

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA II-1-34
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**PURPOSE:** To Establish the Responsibilities for Contract Construction Engineering Administration And Supervision.

1. THE OFFICE OF STATE AID ROAD CONSTRUCTION. State Aid is organized and operated under the laws of the State of Mississippi. The specific statutes governing State Aid are generally codified under Sections 65-9-1 through 65-9-31, Mississippi Code of 1972, Annotated.

State Aid has been developed through years of effort, study and experience to perform the duties and meet the responsibilities of providing quality within the intent of the laws of the State, and regulations as promulgated by the State Aid Engineer working through and with the County Boards of Supervisors.

The principle responsibilities as they relate to effective construction administration and supervision are as follows:

- 1.1. State Aid Engineer. Reference is made to S.O.P. No. SA-I-3-23 for the principle responsibilities and authority of the State Aid Engineer.
- 1.2. Assistant State Aid Engineers. Reference is made to S.O.P. No. SA I-3-24 for the principle responsibilities and authority of the Assistant State Aid Engineers.
- 1.3. State Aid. State Aid functions as a staff organization in the overall administration of construction projects under contract and the coordination of matters relating to plan approval and contract preparation with Boards of Supervisors, County/LSBP Engineers, and the Federal Highway Administration. The head of State Aid and supervising its internal policies and operations is the State Aid Engineer. His staff consists of the Assistant State Aid Engineers, Bridge Engineer, Office Supervisor, Director of Accounting and Finance, Comptroller, Systems Analyst, District Engineers, Design Review Engineer, Materials, Testing and Specifications Engineer and the general office staff.

Insofar as construction field personnel are concerned, the District Engineers are the key representatives of State Aid. The District Engineer is assigned a specific territory to cover in the field, and, in addition, may be assigned special functions in other areas as warranted. The District Engineer is available for consultation with the County Engineer and Boards of Supervisors on matters of contract preparation and construction beginning, usually, at the preliminary stage and continuing until completion and final acceptance of contract work. He is responsible for making inspections and reports to the State Aid Engineer and it is largely through his efforts that State Aid is able to coordinate contract preparation, work, methods and procedures for similar construction throughout the State.

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- 1.4. County Engineer or other person designated as in Responsible Charge. The County/LSBP Engineer or other person designated as in responsible charge is assigned detailed supervision of all construction projects within his County(s). He is responsible for the activities of engineering personnel and contract work under his supervision.

For projects utilizing Federal funds the County Engineer is the designated person in responsible charge, including those that employ consultants for construction engineering services. The County Engineer may be in responsible charge of several projects in addition to their other responsibilities.

“Responsible charge” means the County Engineer is :

Aware of the day-to-day operations on the project and reviews and signs the project diary on a daily basis.

Aware of, and involved in decisions about changed conditions which require change orders or supplemental agreements which the County Engineer shall prepare, sign and recommend approval to the Board of Supervisors and the State Aid Engineer.

Aware of the qualifications, assignments, on-the-job performance, etc., of the consultant staff at all stages of the project.

Visiting the project on a frequency that is commensurate with the magnitude and complexity of the project. These visits shall be a minimum of twice per week while construction is underway (work being done during the visit). If no construction activity is underway during the week, visits shall be conducted at least once per week. Such visits shall be documented in the project diary. Any deficiencies noted shall be documented and corrective action initiated.

For those Federal-aid projects where the engineering personnel and contract work is not the County Engineer’s responsibility, the County shall provide a full-time employee of the public agency to be in responsible charge (as defined above) of each Federal-aid-project. The designated person shall be approved by the Office of State Aid Road Construction. A model board order is given in Section 2.0.

The County/LSBP Engineer or other person designated as in responsible charge supervises the work of his staff and must be thoroughly familiar with the whole status of each contract by means of his own observations, and information supplied by his personnel. For this reason and others, it is incumbent upon the County/LSBP Engineer or other person designated as in responsible charge to keep the State Aid Engineer fully informed as to the technical and contractual status of each project; particularly, he should be kept well informed on contract funds, whether the project is on schedule,

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or, if not, the reason for lack of progress, and any inconsistencies or inadequate performance. He is available for counsel with the District Engineer on any matters pertaining to project development and progress and should be relied upon to act in behalf of the Board of Supervisors and State Aid.

- 2.0 MODEL BOARD ORDER. For any project utilizing Federal funds the County Board of Supervisors shall designate a full time employee of the public agency to be in responsible charge of each Federal -aid-project. This person shall be designated using a Board Order based on the following model as a minimum.

**THE BOARD OF SUPERVISORS OF \_\_\_\_\_ COUNTY, MS HEREBY**

**DESIGNATES THE PERSON IN RESPONSIBLE CHARGE OF**

**FEDERAL PROJECT NUMBER \_\_\_\_\_**

The Board of Supervisors of \_\_\_\_\_ County hereby designates \_\_\_\_\_ as the PERSON IN RESPONSIBLE CHARGE OF FEDERAL PROJECT NUMBER \_\_\_\_\_, and certifies they are a public employee of the County.

In so doing the COUNTY, in accordance with the Standard Operating Procedures of the Office of State Aid Road Construction, has assigned the following duties and responsibilities to the PERSON IN RESPONSIBLE CHARGE:

1. Be aware of the day-to-day operations of the project.
2. Be aware of and involved in decisions about changed conditions which require change orders or supplemental agreements.
3. Be aware of the qualifications, assignments, on-the-job performance, etc. of the consultant

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staff at all stages of the project.

4. Visit the project on a frequency that is commensurate with the magnitude and complexity of the project. These visits shall be a minimum of twice per week while construction is underway (work being done during the visit). If no construction activity is underway during the week, visits shall be conducted at least once per week. The visits shall be documented with a written report to be included in the project files. Any deficiencies noted shall be documented and corrective action initiated.

The PERSON IN RESPONSIBLE CHARGE as identified and as assigned to the project shall not be changed or reassigned without prior written approval of the Office of State Aid Road Construction.

BOARD OF SUPERVISORS OF \_\_\_\_\_ COUNTY, MISSISSIPPI

BY: \_\_\_\_\_, President of Board

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_, Chancery Clerk

DATE: \_\_\_\_\_

PLACE SEAL HERE: