



Russell R. McMurry, P.E., Commissioner  
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(404) 631-1000 Main Office

**TASK ORDER TIME EXTENSION REQUEST**

Prime Consultant Name: \_\_\_\_\_  
Contract ID Number: \_\_\_\_\_

Consultants shall not begin any work on a Task Order until authorized in writing by the Department through a Notice to Proceed, which shall provide an effective date for the start of consultant services. Any work, including but not limited to travel, preliminary meeting, planning, etc., performed outside the terms and conditions of a task order, or conducted before the Notice to Proceed has been issued by the Department, will not be considered for payment.

The Consultant must complete all work between the date of the Notice to Proceed (NTP) and the completion date specified in the NTP letter. In no instance shall any work be authorized beyond the completion date specified unless specifically authorized in writing by a task order time extension. At no time shall any time extension exceed the Master Professional Services Agreement expiration date.

**Note:**

Specific Rates of Compensation (Billable Hourly Rates) Task orders are an agreed-upon loaded fixed hourly rate for each employee, which will not change for the duration of this task order including time extension, and provides reimbursement to the Consultant based on the actual direct labor hours worked at specified fixed hourly rates.

By mutual agreement of the Consultant task listed above and GDOT, this correspondence shall serve as an extension of time for the listed task order(s). A formal supplemental agreement will not be executed for these time extension(s). This task order time extension request will be documented in the contract file.

When requesting a time extension request for multiple executed task orders, under the same Master Contract **one request** should be submitted in RTS. This form will cover all task orders that are indicated in the table below, under the one PRF request.

Should you have any questions, please call Curtis Scott, of the Office of Engineering and Design Procurement Section at 404-631-1427.

\_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Chief Procurement Officer for Engineering and Design

Concurrence of Consultants: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature on the above line indicates concurrence with the time extension(s)

**\*\*\*Consultants Sign above prior to submitting form in RTS\*\*\*  
(Remove this comment)**

\* Specific Rates of Compensations task order(s) duration should not exceed twelve (12) to eighteen (18) months in order to allow for adjustment to individual Billable rates.

