**Request for Equitable Adjustment in Contract Time**

**Schedule Delay Supplemental Information - Required from Contractors**

**Contractor:** Contractor Name

**Project Number:** DES Project Number

**Project Title:** Project Name

**Date:** Month, Date, Year of Request

**Prerequisite of Schedule Delay request:**

Written Notice of Schedule Impact *(GC 3.02.E & 7.03.B.1 & 2.)*

*(Notice content required per 7.03.B.2: a description of: the event giving rise to the request for an equitable adjustment in the Contract Time; the nature of the impacts to the Contractor and its Subcontractors of any tier, if any; and to the extent possible the amount of the adjustment in Contract Time requested.)*

Date of event/act/condition: \_\_\_\_\_\_\_\_ Date of notice: \_\_\_\_\_\_\_\_\_\_\_

Does this meet the 7-day requirement in GC 7.03.B.2? Yes\_\_\_\_ No\_\_\_\_

**Supplemental Information**

*(7.03.B.3: Within 30 days of occurrence of the event giving rise, unless Owner agrees in writing to allow an additional time period to ascertain more accurate data…*

***Additional supporting data required****: the amount of delay claimed, itemized accord to procedure [in GCs]; specific facts, circumstances, and analysis that confirms not only that Contractor suffered the delay claimed, but that the delay claimed was actually a result of the act, event, or condition complained of, and that the Contract Documents provide entitlement to an equitable adjustment in Contract Time for such act, event, or condition; and supporting documentation sufficiently detailed to permit an informed analysis of the request by Owner.)*

**Tell the Story**

1. Contract Substantial Completion date is: \_\_\_\_\_\_
2. Date of Original or latest baseline Schedule “A” \_\_\_\_\_\_\_\_\_ that meets the Contract SC date in #1.

All schedules need to show interdependencies as well as columns on left:

Task ID, Task Name, Duration, Early and Late Start Dates, Early and Late Finish Dates, Float, Predecessor & Successor Activities

1. When the impact happened, were you constructing on schedule? Or not?

According to Schedule “B” dated \_\_\_\_\_\_, with substantial completion date \_\_\_\_\_\_\_\_.

1. Describe what change or event happened; why it is out of your control: it’s timing from identification to authorization to proceed
2. Demonstrate/Show impact on Critical Path *(7.03.C.)*
   * What activities were impacted?
   * Bubble them shown on the Critical Path on referenced Schedule “B.”
   * Describe how the identified/bubbled critical path activities were impacted.
   * Include a filter of the longest path activities (Schedule “C”)
   * Was the change or event the sole cause of impact to the Critical Path?
     + If so, is it shown clearly on the schedule?
   * Could the impact been avoided by resequencing the Work or other reasonable alternatives?
     + If so, is it shown clearly on the schedule?
3. Describe any activities/actions you took to mitigate/lessen impacts to the schedule (and price)
4. Show an updated Schedule “D” with the change and impact time
   * What is the new projected Substantial Completion Date? \_\_\_\_\_\_\_

**What are you Requesting?**

1. How many additional calendar days you are requesting to complete the project?

\_\_\_\_ calendar days

1. Show daily cost calculations of home office overhead, site costs, bond, insurance *(7.03.D)*
2. Calculate total cost of extension:

# Days X daily cost = $\_\_\_\_\_\_\_

1. If contract changes causing time impact to the schedule have already included overhead in them, identify those changes and Overhead amounts to be subtracted from the time extension cost in #10.

Item # Change document Scope Amount of Overhead

1 Ex. FA 8 Hardware $2,500

2

3

Total $2,500

1. Show resulting cost requested: (#10) – (#11) = $\_\_\_\_\_\_\_\_\_\_\_\_\_
2. If the Owner cannot extend the schedule, describe any other options to make up the time on the schedule (OT, extra crews, weekends, etc.)
3. Identify any concurrent delays

Construction

No

Impact?

Contractor

Written

Notice of Impact/ Equitable Adjustment

Owner Reviews & Schedules Meeting

Supporting Data / Analysis

Yes

Change / Event

7 days

30 days 30 days