



Connecticut DOT

Number: ECD-2022-3

Bureau of Engineering and Construction

Date: July 25, 2022

ENGINEERING & CONSTRUCTION DIRECTIVE

DocuSigned by:

Scott A. Hill, PE

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Bureau Chief/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.

Although this directive explicitly identifies certain actions requiring Chief Engineer approval, there are additional actions (not listed) that also require approval by the Bureau Chief or another official (e.g., Transportation Commissioner). Engineering and Construction personnel should only take those actions on behalf of the State for which they have been specifically authorized.

Manuals, Standards, Directives and Bulletins

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.

Document or Standard	Delegated Approver/Signer
Bridge Design Manual	Engineering Administrator ¹
Bridge Inspection Manual	Division Chief, Bridges ¹
Bridge Rating Manual	Division Chief, Bridges
Construction Bulletins	Division Chief, Construction Operations
Construction Directives	Construction Administrator
Construction Manual	Construction Administrator ¹
Consultant Design Administration Manual	Engineering Administrator ¹
Consultant Info Pamphlet for CE&I	Construction Administrator
Consultant Procurement Procedures for Municipalities	Division Chief, Highway Design ¹
CTDOT Cost Estimating Guidelines	Assistant Chief Engineer
Digital Project Development Guide	Division Chief, Facilities and Transit
Drainage Manual	Engineering Administrator ¹
Engineering and Construction Bulletins	Assistant Chief Engineer
Engineering and Construction Directives	Chief Engineer
Engineering Bulletins	Division Chief, Engineering ²
Engineering Directives	Engineering Administrator
Geotechnical Manual	Division Chief, Bridges
Highway Design Manual	Engineering Administrator ¹
Local Bridge Program Manual	Division Chief, Bridges ¹
Municipality Manual	Division Chief, Construction Operations ¹
Owned Special Provisions	Spec. Committee ³
Project Development Guide	Engineering Administrator
Public Service Facility Policy and Procedures for Highways in Connecticut	Engineering Administrator ¹
QA Program for Materials Acceptance and Assurance Testing Policies and Procedures	Division Chief, Construction Operations ¹
Right of Way Manuals	Division Chief, Rights of Way ¹
Standard Drawings	Division Chief, Engineering ^{1, 2}
Standard Specifications and Supplements	Chief Engineer ¹

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Manuals, Standards, Directives and Bulletins (continued)

Surveys Operations Manual	Division Chief, Construction Operations
Traffic Control Signal Design Manual	Division Chief, Traffic ¹
Utility Accommodation Manual	Division Chief, Facilities and Transit ¹
Utility Breakout Project Authorization	Assistant Chief Engineer ¹
Value Engineering Program	Division Chief, Construction Operations ¹

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

1. FHWA approval required in accordance with Stewardship Agreement.
2. Division Chief for technical discipline.
3. In consultation with the owner of the Specification

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.

Agreement	Delegated Approver/Signer
Grant Awards	Bureau Chief ²
Master Municipal Agreement(s)	Bureau Chief ²
Master Railroad Agreement (formal)	Bureau Chief ²
Master Utility Agreements (formal)	Bureau Chief ²
State Police Memoranda of Agreement	Bureau Chief ²
Use of Management Consultants	Bureau Chief ^{1,2}

Notes applicable to “Programmatic Agreements” table.

1. FHWA approval required for FHWA funding.
2. In Absence of Bureau Chief, Assistant Chief Engineer can sign. In absence of both, Engineering Administrator or Construction Administrator can sign.

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.

Action	Delegated Approver/Signer
Addenda	Division Chief, Engineering ^{3,11,15}
Advanced Authorization	Engineering Administrator
Advertise Construction Contract for Less than Three Weeks	Assistant Chief Engineer ¹ / Engineering Administrator
Approval of State-Designed Plans (title sheet)	Engineering Administrator
Approval of Waiver to Obligate and Advertise with Outstanding Permit, ROW, Agreement	Assistant Chief Engineer ⁸
Approval to Open Bids with Outstanding Permit, ROW, Agreement	Bureau Chief
Approval to Award with Outstanding Permit, ROW, Agreement	Bureau Chief
Approve Consultant Extra Work Request	Division Chief, Engineering ¹¹
Authorize Consultants to Invoice	Principal Engineer
Authorize Design Consultant to Initiate Final Design	Principal Engineer
Authorize Design Consultant to Initiate PD	Division Chief, Engineering ¹¹
Authorize Right of Way Acquisitions	Division Chief, Rights of Way ¹
Authorize Supplemental Consultant Agreements	Chief Engineer/Division Chief, Engineering ^{11,14}
Award Recommendation Summary (Authorization to Award)	Chief Engineer
Buy America Waiver	Assistant Chief Engineer ¹
Categorical Exclusions	Division Chief, Engineering ¹¹
Consultant Agreements and Supplemental Consultant Agreements (approval/signature)	Bureau Chief
Consultant Authorization to Proceed without a signed original Contract Agreement	Bureau Chief
Consultant Authorization to Proceed Pending a signed Supplemental Agreement	Bureau Chief/Assistant Chief Engineer
Consultant Scope of Services, Including Extra Work	Division Chief, Engineering ^{2,11}
Consultant Staff Wage Rate Changes	Division Chief, Engineering ¹¹
DBE Participation Revisions, Design-related Contracts	DBELO/Division Chief, Construction Operations
Design Approval & Authorize Final Design and Schedule	Division Chief, Engineering ¹¹
Design Exceptions	Engineering Administrator ³
Design-Initiated Construction Change Orders	Division Chief, Engineering ³
Determination of Contract Time	District Engineer/ Division Chief ⁹

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Pre-Construction (continued)

Detour Confirmation Agreements	Engineering Administrator
Emergency Declarations	Chief Engineer
Emergency Relief (ER) Funding	Assistant Chief Engineer
Estimated Project Cost Data	Division Chief, Engineering ¹¹
Fire Riser Maintenance Agreements	Engineering Administrator
Flood Management Certification, General	Principal Engineer, H&D
Flood Management Certification, MOU	Engineering Administrator
Inclusion of Proprietary Product Specification	Engineering Administrator
Intermediate (pre-final) Designs	Division Chief, Engineering ¹¹
Letter Agreements with Public Utilities & Railroads	Division Chief, Facilities & Transit
Owned Special Provisions Modifications (Project Specific)	District Engineer/Division Chief ⁹
Plans, Specifications and Estimate (PS&E Memo)	Assistant Chief Engineer/ Engineering Administrator ^{3,8}
Prequalification Category	District Engineer/ Division Chief ⁹
Project Authorization Letters (PALs)	Assistant Chief Engineer /Division Chief ⁷
Project Financial Plan Certification Letters for FHWA	Chief Engineer
Project Scope Revisions	Chief Engineer/Assistant Chief Engineer/Engineering Administrator ¹³
Proposed Project Information (PPI) Form	Assistant Chief Engineer
Proprietary Product Certifications	Engineering Administrator ⁶ / Division Chief, Engineering
Public Interest Findings	Chief Engineer ⁵ /Assistant Chief Engineer ⁴
Recommended Project Memorandum (PPI was approved)	Division Chief, Engineering ¹¹
Recommended Project Memorandum (PPI was not previously approved)	Assistant Chief Engineer
Reconsideration of Good Faith Effort Determination	Construction Administrator ¹⁰
Rejection of Bids for Construction Contract	Chief Engineer ¹
Request for Consent to Enter onto Private Property for Survey, Borings, Soundings or Other Tests	Chief Engineer
Request PE Expenditures Payback Waiver	Division Chief, Engineering ^{1, 11}
Sidewalk Agreements	Engineering Administrator
Sole Source Consultant Selection	Bureau Chief

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Pre-Construction (continued)

Stewardship Checklist	Engineering Administrator
Supplemental Project Authorization Letters	Assistant Chief Engineer/Division Chief ⁷
Transmittal of Bridge Inspection Reports to Municipalities, DEEP, and Other Bridge Owners	Transportation Bridge Safety Principal Engineer
Type/Scope of Public Involvement (hearing, meeting, etc.)	Division Chief, Engineering ¹¹
Value Engineering, Disposition of Recommendations	Principal Engineer ¹²

Notes applicable to “Pre-Construction” table.

1. FHWA approval required for FHWA funded projects.
2. FHWA approval of scope required for major projects (total cost over \$500 million).
3. FHWA approval also required under conditions described in [Programmatic Agreement](#)
4. Public Interest Findings (PIFs) for use of proprietary products, State-furnished materials, State force account construction and mandatory use of borrow/disposal sites.
5. Other PIFs not listed under 4
6. Division Chief or Town certifies compliance in accordance with ECD-2021-3. 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. Recommended by Engineering Administrator, Approved by Assistant Chief Engineer
9. Co-responsibility and approval between District Engineer and Division Chief
10. Construction Administrator in consultation with the Bureau Chief
11. Division Chief for technical discipline.
12. Principal Engineer, Engineering in Consultation with Principal Engineer, Construction (Value Engineering Unit)
13. Level of Approval authority based on Dollar Value and/or Type of Scope Change
14. Division Chief are authorized to request supplemental agreements up to 10 million dollars as long as the scope of the project does not change
15. Division Chief, Construction Operations for Design-Build

Pre-Construction: Rights of Way

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.

Action	Delegated Approver/Signer
Administrative Settlements	Transportation Rights of Way Director
Trial Reports	Transportation Rights of Way Director
Administrative Acceptance	Transportation Rights of Way Director
Right of Entry	Transportation Rights of Way Director
Condemnation/Release Deeds	Transportation Rights of Way Director
Leases/License Agreements	Transportation Rights of Way Director
Subordination Agreements	Transportation Rights of Way Director
FHWA Request for the Rights of Way Obligation	Transportation Principal Property Agent ¹
Rights of Way Certificate	Transportation Principal Property Agent ¹
FHWA Waivers/Correspondence	Transportation Principal Property Agent ¹
Initial Letters to Property Owners	Transportation Principal Property Agent ¹
P Card Approvals	Transportation Principal Property Agent ¹
Lender Subordination Review Fee	Transportation Principal Property Agent ¹
Written Offer Letters	Transportation Principal Property Agent ²
Relocation Surveys	Transportation Principal Property Agent ²
SPRB Submission	Transportation Principal Property Agent ²
7 and 8 Steps Letter	Transportation Principal Property Agent ²
Use and Occupancy Letters	Transportation Principal Property Agent ²
Reassessment(s) Payment Forms	Transportation Principal Property Agent ²
Demolition Purchase Order Requests	Transportation Principal Property Agent ²
Property Maintenance Purchase Order Requests	Transportation Principal Property Agent ²
Relocation Payments (over \$50,000.00)	Transportation Principal Property Agent ²
Relocation Payments (\$50,000.00 and under)	Supervising Property Agent ²

Delegation of Authority

Legislative Notifications	Transportation Principal Property Agent ³
3-14b Letters	Transportation Principal Property Agent ³
Fee Appraiser Assignment Letters	Supervising Property Agent ³
Property Maintenance Purchase Order Request	Transportation Principal Property Agent ³

Notes applicable to “Pre-Construction: Rights of Way” table.

1. Transportation Principal Property Agent of Administration/Titles Section
2. Transportation Principal Property Agent of Acquisition/Relocation Section
3. Transportation Principal Property Agent of Appraisal/Property Management Section

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.

Action	Delegated Approver/Signer
Authorize Supplemental Consultant Agreements	Bureau Chief/District Engineer/Division Chief, Construction Operations ¹
Certificate of Final Acceptance (500/501)	Division Chief, Construction Operations
Claim Settlement	Division Chief, Construction Operations ⁴
Connecticut Coordinate System	Principal Engineer, Construction Operations (Central Surveys)
Construction Contracts	Bureau Chief
Construction Cost Increases	Division Chief, Construction Operations/District Engineer (per Construction Manual)
Construction Manual	Construction Administrator
Construction Orders	Assistant District Engineer (per Construction Manual)/Supervising Engineer, Construction ³
Construction Staging Changes	Construction Administrator/Division Chief, Construction Operations (per Construction Manual)
Consultant Agreements	Bureau Chief ⁵
Consultant Wage Increases	District Engineer/Division Chief
Consultant Staffing	District Engineer/Division Chief
CT Geodetic Survey – Creation and Maintenance of CT Coordinate System	Principal Engineer, Construction Operations (Central Surveys)
DBE Changes	Division Chief, Construction Operations ⁷
Emergency Declaration Contractor Selection	Bureau Chief/Construction Administrator
Extensions of Contract Time	District Engineer ³
Extra and Additional Work by Utilities	District Engineer
Extra and Additional Work, Construction Contracts	Assistant District Engineer ²
Final Materials Certification	Principal Engineer, Construction Operations (Material Testing)
Highway Layout	Principal Engineer, Construction Operations (Central Surveys)

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Construction: State-Administered Contracts (continued)

Mapping and Layout of State Highways	Principal Engineer, Construction Operations (Central Surveys)
Notice to Proceed (NTP)	District Engineer
Project Acceleration	Construction Administrator/Division Chief, Construction Operations (per Construction Manual)
Project Scope Revisions	Chief Engineer/Assistant Chief Engineer/Construction Administrator ⁶
Property Acquisitions Maps	Principal Engineer, Construction Operations (Central Surveys)
Property Release Maps	Principal Engineer, Construction Operations (Central Surveys)
Standard Correspondence	Reference: Construction Manual (Section 1-308)
State Boundary Marks	Principal Engineer, Construction Operations (Central Surveys)
Substantial Completion	Assistant District Engineer
Suspension of Work	Construction Administrator
Termination of Contract	Bureau Chief ³
Value Engineering Change Proposal	Construction Administrator
Waiver of Specification Requirements	District Engineer/Division Chief, Construction Operations (per Construction Manual)

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. Up to 10 million dollars as long as the scope of the project does not change
2. FHWA review/approval required per terms of the Stewardship Agreement.
3. FHWA approval may be required for Projects of Division Interest. Refer to Stewardship Agreement and Construction Manual for co-processing.
4. FHWA involvement (approval, concurrence) required for FHWA funded projects with consultation and concurrence of Construction Administrator and Bureau Chief.
5. In Absence of Chief Engineer – Assistant Chief Engineer, Engineering Administrator or Construction Administrator can sign.
6. Level of Approval Authority based on Dollar Value and/or Type of Scope Change.
7. In concurrence of DBELO, if applicable.

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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.

Action	Delegated Approver/Signer
Authoritative Determination and Analysis of Geospatial Measurements	Principal Engineer, Construction Operations (Central Surveys)
Certificate of Final Acceptance “CON-500M/501M”	District Engineer/Division Chief, Construction Operations
Change Orders – Participation (per Construction Manual)	Assistant District Engineer/Supervising Engineer, Construction (per Construction Manual)
Claim Settlement	Division Chief, Construction Operations ^{1,2}
CT Geodetic Survey – Creation and Maintenance of CT Coordinate System	Principal Engineer, Construction Operations (Central Surveys)
Final Materials Certification	Principal Engineer, Construction Operations (Materials Testing)
Highway Layout	Principal Engineer, Construction Operations (Central Surveys)
Mapping and Layout of State Highways	Principal Engineer, Construction Operations (Central Surveys)
Termination of Contract	Construction Administrator
Time Extensions	Assistant District Engineer
Value Engineering Change Proposal	Construction Administrator

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

1. FHWA involvement (approval to use federal funding) required for FHWA funded projects.
2. Refer to Town/State Agreement

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Miscellaneous

The delegated position is authorized to make the approval/signature (action) on behalf of the State.

Any equipment or supply order with an order value up to \$2,000	Bureau Chief Administrative Assistant
New Software Purchases	Bureau Chief
Renewal Purchase of Existing Software	Construction Administrator/Engineering Administrator
Existing Software Installation onto Devices	Division Chief/District Engineer
Test Pit Purchase Orders	Construction Administrator
Approval of Cell Phones	Construction Administrator/Engineering Administrator
Approval of Tablet Cellular Service	Construction Administrator/Engineering Administrator