



Connecticut DOT  
Office of Construction

Number: CD-2016-4  
Date: June 21, 2016

## CONSTRUCTION DIRECTIVE

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Construction Administrator

### **Task-Based Consultant Services Construction Engineering and Inspection**

Task-Based Construction Engineering and Inspection (CEI) consultant firms are available to provide inspection services for projects initiated on short notice and to supplement State forces with inspection duties. Examples of such assignments may include inspection of emergency declaration projects; inspection of projects, when sudden changes in advertising schedules result in State forces being unavailable; or painting inspection, when portions of the project involve bridge painting.

The following procedures shall be utilized by each District to determine the need for and assignment of these services:

1. Submit a "District CEI Task-Based Request" to the Office of Construction, District Liaison Engineer.
2. Determine and list the specific needs for an assignment, including staffing levels.
3. Prioritize each assignment.

The Office of Construction shall:

1. Review each District request.
2. Prioritize all requests.
3. Assign projects to Task-Based CEI Consultant firms, based on workload, expertise and availability.
4. Notify Districts and Task-Based CEI firms of project assignments.

Upon notification of project assignments from the Office of Construction, the District shall organize and lead the assignment meetings, prepare an estimate for the services and coordinate with the Negotiations Committee, establish the budgets in CORE, and administer the consultant assignments.

CD-2016-4

Task-Based Consultant Services, Construction Engineering and Inspection

The Districts and the Consultants need to monitor the specific fund balances for each assignment. If it appears that additional funds will be necessary to complete the assignment, the District will need to request from the Office of Agreements & Negotiations an increase to the assignment, also notifying the Office of Construction.

Task-Based CEI Consultant firms are not to be utilized when there is adequate time to obtain inspection services through the normal selection process. These Agreements are in place to supplement the District inspection staff when District resources are limited.

The current version of the "District CEI Task-Based Request" form is attached. A Word version is available at the [ProjectWise Thick Client Link to "Dist. CEI Task Based Request"](#) or [ProjectWise Thin Client Link to "Dist. CEI Task Based Request"](#) links.

Attachment

# District CEI Task-Based Request

## All CEI Requests Should Be Submitted To The Office Of Construction As Soon As Practicable

Date of Request: \_\_\_\_\_

Name of District Person Requesting: \_\_\_\_\_ Phone No. \_\_\_\_\_

Project No. (s): \_\_\_\_\_ Town(s) \_\_\_\_\_ District \_\_\_\_\_

Project Description:

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**Type of Project:** (Please check all that apply)

Highway Construction     Bridge Construction     Drainage Construction

Vertical Construction     Paving Preservation     Other (Support of CDOT staff, Traffic Signals, etc.)

Is There an ATSSA Requirement? Yes     No

Project Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Which **NETTCP** Certifications are required?

**CCT** – Certified Concrete Technician     **SAI** – Soils and Aggregate Inspector

**HMAPI** – Hot Mix Asphalt Paving Inspector     **NACE** – Painting Inspector

# District CEI Task-Based Request continued

**SPECIAL EXPERIENCE** – If the consultant firm will be required to have additional experience in certain areas of expertise above those described in the Information Pamphlet For Consulting Engineers date August 2008, please provide details below. (This may include the need for experience in mechanical, electrical and plumbing, or other types of necessary special requirements, certifications’ or licenses):

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**Titles Requested:**

**# of Personnel:**

**Time Frames:**

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Will railroad insurance be required? Yes  No

Is this AMTRAK property? Yes  No

Are insurance requirements greater than normal? Yes  No

If so, what are they? \_\_\_\_\_

**Additional Comments:**

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