



Connecticut DOT

Number: ECD-2016-8

Bureau of Engineering and Construction

Date: December 2, 2016

ENGINEERING & CONSTRUCTION DIRECTIVE

Bureau Chief

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 Bureau Chief 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	Manager, Bridge Safety ¹
Bridge Rating Manual	Division Chief, Bridges
Construction Manual	Construction Administrator ¹
Consultant Design Administration Manual	Engineering Administrator ¹
Consultant Procurement Procedures for Municipalities	Division Chief, Highway Design ¹
Drainage Manual	Engineering Administrator ¹
Local Bridge Program Manual	Division Chief, Bridges ¹
Highway Design Manual	Engineering Administrator ¹
Municipality Manual	Division Chief, Construction (OOC) ¹
QA Program for Materials Acceptance and Assurance Testing Policies and Procedures	Construction Administrator ¹
Right of Way Manuals	Division Chief, Rights of Way ¹
Utility Accommodation Manual	Engineering Administrator ¹
Public Service Facility Policy and Procedures for Highways in Connecticut	Engineering Administrator ¹
Value Engineering Program	Division Chief, Construction (OOC) ¹
Standard Drawings	Division Chief, Engineering ^{1, 2}
Standard Specifications and Supplements	Bureau Chief ¹
Construction Directives	Construction Administrator
Construction Bulletins	Division Chief, Construction (OOC)
Engineering Directives	Engineering Administrator
Engineering Bulletins	Division Chief, Engineering ²
Engineering and Construction Directives	Bureau Chief
Engineering and Construction Bulletins	Bureau Chief

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

- 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 State and/or request FHWA approval as indicated below.

Agreement	Delegated Approver/Signer
Master Railroad Agreement (formal)	Bureau Chief
Master Utility Agreements (formal)	Bureau Chief
Use of Management Consultants	Bureau Chief ¹
State Police Memoranda of Agreement	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 State and/or request FHWA approval as indicated below.

Action	Delegated Approver/Signer
Sole source consultant selection	Bureau Chief ¹
Preliminary Project Information (PPI)	Engineering Administrator
Recommended Project Memorandum (PPI was previously approved)	Division Chief, Engineering
Recommended Project Memorandum (PPI was not previously approved)	Engineering Administrator
Authorize Design Consultant to Initiate PD	Division Chief, Engineering
Consultant scope of services, including Extra Work	Division Chief, Engineering ²
Approve Consultant Extra Work Request	Division Chief, Engineering
Utility and Railroad Agreements (formal)	Bureau Chief
Authorize Consultants to Invoice	Principal Engineer
Project Authorization Letter with Public Utilities & Railroads	Division Chief, Facilities & Transit
Letter Agreements with Public Utilities & Railroads	Division Chief, Facilities & Transit
Consultant Agreements (approval/signature)	Bureau Chief
Authorize Supplemental Consultant Agreements	Division Chief, Engineering ³
Supplemental Consultant Agreements (approval/signature)	Bureau Chief
Intermediate (pre-final) designs	Division Chief, Engineering
Categorical Exclusions	Division Chief, Engineering ⁴
Design Approval & authorize Final Design	Division Chief, Engineering ⁵
Authorize Design Consultant to Initiate Final Design	Division Chief, Engineering
DBE participation revisions, Design-related contracts	Engineering Administrator
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

Table continued on next page.

See next page for explanation of notes.

Pre-construction (continued)

Action	Delegated Approver/Signer
Major scope revisions	Bureau Chief
Design Exceptions	Engineering Administrator ⁵
Authorize Right of Way Acquisitions	Division Chief, Rights of Way ¹
Public Interest Findings	Bureau Chief ^{1,6}
Proprietary product Certifications (essential for synchronization, no equally suitable alternative)	Division Chief, Engineering or Principal Engineer
Inclusion of proprietary product specification	Engineering Administrator
Buy America Waiver	Bureau Chief ¹
Advertise construction contract for less than three weeks	Engineering Administrator ¹
Approval of State-Designed Plans (title sheet)	Engineering Administrator
Plans, Specifications and Estimate (PS&E Memo)	Bureau Chief ⁵
Project Authorization Letters	Bureau Chief
Supplemental Project Authorization Letters	Bureau Chief
Addenda	Division Chief, Engineering ⁵
Rejection of all bids for construction contract	Bureau Chief ¹
Design-initiated construction change orders	Division Chief, Engineering ⁵
Request PE expenditures payback waiver	Division Chief, Engineering ¹

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).
- 3 Maximum increase of \$10,000,000.00, that do not involve a change in project scope, for preliminary engineering (preliminary design and final design) and construction phase consultation required as a result of changes in labor classifications necessitated by engineering complexity; increases in the maximum limiting amount for Extra Work; escalated burden, fringe and overhead costs based on audit results; increase the maximum limiting amount of task-based and multi-phase agreements.
- 4 FHWA approval required under conditions described in [Programmatic Agreement](#)
- 5 FHWA approval required for Project of Division Interest.
- 6 PIFs for use of proprietary products, State-furnished materials, State force account construction and mandatory use of borrow/disposal sites.

Construction: State-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 and agreements between a construction contractor or consultant engineer and ConnDOT as indicated below.

Action	Delegated Approver/Signer
Consultant Agreements	Bureau Chief
Consultant Staffing, Consultant Inspection Agreements	District Engineer
Authorize Supplemental Consultant Agreements (Construction Inspection)	District Engineer ¹
Execute Supplemental Consultant Agreements (Construction Inspection)	Bureau Chief
Execute Emergency Construction Contracts	Construction Administrator
Extra and Additional Work, Construction Contracts	Assistant District Engineer ²
Construction Orders	Transportation Supervising Engineer (Construction) ³
Extensions of contract time	Assistant District Engineer ³
Value Engineering Change Proposal	Construction Administrator
Final Materials Certification	Principal Engineer (Materials Testing Division)
Certificate of Final Acceptance	Division Chief, Construction (OOC)
Suspension of Work	District Engineer
Termination of contract	Division Chief, Construction (OOC) ³
Claim settlement	Division Chief, Construction (OOC) ⁴
Public Information Meetings During Construction	District Engineer
Adherence to Construction Standards and Policies	District Engineers, Division Chief, Construction (OOC)
Extra and Additional Work by Utilities	District Engineer

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.
- 2 FHWA approval required for changes to Projects of Division Interest exceeding \$100,000 in cost.
- 3 FHWA approval required for Projects of Division Interest.
- 4 FHWA involvement (approval, concurrence) required for FHWA funded projects.

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
Changer Orders	Transportation Supervising Engineer (Construction)
Time Extensions	Transportation Supervising Engineer (Construction)
Value Engineering Change Proposal	Construction Administrator
Final Materials Certification	Principal Engineer (Materials Testing Division)
Certificate of Final Acceptance	District Engineer, Division Chief, Construction (OOC)
Suspension of Work	District Engineer
Termination of Contract	Construction Administrator
Claim Settlement	Division Chief, Construction (OOC) ¹

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

1 FHWA involvement (approval, concurrence) required for FHWA funded projects.