

Review of Construction Practices and Procedures

UDOT 08B-28

Effective: December 21, 1984

Revised: June 11, 2013

Purpose

To establish a policy for the Utah Department of Transportation (Department) to provide a process for standardized reviews of the work performed by each Resident Engineer and their assigned staff to guarantee compliance with established construction practices and procedures and to facilitate the successful construction of Department projects.

Policy

The Department performs regular process reviews to guarantee projects are being administered and built in substantial compliance with approved contract plans and specifications, the Department's Construction Manual of Instruction, Minimum Sampling and Testing Requirements, policies and procedures, and other Department defined processes as applicable. These reviews are intended to promote effective construction practices and construction engineering management techniques, identify training needs, and emphasize efficient construction contract administration methods for the delivery of quality transportation construction projects.

Procedures

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UDOT 08B-28.1

Responsibility: Deputy Construction Engineer

Actions

1. Schedule regular process reviews with each Resident Engineer.
2. Notify the District Engineer, Region Materials Engineer, and Region Contracts Specialist two weeks in advance of the time and place of the reviews to invite them to participate in the review session.
3. Review project documentation to verify that the documentation conforms with the approved plans and specifications, Construction Manual of Instruction, Minimum Sampling and Testing Requirements, and applicable Department policies and procedures.
4. Conduct field reviews, if necessary.
5. Discuss review findings with the Resident Engineer and their staff; highlighting effective practices being used plus outlining deficiencies and needed crew improvements.
6. Prepare a report using form C-120 explaining the finding and recommendations for distribution to the Resident Engineer, District Engineer, Region Materials Engineer, Region Contracts Specialist, State Construction Engineer, Engineer for Materials, and others upon request.
7. Schedule a follow up process review to verify that problems are rectified if there are any deficiencies noted in the report.
8. Recommend improvements to specifications, policies and procedures, documentation requirements, training, construction manuals and other Department guidance governing construction and contract administration procedures based on results of the reviews.

Responsibility: Region Contracts Specialist

9. Help review project documentation for compliance with the approved plans and specifications, Construction Manual of Instruction, Minimum Sampling and Testing Requirements, and applicable Department policies and procedures at the request of the Deputy Construction Engineer.

Responsibility: Resident Engineer

10. Evaluate process review findings, prepare a corrective action plan to correct deficiencies, and make necessary corrections to crew practices to comply with established Department construction engineering procedures.
11. Resolve material documentation deficiencies with the Region Materials Engineer.

Responsibility: District Engineer

12. Evaluate review findings with the Deputy Construction Engineer and coordinate all necessary corrective actions with the Resident Engineer; verifying that positive steps are taken to improve the construction crew's efficiency.

Responsibility: State Construction Engineer

13. Review process review reports for Department-wide programmatic issues and implements Deputy Construction Engineer's recommendations for improvements to practices and procedures.