



Connecticut DOT

Number: ECD-2019-10

Bureau of Engineering and Construction

Date: September 26, 2019

## ENGINEERING & CONSTRUCTION DIRECTIVE

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Chief Engineer

### **Delegation of Authority**

Having been delegated, by the Transportation Commissioner, all duties and responsibilities related to day-to-day operational and administrative activities and functions for the Bureau of Engineering and Construction and the authority to sign any agreement, contract, document, or instrument pertaining to the above for said Bureau, I hereby further assign and delegate authority and responsibility for selected routine actions undertaken by the Bureau of Engineering and Construction as indicated herein.

This directive identifies certain actions requiring Chief Engineer approval. However, there are additional actions (not listed) that may require approval by another official (e.g., Transportation Commissioner). Engineering and Construction personnel should only take those actions for which they have been specifically authorized.

## Manuals, Standards, Directives and Bulletins

<p>The delegated position is authorized to approve documents and standards establishing design criteria, minimum requirements and operating procedures on behalf of the State and/or request Federal Highway Administration (FHWA) approval as indicated below.</p> <p style="text-align: center;"><b>Document or Standard</b></p>	<p style="text-align: center;"><b>Delegated Approver/Signer</b></p>
Bridge Design Manual	Engineering Administrator <sup>1</sup>
Bridge Inspection Manual	Division Chief, Bridges <sup>1</sup>
Bridge Rating Manual	Division Chief, Bridges
Construction Manual	Construction Administrator <sup>1</sup>
Surveys Operations Manual	Division Chief, OOC
Consultant Design Administration Manual	Engineering Administrator <sup>1</sup>
Consultant Procurement Procedures for Municipalities	Division Chief, Highway Design <sup>1</sup>
Drainage Manual	Engineering Administrator <sup>1</sup>
Local Bridge Program Manual	Division Chief, Bridges <sup>1</sup>
Highway Design Manual	Engineering Administrator <sup>1</sup>
Municipality Manual	Division Chief, Construction (OOC) <sup>1</sup>
QA Program for Materials Acceptance and Assurance Testing Policies and Procedures	Division Chief, Construction (OOC) <sup>1</sup>
Right of Way Manuals	Division Chief, Rights of Way <sup>1</sup>
Utility Accommodation Manual	Division Chief, Facilities and Transit <sup>1</sup>
Utility Breakout Project Letters	Assistant Chief Engineer <sup>1</sup>
Public Service Facility Policy and Procedures for Highways in Connecticut	Division Chief, Facilities and Transit <sup>1</sup>
Value Engineering Program	Division Chief, Construction (OOC) <sup>1</sup>
Standard Drawings	Division Chief, Engineering <sup>1, 2</sup>
Standard Specifications and Supplements	Assistant Chief Engineer <sup>1</sup>
Owned Special Provisions	Spec. Committee Chair
Construction Directives	Construction Administrator
Construction Bulletins	Division Chief, Construction (OOC)
Engineering Directives	Engineering Administrator
Engineering Bulletins	Division Chief, Engineering <sup>2</sup>
Engineering and Construction Directives	Bureau Chief
Engineering and Construction Bulletins	Assistant Chief Engineer
Consultant Info Pamphlet for CE&I	Construction Administrator

Notes applicable to “Manuals, Standards, Directives and Bulletins” table.

Delegation of Authority

- 1 FHWA approval required in accordance with Stewardship Agreement.
- 2 Division Chief for technical discipline.

### Programmatic Agreements

The delegated position is authorized to approve and sign agreements pertaining to multiple or tiered projects on behalf of the Department and/or request FHWA approval as indicated below.

<b>Agreement</b>	<b>Delegated Approver/Signer</b>
Master Railroad Agreement (formal)	Bureau Chief
Master Utility Agreements (formal)	Bureau Chief
Use of Management Consultants	Bureau Chief <sup>1</sup>
State Police Memoranda of Agreement	Bureau Chief
Master Municipal Agreement	Bureau Chief
LOT/CIP Master Agreement	Bureau Chief
Grant Awards	Bureau Chief

**Note applicable to “Programmatic Agreements” table.**

- 1 FHWA approval required for FHWA funding.

## Pre-construction

The delegated position is authorized to make the approval/signature (action) for design-related actions on behalf of the Department and/or request FHWA approval as indicated below.

<b>Action</b>	<b>Delegated Approver/Signer</b>
Sole source consultant selection	Bureau Chief
Proposed Project Information (PPI) Form	Assistant Chief Engineer
Recommended Project Memorandum (PPI was approved)	Division Chief, Engineering
Recommended Project Memorandum (PPI was not previously approved)	Assistant Chief Engineer
Authorize Design Consultant to Initiate PD	Division Chief, Engineering
Consultant scope of services, including Extra Work	Division Chief, Engineering <sup>2</sup>
Approve Consultant Extra Work Request	Division Chief, Engineering
Authorize Consultants to Invoice	Principal Engineer
Letter Agreements with Public Utilities & Railroads	Division Chief, Facilities & Transit
Consultant Agreements (approval/signature)	Bureau Chief
Authorize Supplemental Consultant Agreements	Division Chief, Engineering <sup>3</sup>
Supplemental Consultant Agreements (approval/signature)	Bureau Chief
Intermediate (pre-final) designs	Division Chief, Engineering
Categorical Exclusions	Division Chief, Engineering
Design Approval & authorize Final Design and Schedule	Division Chief, Engineering
Authorize Design Consultant to Initiate Final Design	Division Chief, Engineering
DBE participation revisions, Design-related contracts	DBELO/Division Chief
Type/scope of public involvement (hearing, meeting, etc.)	Division Chief
Flood Management Certification, MOU	Engineering Administrator
Flood Management Certification, General	Principal Engineer, H&D
Value Engineering, Disposition of Recommendations	Design Project Manager
Consultant Early Authorization to Proceed	Bureau Chief
Owned Special Provisions Modifications (Project Specific)	District Engineer/Division Chief
Emergency Relief (ER) Funding	Assistant Chief Engineer
Stewardship Checklist	Engineering Administrator
Consultant Staff Wage Rate Changes	Division Chief, Engineering
Transmittal of Bridge Inspection reports to municipalities, DEEP, and other bridge owners	Division Chief Engineer

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**Pre-construction** (continued)

<b>Action</b>	<b>Delegated Approver/Signer</b>
Project scope revisions	Chief Engineer/Assistant Chief Engineer/Engineering Administrator
Design Exceptions	Engineering Administrator <sup>3</sup>
Authorize Right of Way Acquisitions	Division Chief, Rights of Way <sup>1</sup>
Public Interest Findings <sup>1</sup>	Chief Engineer <sup>5</sup> /Assistant Chief Engineer <sup>4</sup>
Proprietary product Certifications (essential for synchronization, no equally suitable alternative)	Engineering Administrator <sup>6</sup> /Division Chief, Engineering
Inclusion of proprietary product specification	Assistant Chief Engineer/Engineering Administrator
Buy America Waiver	Assistant Chief Engineer <sup>1</sup>
Advertise construction contract for less than three weeks	Assistant Chief Engineer <sup>1</sup>
Approval of State-Designed Plans (title sheet)	Engineering Administrator
Plans, Specifications and Estimate (PS&E Memo)	Assistant Chief Engineer/Engineering Administrator <sup>3,9</sup>
Project Authorization Letters	Assistant Chief Engineer /Division Chief <sup>7</sup>
Supplemental Project Authorization Letters	Assistant Chief Engineer/Division Chief <sup>7</sup>
Estimated Project Cost Data – PS&E	Division Chief, Engineering
Addenda	Division Chief, Engineering <sup>3</sup>
Rejection of bids for construction contract	Chief Engineer/Bureau Chief <sup>1</sup>
Design-initiated construction change orders	Division Chief, Engineering <sup>3</sup>
Request PE expenditures payback waiver	Division Chief, Engineering <sup>1</sup>
Determination of Contract Time	District Engineer/ Division Chief <sup>10</sup>
Prequalification Category	District Engineer/ Division Chief <sup>10</sup>
Waiver to Obligate and Advertise	Assistant Chief Engineer/Engineering Administrator <sup>9</sup>
Waiver to Open Bids	Bureau Chief
Waiver to Award	Bureau Chief/Chief Engineer

**Notes applicable to “Preconstruction” table.**

- 1 FHWA approval required for FHWA funded projects.
- 2 FHWA approval of scope required for major projects (total cost over \$500 million).

Delegation of Authority

- 3 FHWA approval also required under conditions described in [Programmatic Agreement](#)
- 4 PIFs for use of proprietary products, State-furnished materials, State force account construction and mandatory use of borrow/disposal sites.
- 5 Other PIF's not listed under 4
- 6 Division Chief or Town certifies compliance in accordance with ECD-2016-1. Engineering Administrator approves.
7. PALS for Rights of Way delegated down to Division Chief, ROW. PALS for Utilities delegated down to Division Chief – Facilities and Transit. All other PALS signed by Assistant Chief Engineer.
8. Engineering Administrator signs memorandum, Bureau Chief approves.
9. Recommended by Engineering Administrator, Approved by Assistant Chief Engineer
10. Co-responsibility and approval of Contract time between District Engineer and Division Chief

## Construction: State-Administered Contracts

The delegated position is authorized to make the approval/signature (action) on behalf of the Department and/or request FHWA approval in relation to construction contracts and agreements between a construction contractor or consultant engineer and ConnDOT as indicated below.

<b>Action</b>	<b>Delegated Approver/Signer</b>
Consultant Agreements	Bureau Chief
Consultant Staffing	District Engineer/Division Chief
Authorize Supplemental Consultant Agreements	District Engineer <sup>1</sup>
Supplemental Consultant Agreements	Bureau Chief
Emergency Construction Contracts	Construction Administrator
State Boundary Marks	Principal Engineer - Surveys
Mapping and Layout of State Highways	Principal Engineer - Surveys
Connecticut Coordinate System	Principal Engineer - Surveys
Property Acquisitions Maps	Principal Engineer - Surveys
Property Release Maps	Principal Engineer - Surveys
NTP Extra and Additional Work, Construction Contracts	Assistant District Engineer <sup>2</sup>
Construction Orders Construction Order Document	Supervising Engineer (Construction) <sup>3</sup>
Extensions of Contract Time	District Engineer <sup>3</sup>
Value Engineering Change Proposal	Construction Administrator
Substantial Completion	Assistant District Engineer
Final Materials Certification	Principal Engineer (DMT)
Certificate of Final Acceptance (500/501)	Division Chief, Construction (OOC)
Suspension of Work	Construction Administrator
Termination of contract	Bureau Chief <sup>3</sup>
Claim settlement	Division Chief, Construction (OOC) <sup>4</sup>
Public Information Meetings During Construction	District Engineer
Extra and Additional Work by Utilities	District Engineer
Construction Cost Increases	Construction Division Chief (per CM)
Construction Staging Changes	Construction Division Chief
Specification Changes	Construction Administrator
DBE Changes	DBELO/District Engineer
Standard Correspondence	Reference: Construction Manual (Section 1-308)
Construction Contracts	Bureau Chief
Project Scope Revisions	Chief Engineer/Asst. Chief Engineer/Construction Administrator
Project Acceleration	Construction Administrator

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**Construction: State-Administered Contracts (cont.)**

<b>Action</b>	<b>Delegated Approver/Signer</b>
State Boundary Marks	Principal Engineer - Surveys
Mapping and Layout of State Highways	Principal Engineer - Surveys
Connecticut Coordinate System	Principal Engineer – Surveys
Property Acquisitions Maps	Principal Engineer – Surveys
Property Release Maps	Principal Engineer – Surveys

**Notes applicable to “Construction: State-Administered Contracts” table.**

- 1 For construction engineering and consultant inspection required as a result of an extension of construction contract time; shift differential and/or premium time requirements; inspection requirements due to construction limitation of operations; revisions to labor classifications necessitated by the contract site conditions; construction order revisions to the original construction contract; escalated burden, fringe and overhead based on audit results. All other scope changes require Bureau Chief approval.
- 2 FHWA review/approval required per terms of the Stewardship Agreement.
- 3 FHWA approval may be required for Projects of Division Interest. Refer to Steward and CM for co-processing.
- 4 FHWA involvement (approval, concurrence) required for FHWA funded projects with consultation and concurrence of Construction Administrator and Bureau Chief.



## Construction: Local Public Agency Administered Contracts

The delegated position is authorized to make the approval/signature (action) on behalf of the State and/or request FHWA approval in relation to construction contracts between a construction contractor and local government funded by other-than-LOTICIP State and/or Federal assistance as indicated below.

<b>Action</b>	<b>Delegated Approver/Signer</b>
Change Orders	Transportation Supervising Engineer (Construction)
Time Extensions	Assistant District Engineer
Value Engineering Change Proposal	Construction Administrator
Final Materials Certification	Principal Engineer (Materials Testing Division)
CON-100	District Engineer
Certificate of Final Acceptance	District Engineer, Division Chief, Construction (OOC)
Termination of Contract	Construction Administrator
Claim Settlement	Division Chief, Construction (OOC) <sup>1, 2</sup>
Highway Layout	Principal Engineer (Central Surveys)
CT Geodetic Survey – Creation and Maintenance of CT Coordinate System	Principal Engineer (Central Surveys)
Authoritative Determination and Analysis of Geospatial measurements	Principal Engineer (Central Surveys)

**Note applicable to “Construction: Local Public Agency Administered Contracts” table.**

- 1 FHWA involvement (approval, concurrence) required for FHWA funded projects.
- 2 Refer to Town/State Agreement