



Connecticut DOT

Number: ECD-2016-7

Bureau of Engineering and Construction

Date: October 27, 2016

ENGINEERING & CONSTRUCTION DIRECTIVE

Chief Engineer

Construction Contract Time Determination

This directive clarifies several points related to the determination of construction contract time (construction schedules) and adopts recommendations from a recent Departmental Lean Event on this subject. The determination of construction contract time is a shared responsibility between the Offices of Engineering and Construction.

As indicated by Section 3.1.3 of the [Project Development Guide](#), the lead designer is responsible for preparation of a construction schedule. The Project Development Guide further states, "The construction schedule should be prepared in the form of a bar chart (Gantt), indicating all major elements of the project. Individual structures, associated stages and major components should be indicated. Include winter shutdowns, permit restrictions, specific milestones, long lead-time fabrication and procurement periods and work performed by third parties." This guidance remains in effect.

To increase consistency and reduce the effort of determining contract time, an Excel spreadsheet template has been developed. This "Calendar Days Chart" template is available through the Department's [Division of Highway Design web page](#) and should be used for all contracts. The construction schedule shall include all phasing requirements as well as any project constraints. The schedule shall be developed by the lead designer in collaboration with District Construction personnel and shall be included with the 90% design submission. The final schedule shall be reviewed and signed off (in the signature block on the Excel spreadsheet) by the Supervising Engineer (Construction) or their designee, prior to submission of Final Design Plans (FDP).

An informed determination of contract time requires knowledge of anticipated utility work schedules. During the design phase, the Department's Utility Section will direct all impacted utility owners to provide their work schedules using the "Utility Work Schedule template" posted on the Department's [Utilities Section web page](#). This information shall be incorporated into the overall project schedule as soon as it is available. The "Notice to Contractor – Utility Generated Work Schedule" (also available on the Department's [Utilities Section web page](#)), together with the completed Utility Work Schedules, shall also be included in the contract. Utility schedules will not be required for projects administered under Section 1.20 Facilities Construction unless the lead designer determines that the utility work falls on the critical path of the project.

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For corridor projects, complex, multi-project contracts, or contracts containing milestones, incentives/disincentives or accelerated bridge construction provisions, a workshop with the Design and Construction Offices will be conducted at semi-final design completion. The purpose of this workshop will be to discuss all elements of the contract that may influence the construction schedule and determination of contract time. For multi-project contracts, one schedule which includes coordination of all work for all projects shall be prepared.

To assist with the development of these schedules, a list of typical production rates is available on ProjectWise in the engineering libraries' construction folder titled "production rates". This information will be continually populated as data becomes available.

The Cost Estimating section is responsible for refining and finalizing contract time. Any revisions shall be coordinated with the lead designer.

Calendar Days Charts meeting the requirements of this directive are required for FDP submissions effective February 1, 2017.