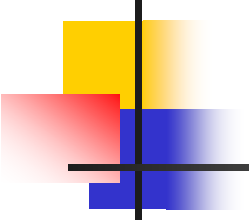




# Roles & Responsibilities

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**Engineer**  
**Inspector**  
**Contractor**



# 1105.01 AUTHORITY OF ENGINEER

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- The Engineer will decide all questions which may arise as to the quality and acceptability of materials furnished and work performed...



# **AUTHORITY OF ENGINEER**

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- **See CM Ch 2/IM 6.000, Att. D, Section 2.01 AUTHORITY OF PROJECT ENGINEER – page 2-1**
- **See CM Ch 2/IM 6.000, Att. D, Section 2.02 RESPONSIBILITY OF PROJECT ENGINEER – page 2-1**
- **See CM Ch 2/IM 6.000, Att. D, Section 2.03 DELEGATION OF RESPONSIBILITY – page 2-2**

# 1105.06 AUTHORITY AND DUTIES OF INSPECTOR



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The Contracting Authority may appoint Inspectors to represent the Engineer in the inspection of all materials used in and all work done under the contract...



# Inspector Responsibilities

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- Knowledge of plans and specifications
- Determine compliance of work performed
- Inform Contractor and Engineer of work deficiencies
- Measurement and Payment for items of work-PROMPT PAYMENT
- Documentation of day's activities



# Knowledge of Plans and Specifications

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- Read all plan and proposal notes
- Review typical section
- Check tabulations for locations of work
- Ensure proper units of measure
  - English vs. Metric
- Review applicable specifications

# 1105.07 INSPECTION OF WORK



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- The contractor shall furnish the Engineer with every reasonable facility for ascertaining whether the work is being performed in conformance with the contract documents.
- ...the Contractor shall remove or uncover such portions of finished work as the Engineer may direct.



# Determine compliance of work performed

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- Contract Item requirements
  - Tolerances
  - Limitations
  - Basis of Payment
  - Material requirements
    - Physical tests
    - Certification, approved sources/brands, or visual inspection



# Inform Contractor and Engineer of work deficiencies



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- Issue Non-Compliance Notice
  - Include specification violated
  - Specify quantity of work affected
  - Provide copy to the Contractor and Engineer
- Discuss Corrective Action Required



# Measurement and Payment for items of work completed

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- Review Method of Measurement
  - Is the item to be measured or computed?
  - Is the item paid for as plan quantity?
- Review Basis of Payment
  - What is included in the unit price for the item?
- Prompt payment (1109.05)
  - Payment within 14 days of completion of the work

# Documentation of day's activities



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- **Who**-Contractor, Subcontractors, Utilities
- **What**-Items of Work, Weather, Problems Encountered
- **Where**-Exact location, station and offset
- **When**-Time of major events
- **How**-Specialized equipment/methods used
- **Sketches**-Dimensions are critical
- **Changes** authorized or Substitutions allowed
- **Signature**



# Documentation of day's activities

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- Inspector's records are legal documents and can be used in court
  - Include all pertinent facts
  - Do not include opinions
  - Keep records current
  - Keep records in safe place



# Contractor Responsibilities

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- Complete the work in compliance with the requirements of the contract (1104.01)
- Disclose the names of all subcontractors who will work on the project (1103.08)



# 1105.05 SUPERVISION BY CONTRACTOR

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The Contractor or a competent Superintendent must be on the project when construction activities are taking place...



# Contractor Responsibilities

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- Familiar with all laws, ordinances, and regulations (1107.01)
- Comply with all applicable laws, rules, regulations, & ordinances governing safety, health, pollution, sanitation, noise control, & disposal of waste materials (Art. 1107.07)



# Contractor Responsibilities

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- Dust (1107.07 E)
  - Within project adjacent to traffic
  - On haul roads used to transport materials
  - Payment for watering if ordered by the Engineer
    - \$60 / 1000 gallons

Cowboy rules for life: Do not corner something that you know is meaner than you.





# Contractor Responsibilities

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- The Contractor shall make adequate provisions satisfactory to the Engineer for safety of inspectors, particularly at sampling locations. (1107.07 B)
  - Guards for moving belts, pulleys, and wheels near the sampling point,
  - A stable platform when sampling is to be done from an elevated location.



# **Contractor Responsibilities**

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- **Current Liability Insurance (1107.02)**

# Address

## Environmental Impacts (cont.)

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- Watch for “controlled substances”
  - Old dump sites
  - Leaking underground storage tanks
- Stop construction immediately if evidence of burial site is encountered

Cowboy rules for life: You cannot unsay a cruel word.....



# Contractor Responsibilities

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- Conduct work to assure the least possible obstruction to access by residents along the project (1107.08)
- Barricades, warning signs, & all traffic control complies with contract documents (1107.09)



# Contractor Responsibilities

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- 2528.03 M 11
- All trucks entering the work area (except R/M trucks) display 16" x 48" sign reading:

**DO NOT FOLLOW  
INTO WORK AREA**

- Must use Type VII (Iowa) sheeting!



# Contractor Responsibilities

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- Replace or renew fences, sidewalks, or other property damaged by the Contractor's employees (1107.11)
- Utility adjustments made prior to construction activities (1107.15)



# Contractor Responsibilities

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- Contractor shall perform not less than 30% of the total contract cost (1108.01)
- Provide notice for work not covered by contract before work begins(1109.10)



# Contractor Responsibilities

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- Traffic Quality Control  
(2528.01 C)
- Flaggers (2528.03 K)

Cowboy rules for life: It don't take a very big person to carry a grudge.



# *The American Traffic Safety Services Association*

*This is to certify that*  
**Tom Bonner**

has demonstrated a thorough knowledge of the standards, guidelines and practices of traffic control in highway construction and maintenance work areas and has completed all the requirements of the American Traffic Safety Certification Program to the satisfaction of the Certification Board; is this date awarded the designation of:

## **Traffic Control Technician**

and is fully entitled to all the rights and privileges associated with this designation. This certificate will remain in effect until the expiration date noted herein unless otherwise revoked by action of the Certification Board.

Issue Date: 12/07/2012

Expiration Date: 11/15/2016

Certification #: 238703



*Donna M. Clark*

Training & Products Dept. Director

*Ryan A. Wintz*

President, CEO

# Daily Traffic Control Diary

N.H. 2/14

Date: 4-4-16 Day: Monday County: Henry

Prime: Cedar Valley Corporation Subcontractor: Lane plains

Project Number: STP-S-C044(77)-5E-44 Time Observed: 8:30  
AM/PM

Contractor's Designated Work Shift in Hours: \_\_\_\_\_ Shift Number: \_\_\_\_\_  
1 or 2 or 3

TC - Standard or Detail Used: TC-252 Lane: Both  
Rt. / Lt.

Sta. or MP: 215 +00 Sta. or MP: 564 +05 Direction: WB  
Road Work Ahead Sign End Road Work Sign EB - WB - SB - NB

Review of Traffic Control and Traffic Operations:	Enter Which Applies: Yes or No or NA
All signs & devices installed correctly:	<u>X</u>
All signs & devices in acceptable condition:	<u>X</u>
All signs & devices reflective at night:	<u>X</u>
All warning lights working (day & night):	<u>X</u>
Are arrow displays working / aimed properly	<u>X</u>
All temporary luminaires working:	<u>X</u>

If circled "No" above, who was contacted and what time was correction made?

Any changes or modifications to the project's traffic control?

Flaggers Paid:			Pilot Car Paid:			
0.5	1.0	Total	0.5	1.0	Total	
Item: _____			Item: _____			
Individual Names			Start:	- Times -	Stop:	Hrs:
<u>[Signature]</u>			<u>7 am</u>		<u>8:30 am</u>	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

[Signature]  
 Contractor's Signature

Dustin W. Miller  
 Printed Signature

# Inspector and Contractor Responsibilities



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- Maintain positive public relations
- Communicate planned changes to local citizens affected by project
- Promote SAFETY
- Assess environmental impacts



# Maintain positive public relations

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- Consider access to private property and businesses
- Restrict operations to within public right-of-way & project limits
- Act professionally

# Address

## Environmental Impacts

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- Erosion Control Measures
  - Install Erosion Control measures before any earth is exposed
  - Prevent silt from leaving ROW
  - Stabilize disturbed soil between phases of work
  - Stormwater Inspections if there is a Pollution Prevention Plan



# Water Pollution Control (Soil Erosion)

---

- Contractor must designate a Water Pollution Control Manager
  - Must be Erosion & Sediment Basics trained
  - Responsible for oversight of installation and maintenance of erosion control measures
  - Point of contact for the Contracting Authority for all storm water compliance issues



# Water Pollution Control (Soil Erosion)

---

- Contractor must designate a Water Pollution Control Manager
  - Responsible for oversight of weekly inspections, either in person or delegating to a properly trained and certified individual
  - Visit the site no less than once a week



# Water Pollution Control (Soil Erosion)

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- Contractor's ESC Basics individual must be on site daily
  - Coordinate daily erosion and sediment control operations
  - Attend required storm water inspections (or delegate to a subcontractor when Contractor is not on site)
  - Attend construction progress meetings to discuss issues with erosion and sediment control





# Water Pollution Control (Soil Erosion)

---

- Contractor's Erosion Control Technician (ECT)
  - Must be an employee of the Prime Contractor
  - Responsible for overall management of the Contractor's quality control program for erosion and sediment control
  - Can also be the WPCM if ECT certified



# Promote SAFETY

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- Monitor traffic for operational difficulties
- Maintain signs and barricades in proper position
- Obey pilot car operations
- Wear proper apparel
- “Expect the Unexpected”