02/25/2025

Use on all projects.

## Section 108. — PROSECUTION AND PROGRESS

**108.01 Commencement, Prosecution, and Completion of Work.** Add the following:

Limit operations according to Sections 107 and 156.

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Add general work restrictions that limit the contractor’s site availability, such as winter shutdown and holidays. Coordinate with the CFT and Partner Agency on specific project limitations. Include any restrictions or limitations on work not identified in other Sections.

*Example text:*

Do not perform onsite work from October 1 through April 30.

Complete underground utility work before constructing the subgrade.

Limit full depth reclamation work according to Section 304.

Limit operations as follows:

**(a)** <<<describe limitations>>>

**(b)** <<<describe limitations>>>

**(c)** <<<describe limitations>>>

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Coordinate with the CFT and Partner Agency on specific holiday limitations. Adjust table as needed (for example, delete some of the federal holidays or add local holidays or events that may require work restrictions).

Perform no work except to maintain traffic control devices, erosion control devices, the roadway driving surface, and to control dust during the listed holidays and surrounding days as shown in Table 108-2.

Table 108-2

**Holidays and Surrounding Days**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Holiday** | **Time** | **Remarks** |
| --- | --- | --- |
| Birthday of Martin Luther King, Jr. | Noon Friday to6:00 a.m. Tuesday | − |
| Washington’s Birthday | Noon Friday to6:00 a.m. Tuesday | − |
| Memorial Day | Noon Friday to 6:00 a.m. Tuesday | − |
| Juneteenth National Independence Day | Noon June 18 to6:00 a.m. June 20 | If June 19 falls on a Saturday, do not work the preceding Friday. If June 19 falls on a Sunday, do not work the following Monday. |
| Independence Day | Noon July 3 to6:00 a.m. July 5 | If July 4 falls on a weekend, Friday, or Monday, do not work the weekend. If July 4 falls on a Saturday, do not work the preceding Friday. If July 4 falls on a Sunday, do not work the following Monday. |
| Labor Day | Noon Friday to 6:00 a.m. Tuesday | − |
| Columbus Day | Noon Friday to 6:00 a.m. Tuesday | − |
| Veterans Day | Noon November 10 to6:00 a.m. November 12 | If November 11 falls on a Saturday, do not work the preceding Friday. If November 11 falls on a Sunday, do not work the following Monday. |
| Thanksgiving Day | Noon Wednesday to6:00 a.m. Monday | − |
| Christmas Day / New Year’s Day | Noon December 23 to6:00 a.m. January 2 | If December 23 or January 1 falls on a Monday, do not work the adjacent weekend and do not work on December 23. If January 1 falls on a Friday, do not work the weekend. |

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Schedule at least 2 non-workdays out of every 14 days. The selected non-workdays do not need to be consecutive, but they must be scheduled. Notify the CO at least 2 weeks before changing the scheduled days off.

The CO may grant written approval for exemptions to scheduled days off for specific project operations and for periods of limited duration.

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If the project has multiple Schedules or Options, there may need to be multiple completion dates.

*Example text*:

The completion date for Schedule A is October 18, 2029. If Option X is awarded, the completion date for Option X is November 18, 2029.

Add the following:

The CO will issue the NTP before commencement of any work. The completion date is <<<fill in date>>>.

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Add the following:

Use EEBACS to prepare all *Contractor Daily Inspection Reports* and measurement notes (pay notes and field measurement documentation).

Contact the CO to schedule a training session on the use of EEBACS. The virtual training session requires up to 2 hours and will be either a video presentation or live training as determined by the CO. The Contractor is responsible for training additional staff that were not present during the original training session.

Contact the CO for the *EEBACS User Account Form,* Form EEBACS-001, and submission instructions. Complete and electronically submit Form EEBACS-001 for each individual requiring EEBACS access. Submit forms to the CO at the preconstruction conference or at least 10 days before the start of any contract work or EEBACS training. As needed, request additional system access using Form EEBACS-001 and allow 7 days for system access.

Maintain active EEBACS accounts for all Contractor staff who use EEBACS. Notify the CO within 24 hours after an account holder is reassigned or no longer employed by the Contractor and submit a Form EEBACS-001 requesting their account be disabled.

**108.03 Subcontracting.** Delete the second paragraph and substitute the following:

Within 14 days of subcontract award, submit a completed SF 1413 and 1413S. Complete Part I for each Subcontractor, and include Part II when the Subcontractor performs on-site work. Complete other forms that may be required by the Government to show the work subcontracted and the total dollar amount of the subcontract. Submit the above required information for each Subcontractor at lower tiers.

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The liquidated damages (LDs) amount will not be shown in the SCRs. PM or COE will use the CE Budget Spreadsheet to calculate the LDs: The LD amount will be provided to Acquisitions at PS&E check-in using the PS&E Advertisement Checklist. There is a specific field provided in the PS&E Advertisement Checklist for this. Acquisitions includes the LD amount in the contract using a contract provision/clause.

**108.05 Failure to Complete Work on Time.** Delete the second and third paragraphs and substitute the following:

Liquidated damages in the amount specified in FAR Clause 52.211-12 Liquidated Damages — Construction will be assessed for each day beyond the time allowed to complete the contract until substantial completion of the work.

If a winter shutdown occurs during this period, liquidated damages in an amount equal to 10 percent of the amount shown in FAR Clause 52.211-12 Liquidated Damages — Construction will be assessed for each day until work resumes at which time full liquidated damages will be assessed.

Delete Table 108-1.

Include if the project has critical schedule requirements, and interim completion dates or incentives/disincentives are needed (not common).

*Example text:*

Interim completion date incentive: Complete all work that requires daytime full closures before or on July 17, 2029. An incentive payment in the amount of $100,000 will be paid to the Contractor for meeting this date. The incentive payment will be reduced by $10,000 per allowable full closure workday until depleted on July 31, 2029. No incentive payment will be made after this date. No day closures will be allowed in this area after July 31, 2029. This is a no excuse specification.

Add the following:

<<<Describe any interim completion dates and any incentives or disincentives>>>.