

Appendix E. Construction Engineering Oversight

Department of Transportation State of Georgia

Interdepartmental Correspondence

File Office Materials and Research
Forest Park, Georgia
Date June 17, 2011

From Thomas Howell, P.E., Director of Construction

To Todd Long, P.E., P.T.O.E., Director of Planning
Gerald Ross, P.E., Chief Engineer

Subject Construction Engineering Oversight for Project Managers/Construction Staff

As you are aware, the Department is unable to continue funding CST oversight with 100% motor fuel funds due to the decline in motor fuel revenues. The Department also needs an established procedure that identifies when a Federal-Aid project is to be let by the locals to insure that the Local government has the capability to perform the work and that the FHWA required Department oversight is performed and properly funded. As a result the Department needs an established procedure detailing the circumstances under which the Department will fund CST oversight with federal aid funds (matched with state motor fuel funds) and when the Department will request the local government/project sponsor to fund the Departments expenses related to CST oversight. The CST oversight will be used to fund staff man-hours and any other associated expenses incurred by any GDOT employee. Please note the process detailed below applies to routes both on and off the state highway system but does not apply to Transportation Enhancement projects and ear-marked or fund limited LCI projects.

GDOT Funds CST Oversight with State Motor Fuel Funds Match:

The Department will fund CST oversight with federal-aid funds (and matching state motor fuel funds), on all federal-aid projects *let by GDOT* using state motor fuel matching funds. CST oversight will be performed by GDOT.

GDOT Requests Local Government/Project Sponsor to Fund CST Oversight Match:

The Department will fund CST oversight with federal-aid funds (and matching local government funds), on all federal-aid projects *let by GDOT* using local government matching funds. The amount

to be requested from the local government by the Office of Financial Management is determined from the Final Detail Cost Estimate developed by the Office of Construction Bidding. The total project amount is determined using the actual bid costs and an estimate for construction engineering. The local government participation level, typically 20%, is set up in the Project Framework Agreement (PFA), CST oversight will be performed by GDOT.

The Department will fund CST oversight with federal-aid funds (and matching local government funds), on all federal-aid projects **let by the Local Government** using local government matching funds. The Department will also include costs for GDOT oversight when completing the Construction Contract with the LG on all federal aid projects let by the Local government using local matching funds. The amount to be requested from the local government by the Project Manager is \$10,000 for projects from \$1million to less than \$10 Million, and, 0.1% of the construction cost for projects \$10 million and over.

Process to approve Local Lets:

The Local Government is responsible to complete the attached Local Letting Approval Form (LLAF) and submit to the Project Manager to grant permission for a Local government to let a federal-aid funded project. The Project Manager will inform the local government/project sponsor that they also must fund GDOT CST oversight with local funds on all federal aid projects **let by the Local government**.

Once the CST oversight process is implemented, it will be the responsibility of the GDOT Project Manager to work with the Office of Financial Management to establish the CST oversight in-house funding for both GDOT let and Local Let projects.

The final process will be provided to the Office of Program Control for distribution to the GDOT Project Managers and incorporation into future Project Framework Agreements.

Approved: _____
 Todd Long, P.E., P.T.O.E., Director of Planning Date

Approved: _____
 Gerald Ross, P.E., Chief Engineer Date

TH:gmg

**Local Letting Approval Form (LLAF)
Office of Program Control**

P.I. No/Project Number:	Date:
Project Description:	County:
	District:
Request Prepared by:	Requestor Office:
Local Government:	
Local Government LAP Certified Date:	Approving Authority:

Reason the Local Government desires a Local Letting: *(Describe the factors that make a Local Letting desirable by the Locals and/or GDOT. Explain why a Local Letting is an efficient use of resources.)*

Change Justification (as submitted by Local Government), including Risk Assessment (Experience with Local Lettings and Federal Requirements), Benefits, Implementation Requirements (Materials Testing resources to be used; Construction Inspection resources), Contracting ability: *(PM should coordinate with District Construction.)*

Attachments: *Preconstruction Status Report, Project Financial Report, Detailed Cost Estimate, Map, Other supporting documentation to include letters from Project Sponsor, Future LG projects in the Program.*

Recommend/Not Recommend

_____	_____	<input type="checkbox"/> R	<input type="checkbox"/> NotR
Project Manager / District Preconstruction Engineer	Date		
_____	_____	<input type="checkbox"/> R	<input type="checkbox"/> NotR
Office Head (for Office of Program Delivery Projects)	Date		
_____	_____	<input type="checkbox"/> R	<input type="checkbox"/> NotR
District Engineer (for all projects)	Date		
_____	_____	<input type="checkbox"/> R	<input type="checkbox"/> NotR
State Materials and Research Engineer	Date		

Local Letting Form Approval:

Approved: _____	_____
Director of Construction	Date
Approved: _____	_____
FHWA (for full oversight projects)	Date
NOT Approved: _____	_____
Director of Construction	Date

→ Upon approval or rejection send the original to the Project Manager (Program Delivery or District Preconstruction Engineer)

→ PM should send Executed Copies to:

- Office of Planning
- Office of Program Control
- Office of Financial Management (to change the TPRO designation)
- FHWA (for Full oversight projects)

NOTES:

→ The Local Letting designation cannot be changed after PFPR to a Local Let unless approved by the Chief Engineer.