



Department of Veterans Affairs – Office of Construction & Facilities Management

## **CONSULTING SUPPORT SERVICE (003C5)**

### **Technical Topics**

General Time Extension Analysis Procedure  
Contract Change Time Delay to the Project Schedule  
April 5, 2013

#### **VA Construction Contracts**

The generic time extension analysis procedure involves the following steps:

##### **Step 1**

Determine that a Day-1 complete project schedule has been submitted, reviewed, and approved, and being periodically updated, upon which the analysis can be performed.

##### **Step 2**

Determine what contract change is being analyzed for possible time delay to the project schedule. Identify the mutually agreed upon schedule logic, if reported by the Resident Engineer and the contractor's representative at the monthly project schedule update. Identify the completion status of the contract change when reported at the monthly update, when and how the contract change was authorized, issued or occurred, and was the contract change completed when it was reported at the monthly project schedule update.

##### **Step 3**

Identify the approved monthly updated project schedule in force at the time the contract change was authorized, issued or occurred. Also identify the predicted project completion date and the current contract completion date in force at this project schedule update.

#### **Step 4**

Insert the mutually agreed upon contract change schedule logic and durations into this monthly updated schedule and determine the resulting predicted project completion date.

If the predicted project completion date does not change or is earlier, then the contract change did not delay the predicted project completion date.

If the predicted project completion date is now later, then the contract change has delayed the predicted project completion date and the contractor may be due a time extension to the contract (see Step 5 below for a detailed explanation of this.)

#### **Step 5**

The contractual time extension due the contractor is determined by the following conditions:

- If the predicted project completion date in step 3 is later than or the same as the current contract completion date at the time the contract change was authorized, issued or occurred; then the contract time extension due the contractor is the calendar day difference between the predicted project completion dates in steps 3 and 4.
- If the predicted contract completion date in step 3 is earlier than the current contract completion date at the time the contract change was authorized, issued or occurred; then the contract time extension due the contractor is the calendar day difference between the current contract completion date in step 3 and the predicted contract completion date in step 4.

#### **Step 6**

The contract time extension determined in step 5 must be appropriately adjusted for the contractor's project schedule calendar as it relates to the current contract completion date of the contract when the contract time extension is granted to maintain the corresponding number of work days represented by the contract time extension due the contractor.

Note: If the contract change results from an RFI, and the project schedule logic entered for the contract change affects the critical path of the approved monthly updated project schedule, then a determination has to be made as to when the response to the RFI caused the affected float path to become critical. The time period between when the float path became critical, waiting for the RFI response, until the contract change responding to the RFI was authorized, issued or occurred, would then be added to the contract time extension due the contractor.

**Note:**

The actual time extension necessary to the current contract completion date may be greater or lesser than that which appears warranted from the time extension analysis. The time extension warranted by the analysis must be viewed in terms of work days and then adjusted up or down depending upon the current contract completion date and the project schedule calendar. This is necessary to properly adjust for non-work days in the project schedule calendar.

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