



## *Florida Department of Transportation*

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**DCE MEMORANDUM NO. 17-16**  
*(FHWA Approved: 12/13/2016)*

**TO:** DISTRICT CONSTRUCTION ENGINEERS

**FROM:** David A. Sadler, Director, Office of Construction

**COPIES:** Amy Tootle, Courtney Drummond, Bob Burleson, Nick Finch, Rafiq Darji

**SUBJECT:** CONTRACT TIME ADJUSTMENT – HOLIDAYS AND SPECIAL EVENTS

This memorandum is written to provide guidance to the construction staff administering construction projects. This is not retroactive to contract time adjustments that have been made on contracts but can be applied to all contracts going forward from the date of this memorandum.

Standard Specification 8-6.4, **Suspension of Contractor's Operations - Holidays and Special Events**, states the Holidays which are designated as non-work days while Special Events designated as non-work days are shown in the Plans. Currently, per the specification, contract time is charged for these Holidays and Special Events and a contract time adjustment made according to Standard Specification 8-7.3.2, **Contract Time Extensions**.

To gain consistency in application of the granting of time for these Holidays and Special Events, the Department will now grant contract time for each day noted in the Specification or on the Plans, even if the Holiday or Special Event falls on a contract day shown in the contractor's schedule as a non-work day. An exception to this would be if the contractor requested and received approval from the Department to work on a holiday or special event day as allowed for in Specification 8-6.4.

If you have any questions, please call Amy Tootle at 850-414-4364.

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