

ENGINEERING DIRECTIVES AND STANDARDS

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

SUBJECT: DUTIES AND RESPONSIBILITIES OF DOTD PROJECT COORDINATORS ON LOCAL PUBLIC AGENCY (LPA) CONSTRUCTION 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 municipalities, parishes, or other governing bodies or consultants. The local public agency is responsible for all construction management and that management shall be done in accordance with the DOTD Construction Contract Administration Manual.
- 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. This directive does not apply to consultant engineering and inspection on state administered projects.
- 3. PROCEDURE:**
 - A. Prior to beginning construction, the Department of Transportation & Development's Project Coordinator is to make certain that the Engineer representing the owner shall certify that all inspectors possess the appropriate current DOTD certifications for performing their respective duties and 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 Owner and or their representative shall be made aware of how to access the DOTD Construction Contract Administration Manual.
 - B. The Department of Transportation & Development is to do Laboratory testing of materials on these projects only if stated in the agreement between the Owner and DOTD. All field testing will be performed by the owner.
 - 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 will relieve the Owner and/or their project engineer of their responsibility for the project. The DOTD Project Coordinator Quality Assurance Checklist may be used as a guide by the project coordinator when doing periodic inspections. This checklist can be found on the DOTD Intranet Construction section under Forms.
 - D. The project coordinator shall also review all pay estimates. Estimates shall be prepared by the Owner or their representative in Site Manager.
 - E. Following the inspections and/or review of pay estimates the DOTD Project Coordinator or their representative will advise the Responsible Charge Person and/or owner of any deficiencies noted and of any unacceptable methods of keeping written records of project activities.
 - F. Neither the coordinator nor his representative will issue instructions to contractor's superintendent, foreman, or any of his personnel, nor will he direct work in any manner other than advising the owner's Responsible Charge Person that work does not conform to specifications and/or plans.
 - G. Upon detecting non-conforming work, the DOTD representative will immediately advise the owner, with a copy to the Owner's Engineer, that work performed does not conform to specifications and will be nonparticipating until corrected.

- H. Change Orders, when required, will be prepared by the Owner or their representative in SiteManager, where the contractor will be represented by a signed copy of the change order. This copy signed by the contractor will be scanned in and included as an attachment to the change order. The DOTD Project Coordinator shall review all change orders. Change order approval authority will be as follows:

CATEGORY 1 Major Change Orders. The approval authority for Category 1 major change orders is retained by the DOTD Chief Engineer or his authorized representative. The sequence of approvals required is as follows: LPA, DOTD Project Coordinator District Administrator, HQ Construction Area Engineer, DOTD Chief Construction Engineer, and DOTD Chief Engineer

CATEGORY 2 Minor Change Order. The approval authority of Category 2 Minor Change orders is delegated to the District Administrator, who may further delegate to the Area Engineer. The sequence of approvals required will be as follows: LPA, DOTD Project Coordinator, District Administrator or designee, who will be signing for the DOTD Chief Engineer.

CATEGORY 3 Minor Change Order. The approval authority of Category 3 Minor Change orders is delegated to the District Administrator, who may further delegate to the Area Engineer and/or the DOTD Project Coordinator. The sequence of required approvals is as follows: LPA, DOTD Project Coordinator, District Administrator or designee, who will be signing for the DOTD Chief Engineer.

- I. 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 coordinator should make arrangements to attend the final inspection, if practical. If it is agreed that the project has been completed in accordance with contract requirements and the Entity (LPA) has provided verification of project acceptance, then the Area Engineer shall notify the DOTD Construction Section in the normal manner that final acceptance is recommended.
- J. Final estimates will be assembled by the Owner and/or their project engineer and carried to the DOTD Construction Audit Section. If requested by the owner, 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 Owner of the responsibility of preparing the estimate. In no case shall the coordinator prepare the final estimate or any substantial part of the final estimate entirely with DOTD forces.
- K. All final project documentation is the responsibility of the Owner. If found that proper documentation such as (as-built plans, field books, test reports, etc.) are missing and not recoverable the DOTD Project Coordinator will initiate a Category 1 Change Order detailing the items missing and/or not properly maintained by the owner. If federal funding exists in the project, FHWA will be included in the approval of this change order.
- L. If the project is not on the Department's MATT System, the owner and/or their project engineer will prepare a final 2059 in the same format or style as that of the Department. If requested by the owner, the coordinator and/or the LADOTD District Lab Engineer may be allowed to provide limited assistance in the preparation and review of the final 2059. This will require approval of the District Administrator. Such assistance shall not relieve the owner of the responsibility of preparing the final 2059. In no case shall the coordinator or Lab Engineer prepare the final 2059 or any substantial part of the final 2059 entirely with DOTD forces.

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

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

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