



Directly responsible to the Deputy Director - Operations.
 The Construction Division is responsible for:
 Advertising, letting, awarding, and administering all construction contracts.
 Coordinating construction activities with the Federal Highway Administration and contractors.
 Certification and monitoring of Disadvantaged Business Enterprises (DBE).
 Securing contractor compliance with contract Equal Employment Opportunity (EEO) provisions.
 Reviewing and distributing all plan revisions.
 Monitoring construction progress.
 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.

CONTRACT ADMINISTRATION SECTION

Directly responsible to the Construction Engineer.
 Contract Administration is responsible for:
 Reviewing and approving construction progress estimates.
 Approving subcontractor requests.
 Reviewing, processing, and tracking contract amendments.
 Reviewing and maintaining the record of contractor evaluations.
 Monitoring and maintaining the record of contractor's certified flaggers.
 Making on-site visits to the field districts to review project management and inspection.
 Reviewing and updating of current specifications to insure conformity to current construction and administrative practices.
 Insuring conformance with General liability insurance and Railroad insurance requirements.
 Maintaining records in, "Site Manager," Contracts Administrative Software.

GRADING AND STRUCTURES SECTION

Directly responsible to the Construction Engineer.
 The Grading and Structures Section is responsible for:
 Coordinating statewide grading and structure-related construction.
 Providing assistance to district and project personnel relative to grading and structure-related problems.
 Verifying proper classification of labor by contractors.
 Securing contractor compliance with contract EEO provisions.

BITUMINOUS, CONCRETE AND FINALS SECTION

Directly responsible to the Construction Engineer.
 Bituminous and Concrete is responsible for:

Coordinating statewide bituminous and portland cement concrete paving construction programs.
 Assuring uniform inspection and application of specifications and special provisions.
 Providing assistance to district and project personnel relative to bituminous and portland cement concrete paving related problems.
 Visiting construction projects to observe current practices.
 Preparing and processing field notebooks and surveys for electronic computation of final earthwork quantities.
 Reviewing final computations and estimates and authorizing final payment to contractors.
 Processing plan revisions.

TRNS*PORT SECTION

Directly responsible to the Construction Engineer.
 The Trns*port Section is responsible for:
 Managing the AASHTO Trns*port Software.
 Overseeing the implementation of all Trns*port software modules, which include Site Manager, Proposal & Estimates System (PES), Letting & Awards System (LAS), Construction Administration System (CAS), BAMS/Decision Support System (BAMS/DSS), Expedite, Estimator and Cost Estimation System (CES).
 Performing the System Manager functions for Trns*port software.
 Training and supporting department personnel in efficient use of Trns*port software.
 Developing computer programs to maximize use of data in computer databases.
 Monitoring contractors' bids and analyzing bidding patterns.
 Overseeing the use of electronic bulletin boards and web pages as they relate to this division.
 Ensuring coordination between Trns*port software and other computer software and databases.
 Coordinating with AASHTO on Trns*port software issues.
 Planning and budgeting for computer hardware/software and training needs.
 Maintaining and upgrading all hardware/software for the division.

EXTERNAL CIVIL RIGHTS/DISADVANTAGED BUSINESS ENTERPRISE (DBE) SECTION

Directly responsible to the Construction Engineer, and also has direct and independent access to the NDOR Director for DBE Program matters of a critical nature.
 The Disadvantaged Business Enterprise (DBE) Section is responsible for:
 Establishing DBE goal for the current fiscal year.
 Establishment of DBE goals for current projects in conjunction with Contracts Section.
 Certification of DBE firms and establishment of procedures to ensure that the firms have an equal opportunity to compete for contracts and subcontracts.
 Establishing and ensuring compliance with DBE, External Equal Employment Opportunity (EEO), Affirmative Action (AA), and Supportive Services Programs.
 The Highway External Civil Rights Coordinator is directly responsible for:

Administering the Disadvantaged Business Enterprise Program, the Title VI Nondiscrimination Program, and serving as the NDOR Liaison with the FHWA.
 Investigating and processing of External Civil Rights complaints of Title VI Discrimination.
 Monitoring Title VI compliance programs.

CONTRACTS SECTION

Directly responsible to the Construction Engineer.
 The Contracts Section is responsible for:
 Providing pertinent letting information through the NDOR website.
 Processing applications for and maintaining confidential records on the prequalification of bidders. Consulting with Audit staff on financial statement prequalification issues.
 Establishing current contractor qualification ratings and notifying prospective bidders of their prequalification status.
 Checking plans, distributing Notices to Contractors, and distributing proposal packages to qualified contractors in accordance with the Rules and Regulations, Specifications, and applicable statutes.
 Conducting lettings. Publicly reading, tabulating, and reviewing all bids. Selecting the apparent low bidders and releasing that information to interested parties.
 Preparation of project awards and contract executions. Ensuring validity of all documents required in the execution of highway construction, maintenance, improvement, or building contracts.
 Requesting concurrence in the award of construction contracts from the FHWA. Preparing federal-aid project agreements.
 Performing a final review of all highway construction plans and computations, to insure conformance to all current standards and policies. Consolidating plans and preparing title and summary sheets.
 Preparing special provisions for bidding proposals and the advance engineers project estimate for comparison of bids after letting, and preparing plans, specifications and estimates from the advanced engineers estimate.
 Preparing project cost estimates for fiscal planning and bid lettings.
 Evaluating bids prior to award, and recommend award or rejection to Award Committee.

The Final Plans Review Unit is responsible for:
 Reviewing project final plans for establishing time allowances including incentive/disincentive, setting tentative starting dates, and determining signing quantities.
 Drafting special provisions for special prosecution, traffic control, phasing, and establishment of detours.
 Responding to inquiries for information regarding plans and special provisions prior to letting.
 Reviewing and updating of current specifications to insure conformity to current construction and administrative practices.

SPECIFICATIONS/CONSTRUCTION MANUAL SECTION

Directly responsible to the Construction Engineer.
 The Specifications/Construction Manual Section is responsible for:
 Maintaining and updating Standard Specifications.
 Maintaining and updating the Construction Manual.