

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	1	1	21	10/1/2015

SUBJECT: DUTIES AND RESPONSIBILITIES OF DOTD PROJECT COORDINATORS ON CONSTRUCTION, ENGINEERING AND INSPECTION (CE&I) PROJECTS

- 1. PURPOSE:** The purpose of this directive is to establish a uniform policy for inspection and acceptance of projects financed with Federal and/or State aid and administered by DOTD where construction is supervised by consultants.
- 2. SCOPE:** This directive shall apply to the construction activities only, and includes documentation, contract administration, contract compliance, progress estimates, change orders, and final estimates. Furthermore, this directive shall apply to monitoring the performance of the consultant contracted by DOTD to represent the agency in the management and inspection of the project. The consultant shall act as a representative of the Department. The consultant is responsible for construction management and inspection in accordance with the DOTD Construction Contract Administration Manual. This directive does not apply to consultant inspection on LPA projects. (See EDSM III.1.1.21A)
- 3. PROCEDURE: CONSULTANT MANAGEMENT**
 - A. The DOTD Project Coordinator (typically a Project Engineer) is the administrator of the consultant contract or task order.
 - B. The Project Coordinator should review the details of the Consultant's contract and issue the Notice to Proceed for the contract.
 - C. The Project Coordinator will review and submit recommendations of payment to the Consultant to Section 80, Consultant Contract Services.
 - D. Upon completion of the consultant contract or task order the DOTD Project Coordinator shall complete the Consultant Technical Evaluation. Additionally, on contracts or task orders exceeding 6 months in duration the Consultant Technical Evaluation shall be completed every 6 months. A copy of all completed ratings shall be sent to the DOTD Project Manager. This evaluation can be found on the LADOTD Intranet via the Contract & Specifications portal in the Contract Services section. (Attached is a sample of the Consultant Evaluation Form which is be found on the DOTD Intranet).
- 4. PROCEDURE: CONSTRUCTION MANAGEMENT**
 - A. Prior to beginning construction, the Department of Transportation & Development's Project Coordinator is to verify that the consultant Engineer representing DOTD has certified that all inspectors possess the appropriate current DOTD certifications for performing their respective duties. The consultant engineer shall schedule a preconstruction conference with the contractor, the owner of the facility, other funding agencies, and the DOTD district office to discuss policy on testing materials, project documentation, change orders, and pay estimates and to establish a channel of communication with all parties. The DOTD project coordinator shall furnish upon request copies and examples of Project Diary, Estimate Book, Form 2059, etc. to illustrate acceptable documentation. The DOTD project coordinator shall not be responsible for training the consultant engineer and/or their inspector on the use of SiteManager.
 - B. The Department of Transportation & Development is to do Laboratory testing of materials on these projects. All sampling and field testing will be performed by the consultant engineer in charge of the construction management of the project.

- C. The DOTD, through the project coordinator or his representative, shall make periodic inspections of the work, field records, and sampling and testing. Such inspections shall be made in compliance with DOTD's responsibility for oversight and in no way relieve the consultant engineer and their inspectors of their responsibility for the project. The Project Coordinator Quality Assurance Checklist may be used as a guide by the Project Coordinator when doing periodic inspections on the project for workmanship and quality of the consultant project management. This checklist can be found on the DOTD Intranet Construction section under forms. A file shall be kept with records of these inspections. The project coordinator will review this information in the approval process of invoices from the consultant prior to payment.
- D. Estimates shall be prepared by DOTD's consultant engineer in SiteManager.
- E. The DOTD Project Coordinator or their representative will advise the consultant engineer or inspector assigned to the project of any deficiencies noted and of acceptable methods of keeping written records of project activities.
- F. Upon detecting non-conforming work, the DOTD Project Coordinator or their representative will immediately advise the consultant engineer and/or their inspector that work performed does not conform to specifications and deficiencies will need to be corrected.
- G. Change orders, when required, will be prepared and entered into SiteManager by the consultant engineer. The DOTD project coordinator shall review all change orders. The consultant engineer shall provide sufficient written justification in the change order as determined by the project coordinator. In no case shall the DOTD project coordinator be responsible for writing the change order justification.
- H. Upon notification that the project is complete and ready for final inspection, the DOTD project coordinator shall advise the District Office, and both the Area Engineer and project coordinator should make arrangements to attend the final inspection, if practical. If it is agreed that the project has been substantially completed in accordance with contract requirements, the Area Engineer shall notify the DOTD Construction Section in the normal manner that final acceptance is recommended.
- I. Final estimates will be assembled by the consultant engineer and carried to the DOTD Construction Audit Section. If requested by the consultant engineer, the coordinator will answer questions and may be allowed to give limited assistance in the preparation and checking of the estimate, if approved by the District Administrator. Such assistance shall not relieve the consultant engineer of the responsibility of preparing the estimate. In no case shall the coordinator prepare the final estimate or any substantial part of the estimate entirely with DOTD forces.
- J. The consultant engineer is responsible for assuring sampling information is entered into SiteManager or the MATT system. If required by the Department, the consultant engineer will prepare a final 2059 in the same format or style as that of the Department. If requested by the consultant engineer, the DOTD project coordinator and/or the DOTD Lab Engineer will answer questions and provide limited assistance in the preparation and checking of the final 2059. Such assistance if approved by the District Engineer Administrator does not relieve the consultant engineer of their responsibility to prepare the final 2059. In no case shall the DOTD project coordinator or the District Lab Engineer prepare the 2059 or any substantial part of the final 2059 with DOTD forces.

5. OTHER ISSUANCES AFFECTED: All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.

6. EFFECTIVE DATE: This policy will be effective immediately upon receipt.

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