

CONTRACT TIME DETERMINATION (CTD) CHECKLIST

This CTD checklist should be used during the review process when developing contract time duration schedules.

Highway No: _____ CSJ: _____ County: _____ Length: _____ Limits: _____ Let Date: _____	Project Manager: _____ CTD Developer: _____ Schedule Data Date: _____ Date Reviewed: _____
CONSIDERATIONS	
Has the CTD Developer clearly identified that the basis documents, those used to develop this CTD, are the most current documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the schedule been developed using the most current forecast for Letting Date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have Incentives/Disincentives been offered for this project in the proposed contract– if so, has consideration for those been included in the CTD development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have production rates been chosen properly and adapted according to the characteristics of the project, including size, location, quantity of item, traffic, construction method?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have potential constraints been considered and included where applicable including: <ul style="list-style-type: none"> Effects of traffic control plan on scheduling and the sequence of operations <input type="checkbox"/> Definition of Working Day and inclusion of weather and non-work days <input type="checkbox"/> Accounting for curing time, waiting periods, and subsidiary work items <input type="checkbox"/> Seasonal limitations and the time of the year of letting, i.e. bird nesting season, seal coat, etc. <input type="checkbox"/> Conflicting operations or adjacent projects, both public and private <input type="checkbox"/> Review time for falsework plans, show drawings, mix designs, etc. <input type="checkbox"/> Time for fabrication of structural steel, precast concrete units, traffic signal equipment, and other specialty items <input type="checkbox"/> Coordination with utilities and right of way <input type="checkbox"/> 	<input type="checkbox"/> Yes <input type="checkbox"/> No



<p>Coordination with railroads. Railroad work restrictions should be discussed with railroad, approved, and incorporated <input type="checkbox"/></p> <p>Environmental permit restrictions or noise restrictions <input type="checkbox"/></p> <p>Restrictions for nighttime and weekend operations, i.e. Hours of operations, lane closures, etc. <input type="checkbox"/></p> <p>Delivery of materials timeframes <input type="checkbox"/></p> <p>Location of project <input type="checkbox"/></p> <p>Coordination with major community events, venues and holidays <input type="checkbox"/></p> <p>Any commitments which may have been made <input type="checkbox"/></p>	
<p>Has the CTD been reviewed by Area Office or other construction staff experienced with this type of project?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Has a narrative been developed that documents the elements of the schedule including:</p> <ul style="list-style-type: none"> • Basis of quantities and production rates • Assumptions made • Identified risks that construction should be aware of • Explanation of user of calendars, working day, and assumed weather • Discussion of production rates chosen, and resources assumed • Any constrains to operations • Explanation of any schedule compression/acceleration included • Any other importation time related considerations 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If this CTD is an update, have previous comments, from the Area Engineer or applicable reviewers been incorporated or documented/addressed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No