

## COMMUNICATION WITH FIELD PERSONNEL

The practice of direct communication between Design and Construction personnel, written or verbal (telephone or in person), has always been encouraged for more timely and effective exchange of information. With this free-contact policy, however, it becomes imperative that matters discussed be properly documented and disseminated to the interested parties.

The designer's responsibility, once the job is under construction, is to provide background information, define the intent of structural plans, and furnish advice and suggestions concerning structural and technical problems. Contract administration, interpretation of construction department policy, and answers to Contractor's questions should be left to construction personnel.

### **Documenting Verbal Communication:**

The designer must document contact which he initiates by means of a bridge file memo. Memos should be brief with emphasis placed on items which might affect contract administration. Copies of these memos should be sent to the field man with whom the discussion was held and to Structure Construction. Where the subject matter applies to materials or shop fabrication, Transportation Laboratory should be sent two copies of the memo. Field men have been instructed to write memos when they place a call to a designer. However, the designer may wish to document his understanding of the discussion by preparing a file memo himself.

### **Written Communication:**

Address written communication to the R.E. Pending File and route through the Construction Supervisor. The letter may be to offer interpretation or intent of the designer where misinterpretation is possible, to request feedback on new details or methods, to suggest or request changes, or call attention to a particularly critical detail or sequence.

### **Bid Stage Changes:**

Problems discovered during the bidding stage must be immediately reviewed with the Specification Engineer to determine if an addendum or a Memo to R.E. Pending File is the proper corrective action. When an addendum is needed, the Specification Engineer will coordinate the change and advise the District as discussed in Memo to Designers 1-15. Changes to the plans or specifications not serious enough to require an addendum can be made by letter to the R.E. Pending File.

### **After Award Changes:**

Any letter suggesting or requesting a change to be made after award of the contract must be reviewed by the Specification Engineer and Design Supervisor prior to being sent to the Construction Supervisor. This practice will assure that the Plans and Specifications are in agreement, and, that there is not

Supersedes Memo to Designers 1-39 dated September 1985

a conflict in policy. A change by this method will result in a Change Order initiated by the Structure Representative.

**Coordination:**

Construction suggestions will be sent through the Design/Construction Supervisors.

All construction suggestions must receive a timely response.

**Other References:**

Telephone calls from Contractors or Suppliers are covered by Memo to Designers 1-15.

For documentation forms see Memo to Designers 1-38.

Questions involving shop plans and working drawings should be handled as discussed in Memo to Designers 11-1 and 12-1.



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