


<b>SUPERSEDED BY EB 81-036</b> <b>EFFECTIVE 6/1/81</b> Preliminary Plan Review Bureau PRELIMINARY PLAN REVIEW APR 21 1980		<b>ENGINEERING INSTRUCTION</b> NEW YORK STATE DEPARTMENT OF TRANSPORTATION	
Distribution: ROOM 408 BLDG. 5 <input checked="" type="checkbox"/> Main Office		SUBJECT: CONSTRUCTION PROJECT SUPERVISION - CONSULTANTS Subject Code: 7.30	
APPROVED:  (Deputy Chief Engineer, Construction Subdivision)		Code: EI 80-20 Date: 04/15/80 Supersedes:	
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Engineering Instruction 71-11 sets forth procedures to insure the hiring and retention of only qualified consultant personnel at levels commensurate with their capability. It also requires notification to this office of all corrective actions taken to insure that unsatisfactory consultant personnel do not reappear on other projects.

We are aware of a number of such corrective actions taken though none have been reported formally to this office. Please document these, as well as future instances, and furnish full details for our records and dissemination to other regions.

Furthermore, the FHWA has noted several instances of less than satisfactory performance by lower level consultant inspectors. In order to avoid a recurrence of such instances, the following procedures should be implemented in addition to those in EI 71-11.

1. All EIC's should continually evaluate consultant inspectors regarding their knowledge of the requirements of the work to which they are assigned as well as their performance relative thereto.
2. Our EIC's should insist that the consultants' resident engineers closely supervise the projects to maximize coverage of contractor operations and provide adequate training and instruction to their inspectors to effectively handle their daily assignments.
3. Regional Construction Supervisors should continually monitor the effectiveness of management by the consultants' resident engineers and the adequacy of supervision by the consultant inspectors. Serious or repetitive deficiencies should not be tolerated. It is the consultants' responsibility to secure qualified personnel and to train them as necessary. We cannot accept less than quality performance by any firm.
4. Regional Construction Supervisors should similarly monitor the quality of plant inspection by private firms and laboratories and the capability of their staff, in coordination with the Regional Materials Engineers. If effective corrective action needs to extend beyond the replacement or training of a plant inspector, the Materials Bureau should be consulted, with a copy to this office. Similarly, the Deputy Chief Engineer (Structures) should be consulted regarding inadequacies in the shop inspection of the fabrication of structural steel or prestressed concrete.

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