



Time Extensions – Amend/Add vs. Delete/Replace

2023 PEPS Conference

Tiffany Nguyen – Tina Farias – Tara Blackwell

December 6, 2023

What is the difference between deleting and replacing a work schedule and amending by adding a work schedule?

Why is one preferred over the other?



Reasons for needing to extend the termination date for a contract and/or work authorization:



Work Delays



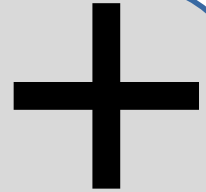
**Delays Due
to Funding**



**Project Letting
Delays**



- ➔ Modifies the existing work schedule
- ➔ Changes will not alter the existing nature of the original work authorization
- ➔ Does not repeat existing provisions
- ➔ Will not include tasks that have already been completed





If multiple time extensions exist for a WA, then delete and replace is highly recommended to capture a complete work schedule



Change the existing work schedule entirely



Will need to include all tasks, including tasks already completed, from previous work schedule(s)



ORIGINAL

	Start Date	Finish Date
Start Date: Execution Date		
Termination Date: 2/28/2023		
FUNCTION CODE 102(110)		
Review of Previous Studies	1/18/2020	1/31/20020
Data Collection	1/18/2020	1/31/2022
Existing Condition Analysis	1/18/2020	2/28/2023
FUNCTION CODE 120(120)		
Environmental Fatal Flaw Evaluation	1/18/2020	2/28/2022
Environmental Constraints Map	3/1/2020	2/28/2022
Public Involvement Plan	1/18/2020	2/28/2022
Agency Coordination	1/18/2020	2/28/2022
Stakeholder Outreach and Coordination	1/18/2020	2/28/2022
FUNCTION CODE 145(145)		
Project Management Plan	1/18/2020	2/28/2023
Project Administration	1/18/2020	2/28/2023

AMEND by
ADDING

	Start Date	Finish Date
Termination Date: 9/30/2024		
FUNCTION CODE 102(110)		
Existing Condition Analysis	3/1/2023	3/31/2023
FUNCTION CODE 120(120)		
Environmental Constraints Map	3/1/2023	3/31/2023
Public Involvement Plan	3/1/2023	5/31/2023
Agency Coordination	3/1/2023	6/30/2024
Stakeholder Outreach and Coordination	3/1/2023	8/31/2024
FUNCTION CODE 145(145)		
Project Management Plan	3/1/2023	9/30/2024
Project Administration	3/1/2023	9/30/2024

DELETE and REPLACE

	Start Date	Finish Date
Start Date: 1/18/2020		
Termination Date: 9/30/2024		
FUNCTION CODE 102(110)		
Review of Previous Studies	1/18/2020	1/31/2020
Data Collection	1/18/2020	1/31/2022
Existing Condition Analysis	1/18/2020	3/31/2023
FUNCTION CODE 120(120)		
Environmental Fatal Flaw Evaluation	1/18/2020	2/28/2022
Environmental Constraints Map	3/1/2020	3/31/2023
Public Involvement Plan	1/18/2020	5/31/2023
Agency Coordination	1/18/2020	6/30/2024
Stakeholder Outreach and Coordination	1/18/2020	8/31/2024
FUNCTION CODE 145(145)		
Project Management Plan	1/18/2020	9/30/2024
Project Administration	1/18/2020	9/30/2024



CONSULTANT PM

- ★ Revised Work Schedule (submit to TxDOT PM)
- ★ Provide/confirm signature authority

TxDOT PM

- ★ ICN
- ★ Update Risk Analysis
- ★ BCM (if WA \geq \$1M)



Termination date cannot extend past the contract termination date.

Best to end the work schedule on the last day of the month, unless it's the contract termination date.

Prefer not to have termination date on August 31 (FY end) or December 31 (calendar year end), unless it aligns with the contract termination date.

All tasks must align with the tasks and deliverables specified in the scope and fee schedule.

Recommend to include State review time in the work schedule, if applicable.

Amend/Add work schedule - Include only incomplete tasks.

Amend/Add work schedule – Start Date must be the next calendar date after current termination date.

DBE contracts cannot be extended beyond five (5) years.



Overlapping milestones on amend by add schedules.

Minimum 6 months extension recommended.

All tasks/milestones from previous schedule(s) not included on delete/replace schedules.

Business Case Justification and Impacts of Non-Approval statements not providing enough information.

Signature Authority for consultants not updated.

Risk Analysis not completed at all or not completed correctly.

Sending Requests for time extensions at the last minute.



Questions and Discussion



HELP #EndTheStreakTX

End the streak of daily deaths on Texas roadways.

[TxDOT.gov](https://www.txdot.gov) (Keyword: #EndTheStreakTX)




#EndTheStreakTX Toolkit



Tiffany Nguyen

PEPS HOU – Contract Administrator


 Tiffany.Nguyen@txdot.gov

 (713)802-5055

Tina Farias

PEPS Support Services Center Manager


 Tina.Farias@txdot.gov

 (432)202-2144

Tara Blackwell

PEPS HOU – Contract Specialist

 Tara.Blackwell@txdot.gov

 (713)380-5041