

Time Extensions – Amend/Add vs. Delete/Replace

2023 PEPS Conference

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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



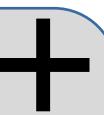
Project Letting Delays

Amend by Adding





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

Delete and Replace





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)

Examples



ORIGINAL

Start Date: Execution Date	Start Date	Finish Date
Termination Date: 2/28/2023		
PONCTION 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 Adminstration	1/18/2020	2/28/2023

AMEND by ADDING

FUNCTION CODE 102(110) Existing Condition Analysis FUNCTION CODE 120(120) Environmental Constraints Map	Start Date	Finish Date
Termination Date: 9/30/2024		
FUNCTION CODE 102(110)		
Existing Condition Analysis	3/1/2023	8/31/2023
FUNCTION CODE 120(120)	$\bigg)$	
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 Adminstration	3/1/2023	9/30/2024

DELETE and REPLACE

Start Date: 1/18/2020	Start Date	Finish Date
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 Adminstration	1/18/2020	9/30/2024

Examples

ORIGINAL

		2022																														
Task	Description	Start	Finish		Augu	st	ï	September				Octobe			[_	lovember		lovember			November			ember Decer			r		Jai	nuar	У
	Start Work Date = Date of Execution			15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23					
C 130 (13	0) RIGHT-OF-WAY (ROW) DATA																															
1	Prepare Right-of-Entry Letters, ROE Database	8/15/2022	8/22/2022																						\equiv	\Box	\Box					
2	Locate existing Horizontal & Vertical Control	8/15/2022	9/5/2022																						\Box		\Box					
3	Locate Existing TxDOT ROW Corners / improvement within parcel areas	8/15/2022	9/5/2022																						\Box	\neg	\Box					
4	Research/Abstracting	8/15/2022	8/22/2022		,																				\neg	\Box	\neg					
5	Abstract Mapping	8/22/2022	9/5/2022																				1		\Box	\exists	\Box					
6	Preliminary ROW Mapping	8/29/2022	10/3/2022																						\Box	\Box	\Box					
7	Initial ROW Mapping	10/3/2022	10/31/2022																						\Box	\Box	\Box					
8	Prepare Initial Exhibits (Property Descriptions, Parcel Plats)	10/3/2022	11/28/2022																						\Box		\Box					
9	Set Parcel Corners and missing ROW Monuments	11/7/2022	11/28/2022	\perp																					\Box							
10	Finalize and Deliver ROW Maps, Property Descriptions, Parcel Plats	10/17/2022	11/28/2022																													
11	Prepare QA/QC Surveyor's Report, Checklists	8/15/2022	1/31/2023																													
	Ent.		12																					-								
	Preliminary Submittal	9/5/2022				•																	J.		\Box		\Box					
	STATE REVIEW OF PRELIMINARY SUBMITTAL	9/5/2022	10/3/2022																	Г					\neg	\neg	Т					
	1st Interim Submittal	10/3/2022								•															\Box	\neg	\Box					
	STATE REVIEW OF 1ST INTERIM SUBMITTAL	10/3/2022	10/31/2022				П													Г					\neg	\neg	\neg					
	Secon Interim Submittal	10/31/2022									- 4			4						П					\neg	\neg	\neg					
	STATE REVIEW OF 2ND INTERIM SUBMITTAL	10/31/2022	11/28/2022				П													П				\Box	\neg	\neg	\neg					
	FINAL SUBMITTAL	11/28/2022					П		П				П					1	•	П		Т	П	\neg	\neg	\neg	\neg					
	STATE REVIEW	11/28/2022	10 2012000	T																					\neg	\neg	\neg					
	STATE PROJECT EVALUATION	12/26/2072	1/31/2023				П																									
	TERMINATION DATE FOR WA No. 2		1/31/2023	\Box					П											Г					\neg	\neg	\neg					

AMEND by ADDING

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Task	Description	Start	Finish	$\overline{}$	February		\neg	Marc		rch	\neg		April			May				П	Ju	ne			July	_
	AND BUILDING AND			6	13	20	27	6	13	20	27	3	10	17 2	4 1	8	15	22	29	5	12	19	26	3 1	10 17	24
	it-of-Way (ROW) Data			- 11		VI - 242	- 10	- 10		-				- 10		- 7.7	100								- 00 - 0	
	Preliminary ROW Mapping	2/1/2023	3/6/2023			*										8										
7	Initial ROW Mapping	2/1/2023	4/3/2023													\perp										
8	Prepare Initial Exhibits (Property Descriptions, Parcel Plats)	21110000	4/3/2023		100																					
9	Set Parcel Corners and missing ROW Monuments	4/24/2023	5/15/2023																\perp							
10	Finalize and Deliver ROW Maps, Property Descriptions, Parcel Plats	4/24/2023	5/15/2023													L										
11	Prepare QA/QC Surveyor's Report, Checklists	2/1/2023	7/31/2023			(-0)			Ü																	
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	First Interim Submittal	2/1/2023	3/6/2023	Т			4									T								\Box		
	STATE REVIEW OF FIRST INTERIM SUBMITTAL	3/6/2023	4/3/2023			3							Ĭ.					T								
	Second Interim Submittal	2/1/2023	4/3/2023	Т							-					Т										
	STATE REVIEW OF SECOND INTERIM SUBMITTAL	4/3/2023	5/1/2023																							
	FINAL SUBMITTAL	515/2023	5/15/2023	Т	8 8			- 0								•	•									
	STATE REVIEW	5/15/2023	6/12/2022	Т	(=2)						\neg			- 3	$\overline{}$											
	STATE PROJECT EVALUATION	6/12/2023	7/31/2023				\neg				\neg				┰	\top										
	PREVIOUS TERMINATION DATE FOR WA No. 2		1/31/2023	•							\neg				Т	Т	T	Т	Т							
	TERMINATION DATE FOR WA No. 2		7/31/2023		6 Y		\neg	\neg			╗				\neg				$\overline{}$					\neg	\neg	1

Required Documents

CONSULTANT PM

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

TXDOT PM

- **X** ICN
- ★ Update Risk Analysis
- ★ BCM (if WA ≥ \$1M)



Work Authorization Schedule Tips



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.

Common Issues



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.



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End the streak of daily deaths on Texas roadways.

TxDOT.gov (Keyword: #EndTheStreakTX)

#EndTheStreakTX Toolkit

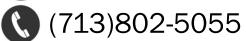


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