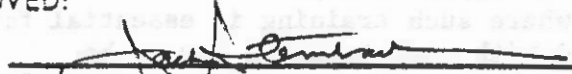


TO: SUPERSEDED BY EB 82-018 EFFECTIVE 4/26/82	ENGINEERING BULLETIN NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	SUBJECT: CONSULTANT CONTRACT SUPERVISION Subject Code 7.30
APPROVED:  <hr/> Jack Sternbach, Deputy Chief Engineer (Const. Division)	Code: <u>EB 81-36</u> Date: <u>7/30/81</u> Supersedes: EI 80-20 General Letter 66-78 Instruction 71-11

This Engineering Bulletin Expires _____

This Engineering Bulletin summarizes the information contained in General Letter 66-78, Instruction 71-11, and EI 80-20 all of which describe procedures to be implemented in the execution and management of Construction Supervision Consultant Agreements. The General Letter, Instruction, and EI are hereby voided. These procedures are necessary in order to insure that only qualified consultant personnel are hired and retained, to insure that the Department does not accept less than quality performance by any firm, and to minimize costs associated with the supervision of any contract by a consultant.

Qualified Personnel. All field inspection and survey personnel employed by consultants shall have the education and experience required of employees in comparable Department positions. Specific educational requirements may be waived when it can be demonstrated that the proposed employee has adequate practical experience to qualify for the position. In order to insure that qualified personnel are hired and retained, the following procedures shall be implemented.

1. The consultant shall provide resumes and proposed salaries of all key personnel to the Regional Construction Engineer for approval prior to their assignment. Such resumes and the Regional Construction Engineer's approval of such personnel shall become part of the project file.
2. The consultant shall provide to the Engineer-in-Charge a resume of training and experience for all other personnel employed within two weeks of hiring. Each E.I.C. shall review such resumes to insure that each individual is sufficiently competent to perform the duties for which he is employed. The E.I.C. shall note on the resume his approval and file the resume in the project file.

In addition, for all agreements executed after March 1, 1983, all consultant technician personnel shall be certified or registered by the Institute for the Certification of Engineering Technicians (ICET). This requirement will not affect agreements executed prior to March 1, 1983. See the June 1, 1981 memorandum-Construction Supervision Consultant Agreements-for further details.

3. At least one individual of the consultant's field staff shall have received formal training in maintenance and protection of traffic. That individual shall be responsible for determining that the contractor adheres to the contract requirements for these items. Proof of such training shall be provided to the E.I.C. and shall be documented in the project file.

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4. The Engineer-in-Charge should monitor the on-the-job performance of consultant employees to insure that they are adequately discharging their assigned duties. Where unsatisfactory performance is noted, the consultant firm should be notified and corrective action requested. All such actions should be documented and will be reflected in the consultant's final evaluation.

For all agreements executed after June 1, 1981, the Regional Construction Engineer has the authority to direct consultant employees to attend Department sponsored training schools where such training is essential for adequate performance. Costs associated with such training are to be considered overhead; therefore, costs such as salary, lodging, or travel are not reimbursable as direct charges.

5. Regional Construction Engineers should continually monitor the effectiveness of the consultant's management of the project and their supervision of the work force to insure that the Department does not accept less than quality performance. Serious or repetitive deficiencies should not be tolerated, should be documented, and will be reflected in the consultant's final rating.

II. Manpower and Cost Control. The Regional Construction Engineer is responsible for insuring that estimates are accurate and costs controlled to the fullest extent possible. In order to accomplish this, the following procedures should be implemented.

1. The Regional Construction Engineer shall develop and document independent estimates at the time of negotiation for agreements in order to determine the appropriateness of the consultants' estimates. Such estimates are to be kept in the project file.

Each independent estimate should be prepared using ASCE Professional Grade descriptions for engineering personnel and ICET levels for technician personnel.

2. Each Engineer-in-Charge should carefully review vouchers submitted by the consultant prior to approval. This review should include verification of the eligibility of all costs, determination of direct non-salary charges as per Direct Non-Salary Guidelines, and review of other related costs. These Guidelines will be distributed at the scope meeting for future agreements. Sufficient copies of the Guidelines to cover existing agreements will be distributed to the Regional Construction offices.

3. Cost Control reports should be submitted and reviewed in a timely manner.

The contents of this Bulletin will be incorporated into the Construction Supervision Manual in its next revision.

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