



Connecticut DOT

Number:

CD-2021-3

Bureau of Engineering and Construction

Date:

February 10, 2021

CONSTRUCTION DIRECTIVE

Construction Administrator

Revised Time Extension Approval Memorandum

This Directive provides a revised Time Extension Approval Memorandum format, previously located in Approved Forms in ProjectWise. This Directive supersedes [CB-2016-1](#) “Revisions to the Extension of Time Approval Memorandum” which listed previous revisions made to the Memorandum in 2016.

The new revisions to the Memorandum are as follows:

- Notes have been added for clarity of required information.
- Changes “Days Used” to “Total Days Used” as it relates to the Time Extension Analysis.
- Re-emphasizes the need for Calendar Days calculated for the Time Extension to match the Summary Table, as well as the reasons.
 - Associated reasons for the time approved are used for determination of the Department’s Metrics for “On Time.”

This revision, as a result of reviews of approved Time Extension Memorandums, is being made to promote consistency throughout all construction projects. This revised template is to be used starting **March 1, 2021**.

Use the following links to access the revised template:

ProjectWise

[Time Extension Memo Templ_CN_OOC_Correspondence_Jan2021.doc](#)

(pw:\\ctdot.projectwiseonline.com:CTDOT\Documents\04.1 - Construction Libraries\04.200 - Approved Forms and Inspection Checklists\)

[DOT Tenant SharePoint](#)

[BEST Tenant SharePoint](#)

If you have any questions or concerns, please contact Ms. Mary K. Baier, Transportation Principal Engineer, at mary.baier@ct.gov or Mr. Jeffery Hunter, Transportation Supervising Engineer, at jeffery.hunter@ct.gov.