



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INTRADEPARTMENTAL CORRESPONDENCE

REFERRED TO

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MEMORANDUM

TO: Mr. Christopher P. Knotts, P. E.
Chief Engineer

FROM: Mrs. Paula Roddy [Signature]
Compliance Programs Director

DATE: September 28, 2020

SUBJECT: Revision Requested for EDSM III.1.1.25 Construction Trainees

Requesting approval for a revision to EDSM III.1.1.25: Construction Trainees.

Number three (3) Procedure. Change S 900 to CI-900-00010.

In second paragraph under Procedure include the wording the training reimbursement after incorporate and change S 900 to CI-900-00010.

Requested changes have also been verified by the sections affected by this EDSM. These Section Heads have signed below.

If you have any questions or concerns; please feel free to contact me accordingly.

Attachments:

- EDSM current version
EDSM with track-changes proposed
EDSM with proposed changes incorporated

[Signature] 9/28/2020
RECOMMENDED FOR APPROVAL DATE

RECOMMENDED FOR APPROVAL DATE

[Signature] 11/12/2020
APPROVED DATE

ENGINEERING DIRECTIVES AND STANDARDS

| Volume | Chapter | Section | Directive Number | Effective Date |
|--------|---------|---------|------------------|----------------|
| III | 1 | 1 | 25 | 11/20/2020 |

SUBJECT: CONSTRUCTION TRAINEES

- PURPOSE:** The purpose of this directive is to establish guidelines to assess the efforts and progress of the contractor in fulfilling the construction training requirements.
- SCOPE:** This directive establishes procedures for the Project Engineer to follow in monitoring the project construction training program.
- PROCEDURE:** To more effectively monitor the contractor's efforts regarding the Training Special Provisions regard item CI-900-00010. Certain guidelines are to be implemented by responsible field personnel.

The Job Training Provisions are optional to the contractor and must begin before the project is 70 percent complete. A plan change has to be submitted by the Project Engineer if the training is not part of the contract and approved to incorporate the training reimbursement item CI-900-00010. Prior to commencing training, the contractor shall submit to the Department for approval the number of trainees to be trained using the Enrollment form in each selected classification: the training program to be utilized and the approximate time training will begin. Upon approval by the Department, the Project Engineer will be provided with an approved copy of the contractor's training schedule. If the contractor fails to provide the Department with the aforementioned information, the \$3.00 per hour reimbursement will not be paid to the contractor until such times that the project personnel receive their approved copy.

The Project Engineer will, on a continuing basis, assess the efforts and progress of the contractor in fulfilling the training requirements. In the event the Project Engineer finds evidence indicating insufficient effort is being made by the contractor, he/she shall request an investigation by Headquarters Construction Section.

- OTHER ISSUANCES AFFECTED:** All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.
- EFFECTIVE DATE:** This directive will become effective immediately upon receipt of this directive.

CHRISTOPHER P. KNOTTS, P.E.
CHIEF ENGINEER