

CHAPTER 2

CONSTRUCTION CONTRACT ADMINISTRATION

2.00 PROJECT ORGANIZATION

2.01 AUTHORITY OF ENGINEER

Responsibility for administering construction contracts on the primary and interstate systems rests with the District Engineer. Responsibility for actual construction work is delegated to the District Construction Engineer and ultimately rests with the project engineer.

The project engineer has authority to administer construction contracts according to the contract documents and assign and supervise inspection personnel on construction projects. Project engineer decisions are subject to review and perhaps revision by the District Engineer or District Construction Engineer.

For county or city projects, project engineer decisions are subject to review and concurrence by the appropriate staff person from the Iowa DOT Administering Office. For projects overseen by a District Office, this person is the District Local Systems Engineer or the District Construction Engineer. For projects overseen by the Office of Systems Planning, this person is the appropriate Grant Project Manager.

2.02 RESPONSIBILITY OF PROJECT ENGINEER

The project engineer, who is assigned responsibility for supervision of highway construction projects, is the key person in the field organization.

In assuming the responsibility for proper fulfillment of assigned construction work, the project engineer is also responsible for:

- Maintaining good relations with contractors, affected property owners, and the general public
- Assigning personnel to inspection and survey operations on the project, along with providing the supervision and instructions necessary to assure proper performance of assigned duties
- Keeping the District Office and central office informed as to construction progress, status, etc.
- Maintaining complete project records and proper documentation
- Assuring proper use of equipment and materials used in the performance of assigned duties

While project engineers have responsibility for general supervision of the work, their main concerns are for compliance with specifications and project completion. It is not their responsibility to direct the everyday activities of the contractor.

2.03 DELEGATION OF RESPONSIBILITY

The project engineer cannot and should not expect to retain all the duties and responsibilities. To have an efficient organization, each employee should be delegated authority in line with their responsibilities and duties. The project engineer must check to see that delegated duties are properly performed.

All employees should be encouraged to accept delegated responsibility and to make decisions within the authority delegated to them.