

3.0 CONSULTANT MANAGEMENT

The purpose of this section is to set forth general instructions for contract administrators concerning the administration of construction management consultant contracts when consultants are contracted as an extension of the DDOT construction personnel. The Department maintains representation in administering construction projects through professional services contracts. The consultant CM team is managed by the DDOT Contract Administrator assigned to the project by the Office of Contracting and Procurement (OCP) and DDOT. The consultant CM team is the extension of the DDOT team managing the construction project. Hence, the authority of the consultant construction management firm's lead person, such as the consultant Construction Manager or consultant Project Engineer, shall be identical to the Department's Resident Engineer (RE), also known as the DDOT Project Engineer. The Contract Administrator is a DDOT employee that reports to a DDOT team leader. Therefore, the CM team is also managed by the DDOT team leader through the Contract Administrator. The consultant CM team is required to exercise their professional judgment in performing their obligations and responsibilities under the contract. However, the consultant must seek input from the Contract Administrator and the DDOT team leader, as necessary. Therefore, the Department vests the consultant with the responsibility and authority in administering the project(s) and to implement actions based on their authority.

The consultant shall render the services consistent with the standard of care, skill, and diligence exercised by members of the same profession providing similar services under similar conditions at the location of the project and at the time the services are to be performed. Consultants' standard of care shall not be altered by the application, interpretation, or construction of any other provision of the contract.

3.1 RESPONSIBILITIES OF CONSULTANT

The followings are responsibilities of the CM team:

- Perform its services consistent with the skill and care ordinarily provided by construction manager-agents practicing in the Washington, D.C. metropolitan area on projects of a similar type, cost, and size. The CM team shall perform its services as expeditiously as possible and with the necessary skill and care to achieve orderly progress of the Project.
- Provide inspection services consistent with the contractually specified version of the DDOT Standard Specifications for Highways and Structures and this manual along with other construction contract documents.

- Represent the District in a fiduciary capacity in its role as construction manager-agent.
- Identify a representative authorized to act on behalf of the Consultant with respect to the project.
- Not engage in any activity, or accept any employment, interest or compensation that would reasonably appear to compromise the consultant's judgment with respect to the project, except with DDOT's prior knowledge and prior written consent.
- Conform to and uphold all established ethical principles and professional standards of practice governing consulting engineers in the District of Columbia, and in any jurisdiction where the consultant may be licensed or registered.
- Not have responsibility for the construction means, methods, techniques, sequences or procedures for the work of construction contractors for all or any portion of the Project except where such are required by contract or where they deviate from good and usual construction practices.
- Provide all necessary expertise and services, and shall have and maintain appropriate licenses that meet District of Columbia requirements, so that consultant can professionally and diligently prosecute the work authorized.
- Provide staff to monitor and manage work whenever the Contractor is granted permission to work. The work times may extend beyond normal working hours or be at night or on weekends.
- Contract for or employ at consultant's expense, subcontractors to the extent deemed necessary for the work, with the prior written consent of DDOT.
- Consult with normal and customary employees, agencies, and/or representatives of the District of Columbia regarding the work of the contract.
- Work effectively with other District of Columbia and federal agencies.
- Abide by all regulations imposed by funding sources, such as auditing requirements and payroll affidavits.
- Perform its services in accordance with all applicable District and federal, laws, codes, regulations, standards, guidelines, and orders.
- Recognize that in the performance of the contract that the CM team may receive certain information submitted to the District government on a proprietary basis by third parties, information which relates to potential or actual claims against the District government, or information which relates to matters in dispute or litigation. Unless the District consents to a particular disclosure, the consultant shall use such information exclusively in the performance of

the contract and shall forever hold inviolate and protect from disclosure all such information, except disclosures required by applicable law or court order. The consultant also agrees that, to the extent it is permitted to disclose such information, it will make such disclosures only to those individuals who need to know such information in order to perform required tasks in their official capacity and will restrict access to such information to such individuals.

- Maintain all books, documents, papers, accounting records and other evidence pertaining to consultant's costs, expenses, and fees incurred during the performance of the work under the project. Such materials shall be made available at the consultant's office at all reasonable times during the period of this contract and for three (3) years from the date of final payment under this contract. Copies of these materials shall be furnished upon request by DDOT (both in hardcopy and electronic copy format).

3.2 ADMINISTRATION OF CONSULTANT CONSTRUCTION MANAGEMENT CONTRACTS

3.2.1 Pre-Service Phase

A pre-service meeting (also known as a kickoff meeting) is required on all consultant construction management contracts following execution of the contract and prior to the pre-construction conference. Generally, those in attendance will be representatives of the DDOT team responsible for the construction project and the consultant construction management team to discuss administration of the consultant contract. The DDOT team lead and Contract Administrator will be responsible for the meeting.

Subjects covered at the meeting will include, but not be limited to:

- Department lines of authority concerning administration of the CM contract and the administration of the construction contract.
- Consultant's schedule for identifying and assigning personnel and equipment.
- Terms of the consultant construction management contract (e.g., approval of consultant's personnel qualifications, approval of personnel and equipment assignments, rates, etc.). Clarify any portions of the consultant CM scope of services that are unclear to any parties.
- Invoice procedure as outlined in the invoice processing section of the contract, including consultant's invoice submission & processing.
- The coordination between the Contract Administrator and consultant construction manager for processing consultant construction management supplemental amendments and invoices.

- Review the process for the consultant construction management to contact the design consultant for post-design services and clarification or correction of plans and specifications.
- Discuss Disadvantaged Business Enterprise (DBE), On-the-Job Training (OJT), and Equal Employment Opportunity (EEO) monitoring and documentation submission requirements.
- The Professional Services Consultant Work Performance Evaluation Procedure.
- Actions required by construction management consultant prior to start of construction.
- Review of the critical items for successful administration of the construction contract.
- Consultant Construction Management's Quality Control (Q.C.) Review process. A complete and concise record (including the names, titles, addresses, and telephone numbers of all participants) of the proceedings of the meeting shall be prepared by the consultant and approved by the Contract Administrator. The approved record of the meeting shall be distributed to all participants and other interested parties within 1 week following adjournment of the meeting.
- Construction documentations and electronic document management

3.2.2 Service Phase

The Contract Administrator, under direct supervision of the DDOT team lead, must administer the consultant construction management contract(s) and monitor the activities of the consultant(s) engaged in construction contract administration and is in charge of the contract(s) at all times. The Contract Administrator will serve as the liaison to the FHWA (for the federal-aid projects) and DDOT as it relates to various contract administration issues.

3.2.3 Consultant Personnel

The Contract Administrator shall compare the personnel proposed by the consultant with the technical proposal for any changes in personnel. Replacements for the original personnel must have equal or better qualifications than the personnel being replaced. The Contract Administrator along with Contracting Officer shall review and approve all subsequent additions and deletions to consultant staffing of a project and all changes in salary. All overtime usage is subject to the terms of the consultant construction management contract. All personnel approvals with allowed contractual rates shall be in writing.

3.2.4 Consultant Performance

During the early stages of the construction project, the Contract Administrator shall thoroughly evaluate the performance of the consultant firm to ensure the consultant firm is demonstrating the necessary knowledge, skills and experience to make decisions in accordance with the consultant construction

management contract. Any deficiencies in the performance of the consultant firm will necessitate remedial action, including but not limited to, reassignment of personnel, replacement of personnel, increase in the frequency of monitoring and inspection activities, and increase in the scope and frequency of training of the consultant personnel. The Contract Administrator shall maintain a continuing overview of Consultant performance of duties by interim reviews of records, inspection procedures, testing procedures, sampling procedures, etc. The Contract Administrator shall use the current performance evaluation tool used by OCP and DDOT for the DDOT contracts and provide written explanation with supporting documentation as necessary for areas with "unacceptable" performance. The Contract Administrator may obtain comments from other appropriate District personnel on consultant's performance.

3.3 CONSULTANT CM ACCOUNTABILITY

The purpose of this section is to establish procedures for the assignment of responsibilities when a consultant construction management firm has been determined to have performed work for the Department that has been identified as having errors, omissions, or contractual breaches. This procedure is for use by the Department to document the deficiency and the additional costs and damages sustained and establish the requirement for a recommendation for action against the consultant.

Throughout the construction phase of the Department's construction contract under the management of a consultant CM, quality assurance reviews are performed. Reviews performed by both the Contract Administrator (also known as the DDOT Project Engineer) and by the FHWA representative (for federal-aid projects) are intended to determine whether the work performed on the project is of an acceptable level of quality as established in the contract documents for the project.

3.3.1 Identification of Errors, Omissions, or Contractual Breaches

The initial identification of the errors, omissions, or contractual breaches is the responsibility of the Contract Administrator. This is accomplished through routine project and quality assurance reviews of the consultant's work product, records, and performance grades. Reviews should be made on a continual basis and will be documented during the consultant's performance evaluation. If the consultant CM contractual performance, staffing, equipment, or contract administration is found unacceptable and not in agreement with Department historical decisions during a Department QA review, the deficiency shall be clearly defined in writing, and the authority (contract section, article, page, etc.) cited. The Contract Administrator will communicate and provide supporting documents to the Contracting Officer for consultant corrective action. The relationship involved here is contractual, and the Department will allow

the consultant sufficient and reasonable time to correct noted deficiencies with their contract performance, as appropriate under the circumstances. If appropriate action is not taken to correct the deficiencies, the Contracting Officer will direct the consultant in writing to provide a written response to the deficiencies addressing the reasons why the issues have not been addressed and a plan outlining the time frame within which all issues will be addressed. If the response is acceptable to the Department, corrective actions and a time frame for corrective action shall be approved in writing. Continued monitoring by District staff will be required. A follow-up at the end of the specified correction period will be prepared based on the staff's investigation at that time.

3.3.2 Consultant Contract Termination

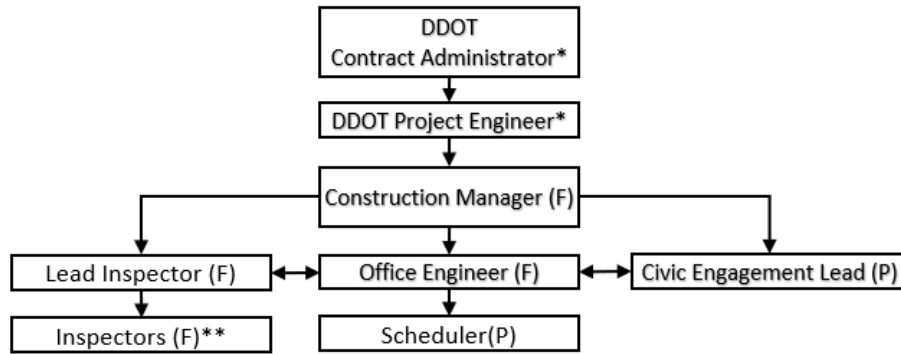
If the consultant CM team does not follow through with the corrective action or the action taken is unsuccessful, OCP will make the determination about the contract termination.

3.4 STAFFING NEEDS FOR CM PROJECTS

Construction engineering and inspection services provided during the construction phase of a project usually include monitoring of the construction work through inspection and testing, recording, documenting and reconciling quantities, tracking progress against the construction schedule, checking and recommending interim and final payments, administering changes, maintaining and filing records for audits, and providing documentation that the project has been built in accordance with plans and specifications. The management of a project usually includes a Construction Manager, and typically, a Project Engineer (PE) who is supported by inspectors. Depending on the size and makeup of the project, it may be necessary to expand the staff to include office engineering staff and/or temporary/part-time specialized, certified, or licensed staffing support applicable to specific needs and roles. For example, if the project includes plantings, CM staff must include landscape architects, arborists, and/or inspectors with appropriate experience. Likewise, if the project includes stormwater management, CM staff must include inspectors with Low Impact Development (LID) experience.

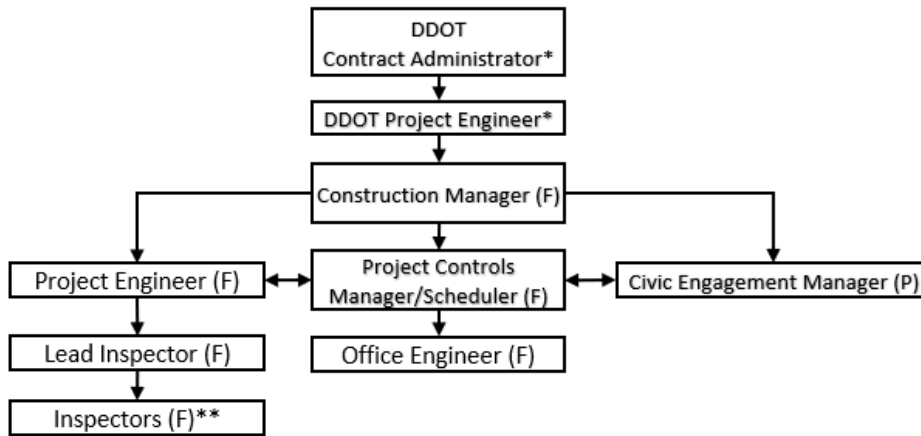
3.4.1 Design-Bid-Build Projects

The following personnel are recommended for design-bid-build projects with construction costs under \$50 million.



* Sometimes Contract Administrator and Project Engineer can be a same person.
 ** Number of inspectors will be determined based on project phasing and activities.
 (F) for full time and (P) for part time.

The following personnel are recommended for design-bid-build projects with construction costs \$50 million and above.



* Sometimes Contract Administrator and Project Engineer can be a same person.
 ** Number of inspectors will be determined based on project phasing and activities.
 (F) for full time and (P) for part time.

When the consultant services are procured for the Program Management/Construction Management, the following personnel positions and responsibilities are expected:

Construction Manager

All projects will have a DDOT CA, who is responsible for the project delivery, representing the CO and can act as Construction Manager for the project, or Construction Manager may be a consultant, and hold additional titles such as Project Engineer or Resident Engineer. The Construction Manager is responsible



for the administration of the construction contract to ensure that the contract work is completed in accordance with the plans and specifications, required quality standards, the contract performance period, and the contract price.

The Construction Manager is responsible for monitoring the contractors' work to ensure that the work is performed in accordance with an agreed upon schedule and to ensure that support services from DDOT comply with the construction schedule. The Construction Manager shall receive and resolve requests for information and clarification of the construction documents and resolution of field conditions that may represent a change to the contract conditions. The Construction Manager shall document and prepare all requests for changes, either from the Contractor or the CO, including any changes that may revise contract price or contract performance period.

The Construction Manager is responsible for the supervision of field inspection staff. The Construction Manager shall attend progress meetings, review overall and interim construction schedules, and assign field inspectors with the Contractor's operations. The Construction Manager shall ensure that field inspectors are familiar with the contract plans, specifications, DDOT procedures, maintenance of traffic (MOT) and safety requirements.

The Construction Manager shall instruct the field inspectors in taking and recording quantities, checking and verifying layouts, observing the work and maintaining daily reports. The Construction Manager shall review specifications, procedures, and testing requirements with the field inspectors. The Construction Manager shall review the Inspector Daily Reports (IDR) for accuracy and countersign the report. The Construction Manager shall prepare a daily diary (as shown in Appendix) of project progress and events.

The Construction Manager shall coordinate between field inspectors and Contractor superintendents to maintain coverage of the work being performed and testing being conducted. The Construction Manager shall confer with the inspector on non-conforming work and will determine with the CA and the DDOT team leader when non-conformance notices are to be issued.

The Construction Manager, in conjunction with the DDOT team leader or his/her designee shall be responsible for responding professionally, timely, and courteously, to concerns about the construction that originate from the public and are reported to the DDOT public information office, the Advisory Neighborhood Commissions (ANC), the city administration, the City Council, and the Mayor. The Construction Manager is expected to take reasonable steps to minimize the impacts of construction on the affected residents, travelers, businesses and institutions.



The Construction Manager is responsible for verifying quantities and checking all payments for the work period for which payment is requested. The Construction Manager shall maintain a documented comprehensive record of all quantities and payments made. This shall include quantities and payments for any changes in the work. The document record shall include all supporting documents required for payment such as inspection checklists, material certifications, affidavits for payments to subcontractors and suppliers, insurance certificates and invoices for stored materials.

The Construction Manager is responsible for monitoring the quality of materials and work in place in order to confirm compliance to the specifications and industry quality standards. This shall include processing of shop drawings and other submittals, monitoring of all testing both on-site and off-site, observation of the work being installed and gathering of certifications, warranties, and guarantees. The Construction Manager shall record all non-conforming work and completion of corrective action.

The Construction Manager is responsible for monitoring the Contractor for conformance with contractual safety requirements and shall bring all observed violations to the attention of the Contractor. The Construction Manager is not responsible for the safety of the Contractor's work force and methods of construction. However, the Construction Manager shall require correction of observed situations that are potentially dangerous to workers, the public and the project and shall order the termination of work that poses a serious and imminent danger to public safety or substantial property damage.

The Construction Manager is responsible for monitoring the work of others assigned to assist him/her in the administration of construction contracts and shall ensure that they perform their duties as required. The Construction Manager shall provide assistance and guidance as necessary so as to promote a productive team environment and a positive work experience. The Construction Manager shall perform periodic reviews of the work of his/her staff and shall advise the staff of the results of the reviews and shall monitor the implementation of any corrective action.

The Construction Manager is responsible for regular and timely reporting to the CA and DDOT team leader the progress of the work. The Construction Manager shall promptly report any major deviations from the schedule, the contract price, or the quantity of the work to the CA and DDOT team leader. All accidents requiring medical attention or property damage shall be immediately reported to the CA and DDOT team leader. Any visits by the media shall be immediately reported to the CA and DDOT team leader. The Public Information Division (PID) and the DDOT team leader will report it to the Chief Engineer. The Construction Manager shall inform the DDOT team leader of any adverse incidents that will require their attention or involvement for resolution. The Construction Manager shall refer all media inquiries to the DDOT PID.



Project Controls Manager

The Project Controls Manager will be included in the Construction Management team for large construction contracts (\$50 million and above). The Project Controls Manager is responsible for overseeing all of the project controls management for the project. The Project Controls Manager shall have proven skills in developing, implementing and tracking project schedules, documentation, and change order/claim management. This person shall have a thorough understanding of Primavera program management software, and Microsoft SharePoint. The Project Controls Manager shall review baseline schedules and update schedules and help the CA and DDOT team leader to prepare recommendations in a report to DDOT for rejection or approval of the schedules.

Project Engineer

The Project Engineer will be included in the CM team for large construction contracts (\$50 million and above). This individual shall help the Construction Manager with monitoring the day-to-day construction activities to ensure that the construction is delivered in strict conformance with the construction contract, within the approved schedule, within the approved budget, in accordance with the protocols and procedures of DDOT, and meets all environmental requirements and contractual requirements. The Project Engineer shall be fully knowledgeable in construction contracts, contract interpretation, DDOT's protocols and requirements and design standard interpretation.

Office Engineer (OE)

The Office Engineer (OE) shall support the Construction Manager and Project Controls Manager and is responsible for the technical and administrative areas of the project.

The OE is responsible for setting up and maintaining the project files. The OE is responsible for developing lists of submittals for the project and for receiving, distributing to the Construction Manager for review, expediting review and timely return to the Contractor of all submittals required by the contract. The OE shall maintain a log of all submittals and re-submittals.

The OE is responsible for collecting and recording quantities, receiving and checking payment applications and all supporting documents, and expediting timely processing of payment applications. The OE shall maintain records of all quantities, changes, and payments made and shall continuously reconcile quantities and payments with the contract documents.

The OE shall attend progress meetings and shall provide minutes in accordance with procedures. The OE shall provide and maintain logs of requests for information, change requests and submittals and shall attach updates of these logs to the meeting minutes. The OE shall receive and process all requests for information and changes and shall expedite and document this process. The OE in collaboration with the Construction Manager or Project Controls Manager shall determine who will respond to a Request for Information (RFI) and shall ensure that the response is expedited. Any changes that result from the RFI shall be processed through change documentation.

The OE shall monitor all testing and shall maintain all records of testing, certification and all other quantity records. The OE shall notify the CA of quantity/testing issues and shall monitor and document resolutions.

Lead Inspector

The inspection team lead is responsible for the daily construction activity by making sure the Inspector Daily Reports are properly logged, the Contractor's 2-week look ahead schedule is within the approved project schedule, and the construction quality control / quality assurance are followed as per the contract documents. The lead inspector shall make sure everyone in the inspection team maintains their certifications and provide daily reports to the project engineer or Construction Manager with the attachments of the Inspector Daily Report.

The Lead Construction Inspector shall meet one of the following qualification requirements:

- Be an engineer with a minimum of three (3) years of bridge/highway construction experience acceptable to the DDOT team leader.
- Be National Institute for Certification in Engineering Technologies (NICET) certified as a Transportation Engineering Technician Construction, Level II or higher, with a minimum of five (5) years of bridge/highway construction experience acceptable to the DDOT team leader.
- Be certified through a combination of the following agencies as relevant to the project with a minimum of ten (10) years of full-time experience, acceptable to the DDOT team leader, as a construction engineer or inspector on bridge/highway construction projects:
 - Mid-Atlantic Region Technician Certification Program (MARTCP) for concrete field and asphalt field.
 - The American Concrete Institute (ACI) for concrete sampling, inspection, and testing.
 - WACEL (Washington Area Council of Engineering Laboratories) for structural steel inspection, soil and concrete sampling, inspection, and testing.

Construction Inspector (CI)

The Construction Inspector (CI) shall work under the direction of the Construction Manager/Project Engineer and Lead Inspector. The CI is responsible for performing inspection of a construction contractor's work, as assigned by the Construction Manager, to assure the work is in compliance with approved contract plans and specifications. The CI shall observe the Contractor's work and recommend approval of the inspected work to the Construction Manager based upon tests conducted in accordance with published procedures and good construction practices. The CI shall maintain inspection records and records of pertinent data regarding equipment, material, and labor. Utilizing construction management software such as AASHTO's Field Manager and Field Book (preferred by DDOT), the CI shall prepare daily inspection reports and keep the Construction Manager/Project Engineer and Lead Inspector advised of inspection results, particularly items requiring re-work because of quality deficiencies. The CI shall verify and maintain daily quantity data for use in processing payments.

For projects with limited service (part-time or limited knowledge) staff members, the CI will assume additional responsibilities as assigned by the Construction Manager.

The Construction Inspectors shall meet one of the following qualification requirements:

- Be National Institute for Certification in Engineering Technologies (NICET) certified as a Transportation Engineering Technician Construction, Level II or higher, with a minimum of two (2) years of bridge/highway construction experience acceptable to the DDOT team leader.
- Be certified through combination of the following agencies as relevant to the project with a minimum of five (5) years full time experience, acceptable to the DDOT team leader, as a construction engineer or inspector on bridge/highway construction projects:
 - Mid-Atlantic Region Technician Certification Program (MARTCP) for concrete field and asphalt field.
 - The American Concrete Institute (ACI) for concrete sampling, inspection, and testing.
 - WACEL (Washington Area Council of Engineering Laboratories) for structural steel inspection, soil and concrete sampling, inspection, and testing.

3.4.2 Design-Build Projects

The following personnel are recommended for design-build projects. Some of the position descriptions, Lead Inspector and Construction Inspector, are already provided in the previous section. Therefore, it is not repeated in this section. When the consultant services are procured for the Program

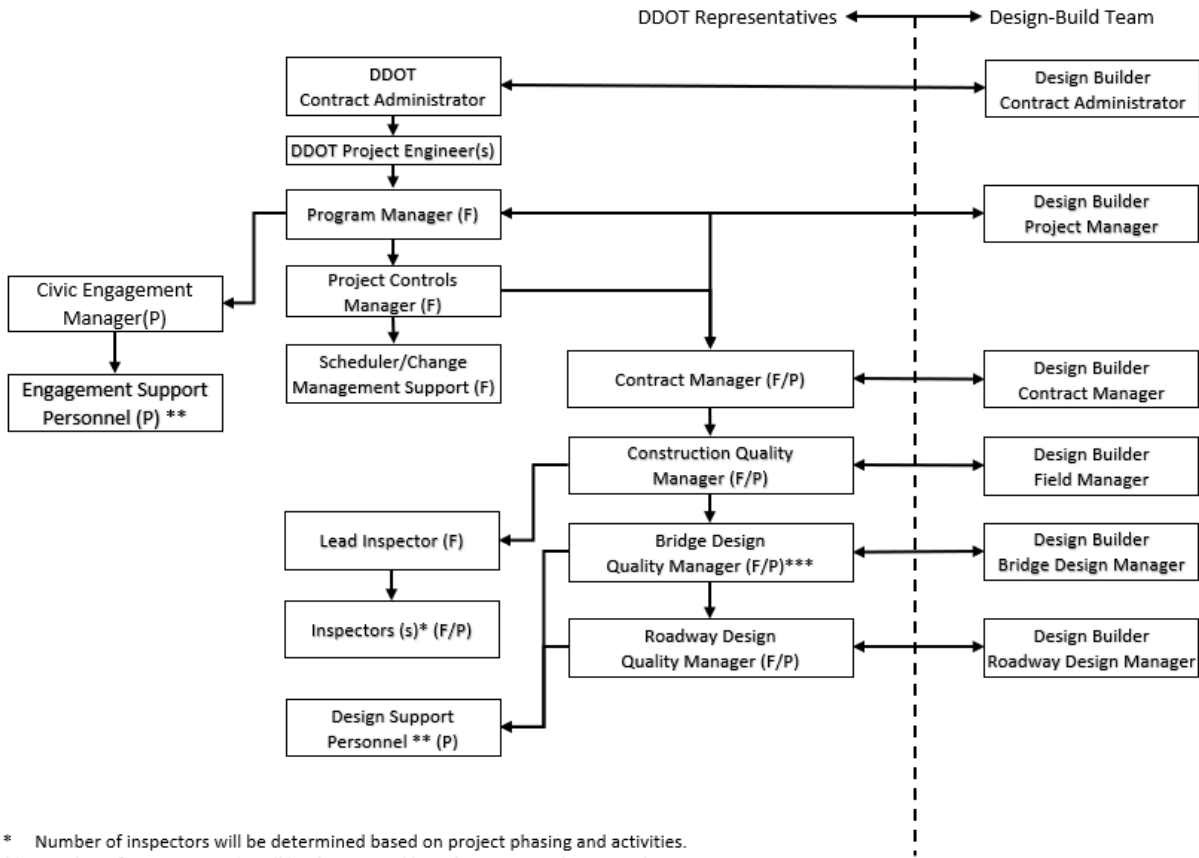


Management/Construction Management, the following additional personnel positions and responsibilities are expected:

Program Manager

The Program Manager is responsible for the overall management and delivery of the project and for ensuring that personnel and other resources are made available when needed. The Program Manager shall be a professional engineer licensed in the District of Columbia and have experience in a comparable function on similar projects. The Program Manager is expected to possess the following qualifications and abilities:

- Strong and effective management skills capable of providing overall direction, coordination and accomplishment of contractual functions and requirements on the procurement of design and construction services.
- Ability to establish and maintain effective working relationships with, and evaluate the work of consultants, contractors, construction managers, and others.
- Use of tact and discretion in dealing with those contacted in the course of the work.
- Fostering development of excellent and responsible architectural and engineering design and construction.
- Ability to communicate effectively, orally and in writing especially on technical subjects; expertise in preparing written reports, correspondence, and in briefing clients and management personnel.
- Ability to analyze contract documents and construction projects for code deficiencies with respect to District and federal requirements.



* Number of inspectors will be determined based on project phasing and activities.
 ** Number of support people will be determined based on project phasing and activities.
 *** If the project includes bridge design.
 (F) for full time, (P) for part time, (F/P) for full time and part time assignments during parts of the project.

- General knowledge of construction methods and techniques.
- Ability to interpret architectural and engineering drawings and specifications, and to coordinate them.
- Knowledge of and familiarity with related engineering fields sufficient to ensure that areas of overlapping responsibilities between technical disciplines receive proper consideration.
- Ability to lead construction contractors and construction managers relative to activities on project construction sites and to analyze construction requests for information, change order requests, change orders, and payment applications.
- Knowledge of construction site reporting systems, to monitor and control projects, such as CPM scheduling and project cost status reporting.
- Employ computer applications to collect, analyze, and communicate information.



Construction Quality Manager

This Construction Quality Manager is responsible for overseeing the construction management of the project to deliver construction activities with quality work, on time, and on budget within the protocols and procedures of DDOT and the contractual requirements. This person shall have experience in complex urban highway, bridge, transit or river crossing projects, have experience in the construction industry, and have performed a comparable independent quality management function.

Contract Manager

The Contract Manager is responsible for ensuring the project adheres to all contractual and environmental requirements. The Contract Manager shall be fully knowledgeable in design-build contracts, contract interpretation, DDOT's protocols and requirements and design standard interpretation. The Contract Manager shall have demonstrated experience in both design and construction of complex urban highway, bridge, transit or river crossing projects, be a licensed professional engineer, have relevant experience, and have performed a comparable function.

Bridge Design Quality Manager

The Bridge Design Quality Manager is responsible for overseeing the bridge design of the project to ensure that all structural activities are delivered with quality work, on time, and within budget in accordance with DDOT and contractually required standards. The Bridge Quality Design Manager shall be responsible for independent audit and verification of all elements of the bridge design, retaining walls, and all other structural elements. The Bridge Design Quality Manager shall have proven skills in planning, design, scheduling, cost estimating, and a thorough knowledge of all local and federal requirements of structural design. The Bridge Design Quality Manager shall be a licensed professional engineer, have relevant experience on bridges, and have performed a comparable function.

Roadway Design Quality Manager

The Roadway Design Quality Manager is responsible for overseeing the non-structural design components of the project. The Roadway Quality Design Manager shall be responsible for independent audit and verification of the design to ensure compliance with DDOT standards, industry standards, and overall contract compliance. The Roadway Design Quality Manager shall have proven skills in planning and design of roadway facilities, utility mitigation, maintenance of traffic, analysis and implementation of corridor-wide traffic plans, signal plans and intelligent transportation systems. The Roadway Design Quality



Manager shall be a licensed professional engineer, have relevant experience, and have performed a comparable function.

Project Controls Manager

This Project Controls Manager is responsible for overseeing all of the project controls management for the project. The Project Controls Manager shall have proven skills in developing, implementing and tracking project schedules, documentation, and change order and claim management. This person shall have a thorough understanding of Primavera program management software and Microsoft SharePoint. The Project Controls Manager shall review baseline schedules and update schedules and help the Program Manager to prepare recommendations in a report to DDOT for rejection or approval of the schedules. The Project Controls Manager shall have performed a comparable function.

Civic Engagement Manager

The Civic Engagement Manager shall manage all project information, traffic advisories, provide DDOT assistance in briefings for elected officials, manage a public information plan, and engage and inform the public on the implementation of the project. The Civic Engagement Manager shall work in conjunction with DDOT's Public Information Office. The Civic Engagement Manager shall help the Program Manager in responding professionally, timely, and courteously, to concerns about the project that originate from the public and are reported to the District Government including, e.g., DDOT PID, the ANC, the city administration, the City Council, and the Mayor. The Civic Engagement Manager working together with the Program Manager shall refer all media inquiries to the DDOT PID and immediately report any visits by the media to the CA and DDOT team leader. The Civic Engagement Manager shall be responsible for coordinating all external project meetings.

Contract Compliance Manager

The Contract Compliance Manager is responsible for overseeing all compliance and reporting aspects of the project. The Contract Compliance Manager shall have demonstrated expertise in DBE compliance and reporting, labor statistical reporting, and workforce development. The Contract Compliance Manager shall support the Contract Manager in assuring the project adheres to all contractual requirements and provides all necessary reports. The Contract Compliance Officer shall be responsible for uploading subcontracts and prompt payments and using the DDOT Compliance tools.



3.4.3 Third Party or Developer Projects

The number of Construction Management personnel required for a third party or developer project shall be determined based on the project size and complexity by the DDOT team.