

STANDARD CONSTRUCTION OPERATING PROCEDURE

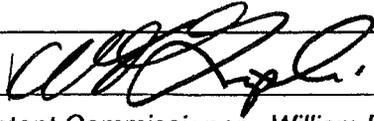
City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

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APPROVED: 
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Time Extensions for the two different types of Resident Engineering Inspection (REI) services contracts are only required under certain circumstances as follows:

STANDARD REI CONTRACTS

Time Extensions for standard REI contracts are only required when the term of the contract as defined under Article 8, *Time Provisions*, section 8.1, is exceeded. The contract states that the term of contract commences on the date set forth in the "notice to proceed" and continues for the period which terminates two(2) months after the final acceptance date of the construction work. The anticipated time period listed in Exhibit A of the contract is an estimate for budgetary and proposal purposes and does not define the contract term.

If it is necessary to provide REI services beyond the two (2) month period after the final acceptance date (i.e. beyond the REI contract term), a time extension must be requested by the REI consultant in accordance with Article 8, *Time Provisions*, section 8.2 of the contract documents.

The REI contract term expires two months beyond the final acceptance date of the construction work regardless of whether this term is more or less than the anticipated time (listed in Schedule A), or whether a balance of staffing or expense funding remains. When the Capital Budget Unit gets a time extension on a construction contract, they will determine if there is an associated REI contract. If so, they will automatically extend in FMS the completion date of the REI contract to be 60 days past the projected completion of the construction contract.

REQUIREMENTS (TASK ORDER) CONTRACTS

REI Requirements Contracts have a set duration as noted in Article 7 - *Term of Contract*. Task orders may be issued at any time throughout the term of the contract, including the last day. If any task order or supplemental task order issued during the term of the contract specifies a time frame for completion which extends beyond the original contract term, the term of the contract is automatically extended through the date specified for completion in that task order. The duration of individual task orders are extended via supplemental task orders.

If it is necessary to provide REI services beyond the final contract term, a time extension must be requested by the REI consultant in accordance with Article 8, *Extension of Time* of the contract documents. Time extensions on REI Requirements Contracts are processed via no-cost change orders. Note that the ACCO must approve all change orders on a Requirements Contract.