



Connecticut DOT

Number: ECD-2020-4

Bureau of Engineering and Construction

Date: November 24, 2020

ENGINEERING & CONSTRUCTION DIRECTIVE

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
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 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 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
Surveys Operations Manual	Division Chief, Construction
Traffic Control Signal Design Manual	Division Chief, Traffic ¹

Table continued on next page.

Manuals, Standards, Directives and Bulletins (continued)

Utility Accommodation Manual	Division Chief, Facilities and Transit ¹
Utility Breakout Project Letters	Assistant Chief Engineer ¹
Value Engineering Program	Division Chief, Construction 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, 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}
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 to Award with Outstanding Permit, ROW, Agreement	Bureau Chief
Approval to Open Bids 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
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
Detour Confirmation Agreements	Engineering Administrator
Emergency Declarations	Chief Engineer

Table continued on next page.

Pre-Construction (continued)

Action	Delegated Approver/Signer
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 (essential for synchronization, no equally suitable alternative)	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	DBELO/Bureau Chief 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
Sole Source Product	Engineering Administrator
Stewardship Checklist	Engineering Administrator

Table continued on next page.

Pre-Construction (continued)

Supplemental Project Authorization Letters	Assistant Chief Engineer/Division Chief ⁷
Transmittal of Bridge Inspection Reports to Municipalities, DEEP, and Other Bridge Owners	Division Chief, Engineering ¹¹
Type/Scope of Public Involvement (hearing, meeting, etc.)	Division Chief, Engineering ¹¹
Value Engineering, Disposition of Recommendations	Principal Engineer ¹²
Waiver to Obligate and Advertise	Assistant Chief Engineer ⁸
Waiver to Open Bids	Assistant Chief Engineer ⁸

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-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. Recommended by Engineering Administrator, Approved by Assistant Chief Engineer
9. Co-responsibility and approval between District Engineer and Division Chief
10. Bureau Chief in consultation with the Construction Administrator
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

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 ¹
Certificate of Final Acceptance (500/501)	Division Chief, Construction
Claim Settlement	Division Chief, Construction ⁴
Connecticut Coordinate System	Principal Engineer - Central Surveys
Construction Contracts	Bureau Chief
Construction Cost Increases	Division Chief, Construction/District Engineer (per Construction Manual)
Construction Manual	Construction Administrator
Construction Orders Construction Order Document	Supervising Engineer, Construction/Assistant District Engineers (per Construction Manual) ³
Construction Staging Changes	Division Chief, Construction/Construction Administrator (per Construction Manual)
Consultant Agreements	Bureau Chief ⁵
Consultant Staffing	District Engineer/Division Chief
DBE Changes	Division Chief, Construction ⁷
Emergency Construction Contracts	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 (Division of Material Testing)
Mapping and Layout of State Highways	Principal Engineer – Central Surveys
Notice to Proceed (NTP)	District Engineer
Project Acceleration	Construction Administrator/Division Chief, Construction (per Construction Manual)
Project Scope Revisions	Chief Engineer/Assistant Chief Engineer/Construction Administrator ⁶
Property Acquisitions Maps	Principal Engineer – Central Surveys
Property Release Maps	Principal Engineer – Central Surveys
Standard Correspondence	Reference: Construction Manual (Section 1-308)

Table continued on next page.

Construction: State-Administered Contracts (continued)

State Boundary Marks	Principal Engineer – 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 (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.
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.

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, Central Surveys
Certificate of Final Acceptance	District Engineer/Division Chief, Construction
Change Orders	Supervising Engineer, Construction/ Assistant District Engineer (per Construction Manual)
Claim Settlement	Division Chief, Construction ^{1,2}
CON-100	District Engineer
CT Geodetic Survey – Creation and Maintenance of CT Coordinate System	Principal Engineer, Construction (Central Surveys)
Final Materials Certification	Principal Engineer, Construction (Division of Materials Testing)
Highway Layout	Principal Engineer, 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

Miscellaneous

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

Total Office Supply Orders under \$2,000	Bureau Chief Administrative Assistant
--	---------------------------------------