

INDIANA DEPARTMENT OF TRANSPORTATION

INDIANAPOLIS, INDIANA 46204-2249

INTER-DEPARTMENT COMMUNICATION

December 14, 2000

MEMORANDUM

2000 - 19

TO: District Directors
District Construction Engineers
District Materials and Tests Engineers
Area Engineers

FROM: Timothy D. Bertram, Chief
Contracts and Construction Division

RE: Time Extensions

Section 108.07 outline conditions warranting extension of contract time. Over the last few years there has been much discussion with industry relating to getting a prompt response from the department to a time extension request from the contractor. The department has had a tendency to not address time extension requests until the contract is completed or nearly completed. The districts are encouraged to address time extension requests in a timely manner. Many time extension requests are easily answered (both negatively and positively) and these particularly should be responded to as soon as possible. Other time requests are not that easy to address and careful time consuming evaluation is required to prepare a response. The districts' authority was increased in June of this year to allow them to grant up to 75 days time extension. This would mean that at least half of time extension requests are within the district's authority.

This office realizes that many times extensions of contract time are not easy to respond to. It is also realized that not all extensions of time requests are warranted. However, as stated earlier, whenever possible the districts are being encouraged to respond to the requests as soon as they can. Thank you in advance for your cooperation relating to this often-difficult subject.

TDB:pl