



Directly responsible to the Deputy Director - Operations.

The Construction Division is responsible for:

- Advertising, letting, awarding, and administering construction contracts.
- Coordinating construction activities with the Federal Highway Administration and contractors.
- Monitoring construction progress. Distributing all plan revisions.
- Reviewing and approving requested or required contract modifications and securing Federal Highway Administration approval as required.
- Providing technical and administrative support to engineering personnel in the eight field districts.
- Issuing policy guidance pertaining to construction activities, standards, and techniques, and uniformity of inspection and interpretation of the plans and specifications.
- Publishing standard and supplemental specifications. Administering and evaluating contract claims in conjunction with field districts and Attorney General offices.
- Working with FHWA to establish a working relationship and resolve issues

CONTRACT ADMINISTRATION SECTION

Directly responsible to the State Construction Engineer.

Contract Administration Section is responsible for:

- Reviewing and approving construction progress estimates.
- Monitor prompt payment to non-DBE subcontractors and make determinations regarding allowable withholding of payments from subcontractors.
- Reviewing and approving subcontractor requests.
- Reviewing, processing, and tracking contract amendments.
- Making on-site visits to the field districts to review project management and inspection.
- Reviewing and updating of current specifications to ensure conformity to current construction and administrative practices.
- Ensuring conformance with general liability insurance and railroad insurance requirements.
- Maintaining records in AASHTOWare Contract Administrative Software.

- Conducting work zone reviews and coordinating traffic control for construction programs.
- Monitoring the Flagger and Assistant Traffic Control Manager certification processes.
- Coordination of FHWA oversight program requirements with District personnel.
- Providing customer support and guidance to construction project personnel relative to post letting contract administration activities.
- Reviewing and verifying final project records for Project Closeout Checklists.
- Coordination of the annual Project Managers' Conference.

GRADING AND STRUCTURES SECTION

Directly responsible to the State Construction Engineer.

The Grading and Structures Section is responsible for:

- Coordinating statewide grading, structure, ITS, and Lighting construction.
- Working with M&R and FHWA on Buy America requirements for vertical and horizontal construction.
- Facilitating the uniform inspection and application of specifications and special provisions.
- Providing assistance to district and project personnel relative to grading and structure-related problems.
- Assessing contract impacts of non-compliant material and workmanship issues as they relate to structures and grading.
- Visiting construction projects to observe current practices.
- Verifying proper classification and wages of labor by contractors.
- Distributing plan revisions
- Processing shop drawings and requests for information
- Coordinating updates and revisions to the PM Best Practice Guide

BITUMINOUS, CONCRETE AND FINALS REVIEW SECTION

Directly responsible to the State Construction Engineer.

Bituminous and Concrete Section is responsible for:

- Coordinating statewide bituminous and portland cement concrete paving construction programs.
- Facilitating the uniform inspection and application of specifications and special provisions.
- Aiding district and project personnel relative to bituminous and portland cement concrete paving related problems.
- Visiting construction projects to observe current practices.
- Reviewing final computations and authorizing final payment to contractors.
- Assessing contract impacts of non-compliant material and workmanship issues.

CONTRACT LETTINGS SECTION

Directly responsible to the State Construction Engineer.

The Contracts Section is responsible for:

- Providing pertinent letting information through the NDOT website.
- Processing applications for and maintaining confidential records on the prequalification of bidders. Establishing current contractor qualification ratings and notifying prospective bidders of their prequalification status.
- Review and process contractor requests for bid documents and issue an Authorization to Bid to qualified contractors.
- Creating bid bond forms and maintaining a file of annual bid bonds and power of attorney documents.
- Sending project advertisement request to the official county newspaper, advertise project on the NDOT website and advertise in additional publications as necessary.
- Checking plans, distributing Notices to Contractors, and distributing proposal packages to qualified contractors in accordance with the Rules and Regulations, Specifications, and applicable statutes.
- Reviewing plans for completeness and accuracy, and preparing plans, specifications, special provisions and estimates and package the project for advertisement for bids.
- Reviewing project plans, specifications and special provisions, and preparing project cost estimates for fiscal planning and bid lettings.
- Reviewing project final plans for establishing contract time allowances including incentive/disincentive, setting tentative starting dates, milestones, calculating and assigning of liquidated damages, performing user cost calculations, and determining signing temporary traffic control quantities.

Drafting special provisions for special prosecution, traffic control, phasing, and establishment of detours.

Preparing special provisions for bidding proposals and maintaining library of special provisions utilized on NDOT contracts. Submitting special provisions for FHWA approval.

Performing a final review of all highway construction plans and computations, to ensure conformance to standards and policies. Ensuring the projects are biddable and buildable through a thorough review of the contract documents.

Reviewing contract document package to ensure project is in conformance with state and federal requirements. Completing and submitting Construction Authorization document for FHWA action.

Conducting lettings, reading publicly, tabulating, and reviewing all bids. Selecting the apparent low bidders and releasing that information to the public.

Responding to inquiries for information regarding plans and special provisions during the project advertising period (prior to letting). Issuing addenda for advertised projects.

Requesting concurrence in the award of construction contracts from the FHWA and local public agencies, as appropriate.

Preparation of project awards and contract executions. Ensuring validity of all documents required in the execution of highway construction, aeronautics, maintenance, improvement, or building contracts.

Evaluating bids prior to award, documenting the results of the analysis, and recommending award or rejection to the Awards Committee.

Maintaining and updating the Standard Specifications for Highway Construction.

Maintaining and updating the Construction Manual.