



Connecticut DOT

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Bureau of Engineering and Construction
Bureau of Public Transportation
Bureau of Finance & Administration

Date: January 30, 2023

**ENGINEERING & CONSTRUCTION/PUBLIC TRANSPORTATION/
FINANCE & ADMINISTRATION DIRECTIVE**

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**Public Transportation Project Delivery Through
Bureau of Engineering & Construction**

This directive implements the results of a collaborative effort to continue process improvements by the Bureau of Engineering & Construction, Bureau of Public Transportation, and Bureau of Finance & Administration in order to deliver Public Transportation Capital Projects by Engineering & Construction and align the Department’s Capital Program in accordance with Policy Statement [EX.O-39 – Capital Plan Policy](#). All three Bureaus are committed to the pursuit of efficient design and delivery of projects through Construction.

A. Roles & Responsibilities

This directive outlines the basic roles and responsibilities of the Bureaus of Engineering & Construction, Public Transportation, and Finance & Administration associated with the November 2021 reorganization between the Bureaus of Public Transportation and Engineering & Construction for the delivery of Public Transportation (Rail, Bus and Railroad Bridge) engineering projects.

B. Project Types Administered by Bureau

Generally, the Bureau of Engineering and Construction will be responsible for the design and construction of all major Public Transportation projects. The following list provides examples of the project types designed by the Bureaus, unless mutually agreed upon:

Bureau of Public Transportation	Bureau of Engineering & Construction
Signals	Rail Stations
Traction Power	Rail Bridges
Ticketing & Public Communication systems	Rail & Bus Maintenance, Storage and Administration Facilities
	Track, Catenary, Crossings & Interlockings

C. Project Initiation Phase

Early coordination is required for all projects with the Bureau of Policy and Planning at project initiation to determine the classes of action required under the National and Connecticut Environmental Policy Acts, as well as to determine need for Air Quality Conformity and inclusion into the STIP.

1. Projects Identified by the Bureau of Public Transportation

Once the originating unit within Bureau of Public Transportation develops a detailed scope for a proposed project to be delivered by Engineering & Construction, the originating unit shall provide a written memo outlining the following:

- Purpose and Need
- Detailed Scope
- Requested project schedule with CCD based on Operational Need
- Estimated cost

The memo shall be signed by the appropriate Transit Administrator (Bus or Rail) and be transmitted to the Bureau Chief of Engineering & Construction and to the attention of the Assistant Chief Engineer (ACE).

Upon transmittal of the memo to the ACE, the project will be assigned to the appropriate design Division Chief.

When submitting a project to Engineering, the Public Transportation Project Manager shall transmit all appropriate studies and coordination that has been performed to date.

2. Projects Initiated by the Bureau of Engineering & Construction:

i. Division of Bridges:

Through annual inspections, the Office of Engineering's Bridge Safety and Evaluation (BSE) unit will identify railroad bridges that require rehabilitation. The required rehabilitation will be addressed by one, or a combination of the methods below during periodic meetings between the Office of Rail (OOR) and the Bridge Management Group (BMG).

1. Maintenance work items via Metro-North Force Account;
2. Delivery through development of Plans, Specs, & Estimates to be performed by Metro-North;
3. Delivery through DAS Contract; or
4. Delivery through development of Plans, Specification, and Estimates to be administered by the Bureau of Engineering & Construction's Office of Construction.

The BMG will be responsible for developing the information required to complete a Proposed Project Information (PPI) Form, which shall include:

- Purpose and Need
- Preliminary Scope
- Requested project schedule with FDP, DCD, ADV, NTP & CCD dates
- Estimated design and construction costs

ii. Division of Facilities & Transit:

When initiating a project, the Facilities Design unit shall coordinate with Bus or Rail in the development of the following:

- Purpose and Need
- Detailed Scope
- Agreed upon project schedule with an anticipated CCD based on Operational Need
- Estimated cost

The memo outlining the above shall be signed by the appropriate Transit Administrator (Bus or Rail) and be transmitted to the Bureau Chief of Engineering & Construction and to the attention of the Assistant Chief Engineer (ACE).

Upon transmittal of the memo to the ACE, the project will be assigned to a project manager within the Division of Facilities & Transit.

D. Project Scoping

The following table prescribes the processes and responsibilities for Project Scoping:

	TASK
1	Conduct a scoping meeting with PT Planning and invite the Bureau of Policy and Planning within 2 weeks of delivery of preliminary scope to review the project scope or Conduct a poor bridge meeting with OOR periodically to address asset condition.
2	Review Capital Project schedule request & reconcile with design project schedule and review existing scheduled track outages. .
3	Coordinate with Finance & Administration’s Division of Capital Services on proposed financing.
4	Prepare a PPI/ New Capital Project Request/Modification Form for the Engineering Administrator review and for the ACE approval within one month.
5	PPI will include proposed schedule and funding source. As a rule, prior to PPI approval, Project Managers shall seek guidance from Environmental Planning as to whether the project should undergo an early environmental screening.

6	The ACE, upon approving the PPI, will forward the PPI to Finance & Administration (via DOT.PTFundReq@ct.gov) for processing and preparation of the RPM.
7	The RPM will be approved by the appropriate Office of Engineering Division Chief.
8	Finance & Administration - will include the project within the joint Obligation Plan.
9	The Office of Engineering Project Manager (PM) will work on securing any consultant support for the project whether from existing task order consultant or through a separate Consultant Solicitation. This includes discussions with Policy and Planning regarding the need for NEPA/CEPA scoping activities.

E. Coordination and Communication

The respective Offices/Divisions within the Bureaus of Public Transportation, Engineering & Construction, and Policy and Planning shall meet on a monthly or agreed upon basis to:

1. Discuss issues that are affecting designs.
2. Collectively address outside entity (Amtrak, Metro-North, Bus Transit Agency, Towns, etc.) coordination issues and associated potential agreement preparation.
3. Coordinate project programming and schedules as they affect track outages.
4. Determine how to advance a stand-alone project or if it fits within a planned Rail corridor project, especially for deficiencies identified through the bridge inspection program.
5. Address upcoming programs, concerns from railroad operators, and similar high-level topics that each party should be made aware of.
6. Address upcoming priority projects.
7. Other coordination topics as warranted.

This coordination will ensure that project scopes stay focused on the original purpose and need, avoiding scope creep, ensuring projects are delivered in a timely manner and that all parties are informed of any changes, decisions and updates that may impact schedules and budget. All changes in scope shall be approved by the Chief Engineer before being added to the project.

Additional meetings such as the following will occur on an as-needed basis:

- a) Maintenance Review meetings with E&C's Division of Bridges, Metro-North Railroad, and OOR to review the status of outstanding maintenance items on Metro-North territory; and

- b) Poor bridge meetings to address structural concerns and recommendations for the inventory.

The Bureau Chiefs of Public Transportation and Engineering & Construction, or their designee, shall meet on a quarterly basis to review the status and schedule for all Public Transportation projects. The Bureau Chiefs for Policy & Planning and Finance & Administration will also be invited to the quarterly coordination meetings.

F. Design Approval

All projects administered by the Office of Engineering shall complete the appropriate Design Approval Document under the Engineering's Administrator's [Template Page](#) (State Administered or an appropriate Federal Agency Oversight) to ensure that the following items have been initiated/coordinated prior to moving to Final Design:

- Public Involvement
- Environmental Documentation
- Environmental (NEPA/CEPA) Permitting Requirements
- Utility Coordination
- Railroad Coordination
- Rights-of-Way
- Hazardous/Contaminated Materials
- Design Standards
- Design Exceptions
- Bicycle & Pedestrian Consideration
- Value Engineering
- Funding
- Air Quality Conformity and STIP Coordination

G. Project Schedule Reporting

The Design units in Engineering & Construction shall work with the project's originating unit within Public Transportation in order to establish and update project schedules in accordance with [Engineering Directive ED-2020-1](#). Schedule Templates (available at [Project Schedule Resources](#)) shall also be updated on a recurring basis to improve project delivery certainty. Project schedules will be reported on at the Monthly Project Status Reporting Meeting (PSRM) and will be on the obligation plan under the Transit Projects Pages, listed by grant / funding source.