to allow for weather, and peak and slack work periods. This can be critical in defending claims for extensions of time.
 - o. Required staging not shown is grounds for rejection. The narrative must provide details on the staging intent.
 - p. Too general is grounds for rejection.
 - q. The showing of continuous work on items which cannot be continuous is grounds for rejection.
 - r. Project specific restraints in the contract, e.g., Environmental permit conditions, and winter concrete, HMA or paint restrictions.
 - s. Insufficient time for acceptance inspections (Corrective, Final Traffic Signals, Highway Lights, ITS (Level A-C) and Corrective Actions, Movable Bridge, etc.) is grounds for rejection. Need activities for Final Cleanup and final submissions.
5. When the RE and/or CSR completes the review, the RE will send a letter (written by the RE based on RE or CRS review) to the Contractor noting all of the deficiencies and then schedule a meeting with the Contractor to discuss and resolve the deficiencies within five (5) working days. The Contractor has seven days to re-submit his schedule. See sample letter ATTACHMENT "A" Do not send the CSR review letter or memo directly to the Contractor, the letter must be from the RE. The letter should indicate beyond the general review comments and specific reasons for rejection, a table showing contract milestones and schedule milestone dates and delta. The RE should reject any progress schedule deemed unacceptable and no work should be allowed to start until an acceptable schedule is obtained.
6. When a progress schedule has met with satisfactory review, the RE will send approval letter (or As Noted, for minor non critical path issues) to the Contractor. Again, this letter must be prepared by the RE from comments received from the CSR. The letter should note the Schedule Identifier (XER Code and Run Date) and provide a table of milestone dates (Showing Contract Dates, Schedule Dates and Deltas). The letter must indicate minor items that must be addressed in the first update and the data date for the first Update Submission.

See sample letter ATTACHMENT "B". The approval letter and corresponding schedule submission must be uploaded to the project share file system. For smaller projects that do not utilize electronic submittals, copies of the Schedules should be stamped, dated, signed, and distributed. Below is an example of what information is required on the stamp.

REVIEWED FOR GENERAL CONFORMITY
WITH PLANS AND SPECIFICATIONS

RE _____
(Signature)

Date _____

7. The Contractor will submit **updates** to the Progress Schedule as specified in subsections 153.03.02 and 153.03.03. They will be reviewed in the same manner as the original schedule. Prior to submission of Updates, the Contractor will submit tabulation of activity actual start, finish and percent completes ("Skeleton Schedule") during the update period for review and approval by the RE prior to the final Update submission. The RE must review and provide consent on the activity status and if all appropriate activities are included. The RE must provide a response letter to the Contractor for each update submission within the allowable time. This letter must be addressed from the RE not the CSR. Rejection letters must provide detailed reasons for rejections. Approval letters must also provide details on minor issues that may cause the update to have an Approved as Noted status. See attachment "C" and "D" for sample letters. A meeting should be scheduled with the Contractor for rejections with significant issues. The RE and Contractor both have fourteen (14) days for reviews and re-submissions. The RE letter must note that approvals of the Updates will not be considered acceptance of any delays or non-approved time extensions shown or implied by the Update. Time extensions can only be granted thru the Time Impact Evaluation (TIE) process. In reviewing the updates, the RE should watch for the following:
 - a. A major shift in the sequence of operations or staging from that shown on the originally approved progress schedule. The Contractor should be questioned as to why there is a deviation. For example, if the Contractor is changing his sequence of operations due to a problem he is experiencing with a supplier, such as slow delivery, a letter in the files indicating this could be useful to the Department should the Contractor protest the assessment of liquidated damages at some future date.
 - b. Work items shifted into times of anticipated unfavorable weather. The Contractor should be questioned on how he intends to accomplish same and still meet the

requirements of the plans and specifications.

- c. Work items shifted into times which do not meet the specifications such as curb and sidewalk construction between November 1 and March 15. This is grounds for rejection of the progress schedule.
 - d. Starting and stopping dates which are not reasonable based on the Contractor's proposed equipment and labor force. The Contractor should be questioned on how he intends to meet these dates based on the equipment and labor he has indicated he will use.
 - e. Any Changes of Plan or major changes or new work requires the Contractor to submit a fragnet of the changes and new activities providing all logic and TIEs to the RE for review and approval prior to their inclusion into the schedule.
 - f. Significant out of sequence activity and unapproved insertion of major changes in work activities without substantial justification in the narrative.
 - g. Lack of detailed narrative that provides discussion of delays or potential future delays. The narrative must specifically address all logic schedules, changed durations, addition or deletion of activities and lack of progress on activities that should have been worked on the update period. Lack of detailed narrative is a reason for rejection.
 - h. Major difference in dates and status the approved update Skeleton review is not acceptable.
 - i. On contracts which permit bar charts (or similar), a revision or update may be required if there are any major deviations from the approved progress schedule.
8. If at any time during the progress of the project, Contractor-induced work delays are incurred resulting in the contract completion date being behind schedule by a month, a letter to the Contractor will be required as per the sample letter. (See Attachment "E").

NOTE: If an extension of time that would affect the interim completion date is under consideration, the matter should be discussed with the FM. Whereupon the RE & FM will evaluate the relative merits of the extension of time being considered and determine if the delay notice should be sent to the Contractor. Generally, a delay notice should not be sent if damages for constructive acceleration could be incurred.

9. The RE should assess penalties for missing or delayed schedule updates as per Section 153.04 after consultation with the FM. The RE should first submit a letter to the Contractor noting this

assessment and if the Contractor still fails to timely provide update(s), prepare a change order for the liquidated damages assessment.

10. The progress schedule should be a topic discussed at all project meetings.
11. All requests for Excusable Delays require a submission of Time Impact Evaluation (TIE) as per Section 108.11.01(C). The TIE submission requires the DC-186 and appropriate Fragnet. The TIE should be reviewed and responded to in similar manor as the schedule Update. Any granted Time Extensions should be discussed with the FM prior to approval. A change order should follow up for the time as soon as possible.

ATTACHMENT "A"

Date

Contractor
2 Close Street
Hopewell, New Jersey 08698

Attention: Mr. Turtle (Company's President)

Subject: Project's Name
Baseline Schedule Review- Revise
and Resubmit

Dear Mr. Turtle:

This letter is in response to submittal of CONTRACTORS Baseline Schedule (*Revision #XX*) submission with a Data Date of XXXX. XX, 20XX, (File Name: XXyyZX, Run Date: xx/xx/xx) which was received on XXX XX, 20XX. The Baseline Schedule submission has been reviewed for general conformance with the Contract Specifications (Standard 2019, Special Provisions and Addendums) and NJDOT Progress Scheduling Manual). Based upon information provided and comments noted below, The Baseline Schedule is being returned with a Status of Revise and Resubmit. All noted items below shall be addressed in the baseline revision submission.

A comparison of the Milestone activities is presented in the following table.

Activity		Contract Dates		Baseline Data Date xx/xx/xx		Delta Updates
ID	Description	Early Start	Early Finish	Early Start	Early Finish	
M510	Work 1 Start	DATE		DATE		X
M505	Work 2Start	DATE		DATE		X
M800	Parcel XX ROW Avail	DATE		DATE		X
M805	Parcel YYROW Avail	DATE		DATE		X
M7XX	Interim Date 1		DATE		DATE	X
M7XX	Interim Date 2		DATE		DATE	X
M9XX	Substantial Completion, 108.10C		DATE		DATE	X
M9XX	Completion 108.10D		DATE		DATE	X

A = Actual Date

Delay (Saving) are in calendar days

BODY

STANDARD REVIEW COMMENTS

Conclusion

Based on the comments above, the following specific items are the basis of rejection of this submission:

- X
- X
- x

As noted above, CONTRACTOR must correct and/or address each of the above comments prior to or within the next Baseline Revision Submission. The Revise Baseline Submission narratives must be detailed, provide full clear explanation of all changes made to the Schedule since the prior submission, and address all the Department's comments from prior submission reviews in a clear number format of comments/responses.

Please provide the revised baseline within the next seven (7) days.

Sincerely,

Signature of RE

c: RCE Project Manager
FM

ATTACHMENT "B"

Date

Contractor
2 Close Street
Hopewell, New Jersey 08698

Attention: Mr. Turtle (Company's President) Subject:

Project's Name
Baseline Schedule Review- Approved
(as Noted)

Dear Mr. Turtle:

This letter is in response to submittal of CONTRACTORS Baseline Schedule (*Revision #XX*) submission, with a Data Date of XXXX. XX, 20XX, (File Name: XXyyZX, Run Date: xx/xx/xx) which was received on XXXX XX, 20XX. The Baseline Schedule submission has been reviewed for general conformance with the Contract Specifications (Standard 2019, Special Provisions and Addendums) and NJDOT Progress Scheduling Manual). Based upon information provided and comments noted below, The Baseline Schedule is being returned with a status of Approved as Noted. All noted items shall be addressed in the first update submission.

A comparison of the Milestone activities is presented in the following table.

Activity		Contract Dates		Baseline Data Date xx/xx/xx		Delta Updates
ID	Description	Early Start	Early Finish	Early Start	Early Finish	
M510	Work 1 Start	DATE		DATE		X
M505	Work 2Start	DATE		DATE		X
M800	Parcel XX ROW Avail	DATE		DATE		X
M805	Parcel YYROW Avail	DATE		DATE		X
M7XX	Interim Date 1		DATE		DATE	X
M7XX	Interim Date 2		DATE		DATE	X

Activity		Contract Dates		Baseline Data Date xx/xx/xx		Delta Updates
ID	Description	Early Start	Early Finish	Early Start	Early Finish	
M9XX	Substantial Completion, 108.10C		DATE		DATE	X
M9XX	Completion 108.10D		DATE		DATE	X

A = Actual Date

Delay (Saving) are in calendar days

BODY

STANDARD REVIEW COMMENTS

Conclusion

As noted above, the Baseline Schedule Submission (*Revision #XX*) has a Status of Approved as Noted based on the Conditions and Comments noted in this letter.

The Approval as Noted of the Baseline Schedule by the RE does not modify the Contract. Please further note that the Engineer’s review of the project baseline schedule is for conformance to the requirements of the contract documents only and does not relieve the Contractor of any responsibility for meeting the milestone dates or the contract completion date. Review and Approval does not expressly or by implication warrant, acknowledge, or admit the reasonableness of the logic or durations of the project schedule.

In reviewing CONTRACTORS baseline schedule submissions, numerous comments, questions, and/or concerns related to durations, production rates, coordination, logic, etc. were provided. As such, review of the schedule should not be considered as approval of CONTRACTOR’s estimate of resources, activity durations, anticipated production rates, or logic, as depicted in the schedule. Any additional costs or resources required to recover lost time as a result of unachieved production rates, unrealistic activity durations, and/or the lack of consideration of inclement weather in the schedule, are solely CONTRACTOR’s responsibility.

Any non-excusable delays to the schedule/project caused by failing to start work activities on the early start dates, inadequate or insufficient application of resources, or the inability to complete by the contract completion date due to your approach to the work, will not be accepted as the basis for a time extension. Extensions of time will only be considered for actual, necessary, and justifiable delays impacting the actual critical path.

CONTRACTOR is responsible for updating, revising, and maintaining a realistic working schedule in a manner that conforms to the requirements of the project scheduling specification and contract documents. CONTRACTOR also has the responsibility to coordinate with other contracts, utilities,

and outside parties and to assure that all construction sequences identified or otherwise referenced in the contract documents are followed.

The Approval as Noted status of your baseline schedule should not be construed as a waiver of any of the specification requirements, which CONTRACTOR may have neglected to reflect in this submittal. Any additional clarifications/items required shall be addressed during the Updating process.

As noted above, CONTRACTOR must correct and/or address each of the comments prior to or within the first update with proposed data date of XXXX XX, 20XX (Update #01). The Update Submission narratives must be detailed, provide full clear explanation of all changes made to the Schedule since the prior submission, and address all the Department's comments from prior submission reviews in a clear number format of comments/responses. A Skelton activity date list and/or percent complete for work performed during the update period for each update must be provided for review and acceptance to the RE prior to generating the corresponding Update Submission.

The Update Submissions must include a detailed narrative with discussion of current and anticipated delaying problem areas and their estimated schedule effect. The schedule narrative should also include any other issue the contractor feels is currently or could possibly impact the critical path of the project, but it is not the vehicle to identify if a delay is excusable, any causation or potential responsibility.

Should CONTRACTOR feel that there is an excusable delay warranted, a Time Impact Evaluation (TIE) per subsection 108.11.01.C needs to be submitted to the Department for review and approval. The Department will not mediate any delay issue added to any update without a TIE submission. Please note that the Schedule Updates shall not be considered Contractual Notice as per 104.03 of the Contract Specifications. If there are no excusable delays or changes to support a time extension, it is contractor's responsibility to provide additional manpower, equipment, and materials; work additional shifts; and expedite procurement to complete the project by the contract completion date at no additional cost to the Department.

Sincerely,

Signature of RE

c: RCE
Project Manager
FM

ATTACHMENT "C"

Date

Contractor
2 Close Street
Hopewell, New Jersey 08698

Attention: Mr. Turtle (Company's President) Subject:

Project's Name
Schedule Update Review-
Data Date: / /
File Name:
Approved (*as Noted*)

Dear Mr. Turtle:

This letter is in response to submittal of CONTRACTORS Schedule Update #XX submission, with a Data Date of XXXX. XX, 20XX, (File Name: XXyyZX, Run Date:xx/xx/xx) which was received on. XXX XX, 20XX. This Schedule covers a period of XXX, XX, 20XX and YYYY, YY, 20XX. The Schedule Update #XX submission has been reviewed for general conformance with the Contract Specifications (Standard 2019, Special Provisions and Addendums) and NJDOT Progress Scheduling Manual. Based upon information provided and comments noted below, Schedule Update XX is has a status of **Approved (*as Noted*)**. *All noted items shall be addressed in the next update submission,*

A comparison of the Milestone activities is presented in the following table. This comparison will be for the purpose of showing the difference in the milestone dates between Update Y and Update X.

Activity		Contract Dates		Update X Data Date xx/xx/xx		Update Y Data Date yy/yy/yy		Delta Updates	Delta Contract
ID	Description	Early Start	Early Finish	Early Start	Early Finish	Early Start	Early Finish		
M510	Work 1 Start	DATE		DATE		DATE		X	Y
M505	Work 2Start	DATE		DATE		DATE		X	Y
M800	Parcel XX ROW Avail	DATE		DATE		DATE		X	-Y
M805	Parcel YYROW Avail	DATE		DATE		DATE		X	Y
M7XX	Interim Date 1		DATE		DATE		DATE	X	Y

Activity		Contract Dates		Update X Data Date xx/xx/xx		Update Y Data Date yy/yy/yy		Delta Updates	Delta Contract
ID	Description	Early Start	Early Finish	Early Start	Early Finish	Early Start	Early Finish		
M7XX	Interim Date 2		DATE		DATE		DATE	X	Y
M9XX	Substantial Completion, 108.10C		DATE		DATE		DATE	X	Y
M9XX	Completion 108.10D		DATE		DATE		DATE	X	Y

A = Actual Date

Delay (Saving) are in calendar days

BODY

STANDARD REVIEW COMMENTS

Conclusion

Based upon comments noted above, the Schedule Update XX submission is being returned as Approved as Noted. All above noted comments shall be addressed in the next update submission. (This conditional Approval "As Noted" is based on agreement as per the record of work performed to date. The use of this conditionally approved Update requires that if this Update is used for a TIE, that all comments be first addressed, and the update be re-submitted prior to impacting the schedule for the TIE.)

Please submit the next Schedule Update with a data date of xx/xx/xx for review. The update should address the above noted comments and include a detailed listing and/or description of changes made in the narrative portion of the submittal.

Please note that the Engineer's review and acceptance of the project schedule update is for conformance to the requirements of the contract documents only and does not relieve the Contractor of any responsibility for meeting the interim milestone dates or the contract completion date. Review and acceptance do not expressly or by implication warrant, acknowledge, or admit the reasonableness of the logic or durations of the project schedule. Any excusable delays that the Contractor may request time for must be submitted for approval with Time Impact Evaluation (TIE) for approval as per Contract Specifications.

The review and acceptance of the schedule update by the RE does not modify the Contract or constitute Acceptance of the feasibility of the Contractor's logic, activity durations, or assumptions used in creating the schedule. The NJDOT reserves the rights to re-evaluate and/or correct any schedule changes, as deemed necessary based on our current and prior review comments, if a TIE needs to be evaluated for impact on the project completion.

If there are any questions, feel free to contact this office.

Sincerely,
Signature of RE

c: RCE
Project Manager
FM

ATTACHMENT "D"

Date

Contractor
2 Close Street
Hopewell, New Jersey 08698

Attention: Mr. Turtle (Company's President)

Subject: Project's Name
 Schedule Update Review-
 Data Date: / /
 File Name:
 Revise and Resubmit

Dear Mr. Turtle:

This letter is in response to submittal of CONTRACTORS Schedule Update #XX submission, with a Data Date of XXXX. XX, 20XX, (File Name: XXyyZX, Run Date:xx/xx/xx) which was received on. XXX XX, 20XX. This Schedule covers a period of XXX, XX, 20XX and YYYYY, YY, 20XX. The schedule was reviewed for general conformity to the plans and specifications. There are still a few deficiencies and/or concerns that requires attention and/or correction as noted in the conclusion section. Therefore, this Update Schedule has a status of **“Revise and Resubmit”**.

A comparison of the Milestone activities is presented in the following table. This comparison will be for the purpose of showing the difference in the milestone dates between Update Y and Update X.

Activity		Contract Dates		Update X Data Date xx/xx/xx		Update Y Data Date yy/yy/yy		Delta Updates	Delta Contract
ID	Description	Early Start	Early Finish	Early Start	Early Finish	Early Start	Early Finish		
M510	Work 1 Start	DATE		DATE		DATE		X	Y
M505	Work 2Start	DATE		DATE		DATE		X	Y
M800	Parcel XX ROW Avail	DATE		DATE		DATE		X	-Y
M805	Parcel YYROW Avail	DATE		DATE		DATE		X	Y
M7XX	Interim Date 1		DATE		DATE		DATE	X	Y
M7XX	Interim Date 2		DATE		DATE		DATE	X	Y

Activity		Contract Dates		Update X Data Date xx/xx/xx		Update Y Data Date yy/yy/yy		Delta Updates	Delta Contract
ID	Description	Early Start	Early Finish	Early Start	Early Finish	Early Start	Early Finish		
M9XX	Substantial Completion, 108.10C		DATE		DATE		DATE	X	Y
M9XX	Completion 108.10D		DATE		DATE		DATE	X	Y

A = Actual Date

Delay (Saving) are in calendar days

DETAILED REVIEW COMMENTS

CONCLUSION

As per the comments above, the following items XXXXXXXX must be corrected and/or address in a revised update submission.

The Revised Update must address the above noted comments and include a detailed listing and/or description of changes made in the narrative portion of the submittal.

Please note that the Engineer's review of the project schedule update is for conformance to the requirements of the contract documents only and does not relieve the Contractor of any responsibility for meeting the interim milestone dates or the contract completion date. Review do not expressly or by implication warrant, acknowledge, or admit the reasonableness of the logic or durations of the project schedule. Any excusable delays that the Contractor may request time for must be submitted for approval with Time Impact Evaluation (TIE) for approval as per Contract Specifications.

The review of the schedule update by the RE does not modify the Contract or constitute Acceptance of the feasibility of the Contractor's logic, activity durations, or assumptions used in creating the schedule. The NJDOT reserves the rights to re-evaluate and/or correct any schedule changes, as deemed necessary based on our current and prior review comments, if a TIE needs to be evaluated for impact on the project completion.

Sincerely,

Signature of RE

c: RCE Project Manager
FM

ATTACHMENT "E"

Date

Contractor
2 Close Street
Hopewell, New Jersey 08698

Attention: Mr. Turtle (Company's President)

Subject: Project's Name
Project's Completion Date

Dear Mr. Turtle:

This project's (progress schedule or activities) indicate(s) that over a month's on Non-excusable delay has been incurred which may result in a failure to meet the project's (original or adjusted) completion date. Within the next two weeks, a plan is required from your firm detailing what actions will be used to improve the work progress so as to meet the contract completion date of (correct contract completion date) which is time of essence.

Failure to respond within the next two weeks may result in a suspension of all work and will affect your firm's rating on the DC-83 form.

Your corrective actions to regain control of the project so as to successfully complete on time shall not incur any additional costs to the State. Failure to make these necessary adjustments to ensure the contract completion date could result in default and termination of this contract.

Sincerely,

Signature of RE

c: RCE Project Manager
FM
Director Construction and Materials