

SECTION XII

JOB OR PROJECT COORDINATORS

12-01. General. For each separate job assignment performed by the Levees and Channels Section, a coordinator (usually the Unit Chief) will be assigned who will be responsible for the adequate and timely completion of the plans and specifications. It will be his duty to coordinate all phases of the design and preparation of the specifications. In order to perform his duties efficiently, it will be necessary for the coordinator to properly supervise and follow-up the work assigned to him.

12-02. Responsibilities.

a. Scheduling of control dates. - The scheduling of target dates for the completion of certain phases of the work or completion of the entire job will be done with the best judgment and knowledge of the coordinator. However, when the follow-up on the job indicates that a reconsideration and change of the scheduled date is necessary after criteria are firmly established, rescheduling of the work as justified and necessary will also be the responsibility of the coordinator. Such rescheduling will be done well in advance of the rescheduled control date in order that no control date will be reached before the job is completed. If for any reason a conflict occurs in the establishing of a control date, it shall be resolved at the next supervisory level or higher as necessary. Where a firm control date is established by a Branch Head or other higher supervisor on the basis of limited information, it may develop that such control date is erroneous due to lack of sufficient knowledge on his part. The coordinator should invite to the attention of his supervisor the unrealistic nature of such a control date when the follow-up reveals the control date is not realistic and may not be met.

b. Correspondence. - The coordinator must see and initial correspondence relating to his job which involves design matters, schedules, and timing for which he has responsibility. He must follow this procedure even though the correspondence might be prepared in another unit of the Branch, or even in another Branch. The Chief of the Design Branch has been instructed to see that this condition is rigidly complied with.

c. Adequacy of plans. - The responsibility for the adequacy of the plans and specifications rests in the coordinator. In no event will plans and specifications be sent out of the Engineering Division without being initialed and reviewed by the coordinator. This is especially true of specifications relating to change orders which are sent to the Project Engineer for compliance.

d. Request for surveys and exploration. - The coordinator will be responsible for seeing that both survey and exploration requests are made on time and that the Survey and Explorations Branches programs fit into the overall design schedule.

e. Field reconnaissance. - Prior to the initiation of final design, a field reconnaissance will be made by the responsible designer (usually the Coordinator) and a representative of the Soils Section to appraise the overall design problem with specific reference to foundation or soils problems. If geologic advice is needed, the coordinator will see that a representative of the Geology Section is present on the reconnaissance. The result of such reconnaissance will be incorporated in a "Memo for Record," signed by all participants.

f. Field check. Upon completion of the plans and specifications, and normally during the District review, a field check will be made of the completed design by the "Coordinator." The Project Office will be requested to assign a qualified man to accompany the coordinator on the field check so that all matters of mutual concern can be jointly considered at that time. (If for any reason the Project Office does not have a qualified man available at that time for the check, the Chief, Engineering Division should be advised immediately so that alternate arrangements can be made with the Chief of the Construction-Operations Division.)

g. Conflicting comments resulting from district review. - There may be confusion in the minds of some coordinators regarding the method of coordinating conflicting comments received during District review. After these comments have been screened and a decision reached on which one to use, all persons whose comments do not agree with the final decision should be informed of the decision. They should also be given an explanation as to the reason for the choice. If, after the explanation, agreement cannot be reached, the controversy should be referred to the next higher supervisor for resolution. If the controversy involves a Branch other than the Design Branch, it should be referred to the Chief, Design Branch. It is not intended that preliminaries be submitted to SPD for approval or plans and specifications be advertised which contain controversial items that have not been resolved in the District Office.

h. Coordination with Fish and Wildlife and Water Quality Agencies. During District review the project coordinator, in cooperation with Environmental Resources Section, Project Planning Branch, will transmit project plans and specifications to interested Federal and State Fish and Wildlife and Water Quality Agencies. On projects sponsored by the State all contact with interested State agencies will be coordinated with the State Reclamation Board. During planning and design of levee and channel projects, a Memo for Record will be made of all contacts with other agencies concerning fish and wildlife, environmental aspects, and water quality. The project coordinator will assemble one set of all such Memos for Record to be transmitted to Construction-Operations Division, Construction Branch. During advertising of the project, the coordinator will prepare a disposition form to Chief, Construction-Operations Division outlining all coordination that has been effected during planning and design of the project and will attach copies of the Memos for Record as references. The disposition form will highlight any agreements and/or understandings that have been reached during preparation of the contract documents.

i. Potential layout conflicts. - In "tight" situations, where there may be a conflict with other improvements or where distance limitations may be controlling, the coordinator will provide for the paper location to be checked in the field by "centerline" or "toe" stakes as considered necessary or desirable. Such check is particularly important where new or modified levees and channels are to be tied into existing facilities; where potential conflicts exist with buildings or other improvements; where the alignment or elevation is to be coordinated with railroads, highways, or bridges; where an accurate determination has to be made of the rights-of-way requirements prior to the completion of the plans and specifications; etc.

j. Letter to local interests regarding removal of public utilities. It will be the responsibility of the coordinator to write a letter to the State Reclamation Board, or other local interests as applicable, as soon as the development of the contract plans permit, inviting attention to any public utilities which are affected by the work. A list of the utilities involved should be given. The letter will request local interests to make arrangements to have these utilities moved from the work site on or before a given date. The date shown will usually be six weeks after the date of the advertising. This procedure is necessary in order not to delay initiation of construction by the contractor.