

Definitions for Construction Engineering & Inspection (CEI)

Below is a list of definitions for terms included in the Local Public Agency Construction, Engineering, and Inspection Module

- **Change Orders** - Any changes to the plans or specifications will require a change order. The LPA P.E. is responsible for writing all change orders and submitting them for approval. Extra work should not be started until Change Order approval has been received.
- **Construction Contract Administration Manual** – Located under the Construction tab on the LA DOTD Web Page (WWW.DOTD.LA.GOV) contains detailed instruction on contract administration, diaries, contractor payments, change orders, final estimates, etc.
- **Disadvantaged Business Enterprise (DBE) program** - Ensures equal opportunity in transportation contracting markets, addresses the effects of discrimination in transportation contracting, and promotes increased participation in Federally funded contracts by small, socially and economically disadvantaged businesses, including minority and women owned enterprises
- **DOTD Project Coordinator** – An engineer from the DOTD office that provides DOTD oversight for the construction project and is a resource to the LPA Responsible Charge person and their Project Engineer.
- **Form 2059** - Completed sampling plan showing all testing and sampling has been taken and resolution for any failing tests
- **Final Acceptance** - The Sponsor must pass a resolution accepting the project before the DOTD can accept the project
- **Final Estimate** – Submitted by the P.E. in 30 days of the final inspection and includes:
 - Form 2059
 - Completed final estimate
 - “As-built” drawings
- **Field books** – Numbered books provided by the DOTD General Files Section for the project. The information required in this book is in accordance with the Construction Contract Administration Manual and includes such documentation as the pay item quantities, date of installation, who was in the field, etc.
- **Final Inspection** - The responsible charge/P.E. shall set up a final inspection and acceptance meeting for the project when it is complete

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- **LPA Project Engineer (LPA PE)** – A licensed engineer in the State of Louisiana assigned by the Entity to provide contract administration for construction engineering and inspection contract.
 - In accordance with DOTD policies, this person is responsible for the administration of the contract in accordance with DOTD’s Contract Administration Manual.
 - Person may be an Entity (engineer) employee or a hired consultant by the Entity.
- **Measurement of the Work** - The P.E. and his inspectors are responsible for measuring on a daily basis:
 - Work that has been completed
 - Documentation of the items and quantities in a field book for pay purposes
- **Partial Estimate** - Developed each month by the P.E. in Site Manager. Once the partial estimate has been approved by DOTD, the sponsor will be issued a check to reimburse them for the percentage specified in the State/Sponsor agreement of the cost of the work for that month. Proof of payment to the contractor is required
- **Payment** - The sponsoring entity is responsible for paying the contractor correctly and on time (within 30 days) for work performed on a monthly basis
- **Pre-Construction Conference** - The entity responsible charge and the LPA PE after the contract has been awarded and the Notice of Contract Execution has been sent to the contractor will schedule and conduct a meeting to discuss policy on testing materials, project documentation, plan changes, and pay estimates and to establish a channel of communication with all affected parties
- **Project diaries/Daily Work Reports in Site Manager** -The diary entries shall be written and kept by the P.E./inspectors on a daily basis through the duration of the project and record the work done each day with quantities, equipment, and personnel on the project as well as weather conditions and whether a contract day was charged (Diaries are important, especially if a claim or lawsuit arises (may be many years later))
- **Responsible Charge** – A full time government employee that is responsible for administering and accountable for the project.
- **RFI Process** - The Contractor on a project has the right to submit questions to the Project Engineer for any reason through the RFI process detailed on DOTD’s internet site. These questions may deal with perceived/actual plan errors, differences in field conditions, proposed better techniques and cost saving measures, etc. It will be the LPA Project Engineer’s responsibility to distribute the question to the proper person, i.e., the engineer of record for plan questions. Once the question is answered, the LPA Project Engineer shall disseminate the answers

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to the appropriate persons. The RFI's should be kept in a project folder and submitted with the final paperwork to the Final Audit Section

- **Sampling Manual** - Establishes and standardizes construction and maintenance sampling and material acceptance requirements for DOTD
- **Site Manager** – A required tool used by the LPA CEI Consultant or Sponsor for the tracking of project quantities, diaries, and estimates Alan Rusch (225-379-1592) to obtain identification number to access Site Manager
- **Small Business Enterprise (SBE) program** - The Small Business Element (SBE) Program was created to remedy past and current discrimination against SBE firms. The intention is to level the playing field for economically disadvantaged individuals wanting to do business with the DOTD on U.S. Department of Transportation federally assisted projects.
- **Special Provisions** - Approved additions and revisions to the *Standard Specifications* and supplemental specifications that initially apply only to an individual project or a small group of projects (special provisions that are found to have statewide application to other projects may be incorporated into the supplemental specifications and standard specifications)
- **Specification Book (Blue Book)** - The compilation of provisions and requirements for the performance of prescribed work and the basis of payment for the work approved for general application and repetitive use
- **Supplemental Specifications**: Approved additions and revisions to the *Standard Specifications* used to update the standard specifications between publications
- **Traffic Control Supervisor (TCS)** – Criteria to be a Traffic Control Supervisor includes: 1. Successful completion of work zone traffic control supervisor course (approved by DOTD – ATTSA & AGC) 2. Passed a written exam on the above course 3. Minimum of 1 year full-time field experience in work zone traffic control
- **Traffic Control Technician (TCT)** – Criteria to be a Traffic Control Technician includes: 1. Successful completion of work zone traffic control technician course (approved by DOTD) 2. Passed a written exam on the above course