

## **Superintendence by Contractor**

Section 00150.40 specifies the requirements and responsibilities for the Contractor's Superintendent.

The Superintendent must be on the project at all times, except for short periods when the Superintendent may designate someone else to act instead.

The Superintendent is the Contractor's representative for the project. The Project Manager should direct all communications to the Superintendent with a copy to the Contractor's home office and to the ODOT Area Manager, as needed. The Project Manager and Superintendent should identify an organization chart with designated lines of communication for routine project communications, such as between Inspector and Contractor Supervisor.

The Superintendent is responsible for all contract work, including that of subcontractors, suppliers, and rented, operated equipment. As such, the Superintendent is responsible to schedule and coordinate their work, assure that they properly complete their work, and resolve any problems with their work. Because ODOT only has a contract with the prime Contractor, ODOT would impose sanctions only against the prime Contractor for any actions of a subcontractor, etc. that warranted such sanctions.

Problems, that cannot be resolved with other contractor personnel, should be discussed with the Superintendent. If the problem is the Superintendent, the Project Manager should resolve that with the Contractor's home office and may need to also involve the Area Manager.

The Superintendent, in addition to other duties, is responsible for maintaining a current project schedule. The Superintendent should also work with the Project Manager to conduct regular, preferably weekly, meetings to assure that the project is progressing effectively, that the project working relationships are effective, and that issues are being addressed and resolved.

The Project Manager must evaluate Superintendence when the Project Manager completes the required Prime Contractor Performance Evaluation. Refer to the Contractor Performance Evaluation section (34) of this Manual.

The Project Manager should take appropriate action to assure appropriate Superintendence by the Contractor and must document any deficiencies that will be included in the Prime Contractor Performance Evaluation.