

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-1-35
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PURPOSE: To State Policies For Contract Supervision in the Field.

1. COUNTY ENGINEERS

Each contract will be under the supervision of a County Engineer.

The County Engineer will have charge of all projects in his County(s), and will report to the State Aid District Engineer. The County Engineer will be held responsible for the efficiency of all personnel under his authority and for the satisfactory prosecution of the work under his supervision. He is responsible for careful study of the plans and contract documents for correctness in the representation of existing physical features of the project site, the suitability of the features proposed on the plans for construction at the sites proposed, and the adequacy of each computed or estimated quantity shown on the plans and in the proposal. (Reference is made to SA II-1-48). He is responsible for the supervision of layout and inspection of construction; the preparation and maintenance of proper records of the work, as required; the preparation of current and final estimates of work performed and payments allowable; and the maintenance of a proper relationship with the Contractor, government agencies, and the public, by himself and his organization.

Absolute integrity on the part of the County Engineer and his personnel is essential if public confidence is to be maintained.

It is basic that the County Engineer supervises all contract construction and payment therefor. All other personnel, involved in any way in planning, surveying, design, construction, approval and payment for highway construction by contract, perform in support of the functions of the County Engineer.

The County Engineer, acting as the duly appointed representative of the Board of Supervisors, has the responsibility and authority for administering the contract construction of his projects in a just and fair manner, equitable to the County and to the Contractor. The County Engineer should expect to obtain no more than specified, nor can he accept any less than the contract requirements. In order to fulfill these functions, the County Engineer should at all times know completely what all contract requirements are, and should see that each member of the project organization knows precisely what the contract requirements are for the particular phase(es) of work to which he is assigned.

The responsibility of handling entrusted funds makes it incumbent upon the County Engineer to assure that the quality of the work is as intended in the contract, and that measurement and computations of pay quantities for acceptable work performed, as the basis for disbursement of public funds, are accurate.

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The County Engineer will sign all change orders, progress and final estimates, final plans, and important instructions or orders to the Contractor. He may, with the approval of the State Aid Engineer, delegate authority to other persons in his employ to sign certain correspondence and reports to State Aid, and final cross sections and other computations supporting progress and final estimates with which this person may be more familiar.

2. COUNTY ENGINEER, ASSISTANTS, AND INSPECTORS

The County Engineer, if he elects, may serve as the chief inspector on certain phases of the work, or he may delegate this assignment to the Engineer in his employ or one or more inspectors qualified to inspect the particular type of work being performed.

A person so assigned is expected to spend the major portion of his time in the field acting in the assigned capacity. Other inspectors will be assigned as the scope of the work necessitates.

Proper inspection requires good judgment, diplomacy, common sense and a thorough knowledge of the work and contract requirements.

Inspectors on construction projects have the authority, and it is their duty to enforce the specifications. If differences in interpretation arise with the Contractor, the matter should be decided by the County Engineer, or, if necessary, by the State Aid Engineer. The inspector must always bear in mind that the management of the work is the Contractor's business; however, if any methods are employed which the inspector has reason to believe will impair the quality of the finished work, he shall advise the Contractor's representative accordingly and notify his supervisor immediately. The matter, if considered to be serious, should be resolved by the County Engineer or a higher authority if considered to be appropriate.

No inspector, regardless of position level, is authorized to revoke, alter, enlarge, or waive any requirements of the contract. He is authorized to and is obligated to reject nonconforming materials and work.

All inspectors must keep a diary in which matters of importance are entered daily with such frequency as his supervisor considers necessary for documentation of work performed and materials used. Refer to S.O.P. No. SA II-1-39 for further information on the project diary.

All diaries, measurements, layouts, sketches, computations, and other records of performance should be kept in a manner and with the completeness and accuracy as would be creditable evidence, if called for, in a court of law.