



**MARYLAND DEPARTMENT OF TRANSPORTATION**  
**STATE HIGHWAY ADMINISTRATION**

CONSTRUCTION DIRECTIVE 07220.100.42

September 25, 2020

**Subject:** Office of Construction 2-Step Process for Construction Management Construction Inspection (CMCI) Architectural and Engineering (A&E) Contracts

**Form(s) :** OOC106 – Consultant Inspection Cost Worksheet  
OOO107 – Project and Inspection Log  
OOO108 – Consultant Inspector Request Form

**General:**

The Maryland Department of Transportation State Highway Administration Office of Construction is responsible for the monitoring and oversight of all Architectural and Engineering Construction Management/Construction Inspection contracts statewide. As part of this monitoring and oversight process, District Construction Offices will be required to follow the 2-Step Process below:

- Step 1 - District Needs - delegation of annual tasks for each CMI contract.
- Step 2 - Assign / Select Staff for each construction project.

**Definitions:**

MDOT SHA - The Maryland Department of Transportation State Highway Administration

OOO - Office of Construction

CMCI- Construction management / construction inspection

A & E - Architectural and Engineering

DCO - District Construction Offices

DBE - Disabled Business Enterprise

**Procedures:**

**Step 1: Projecting Needs / Assignment of Annual Task for Each Contract**

1. DCO will complete OOC106 and OOC107 annually and obtain approval from OOC.
  - o OOC Directive 07220.100.35 provides direction on completing the OOC106 and OOC107.
2. DCO will assign general task letter for that calendar year (task period) for each contract.
  - o Letter will not specify an estimated monetary value.

**Note:** Inspectors already assigned as a carryover from previous task will continue with each contract and firm's staffing and expenditures tracked accordingly - to include DBE goals.

**Step 2: Assignment / Selection of Staff**

1. DCO will analyze Workday Letter for each specific project that indicates what firms had participation in the design. Narrow selection possibilities by eliminating contracts with same design firms as a CMCI prime.
  - a. Note: When making final staffing selection, DCO must confirm an inspector with a CMCI subcontractor is not selected if that firm had a significant role in the design effort.

2. DCO will identify desired qualifications, experience, grade, and/or skills needed for each new construction contract on the OOC108. OOC Directive 07220.100.36 provides direction on completing the OOC108.
  - a. Coordinator, Project Engineer, Inspector, etc.
  - b. Grade:
    - i. Transportation Engineer Manager (TEM)
    - ii. Transportation Engineer (TE)
    - iii. Transportation Engineer Technician (TET)
  - c. Specialized Experience:
    - i. Bridge
    - ii. Paving
    - iii. Environmental
    - iv. Facility
3. DCO will confirm Firm(s)'s ability to provide staff to meet specific needs while completing the OOC108.
  - a. DCO will send the firm a written request (email or letter) requesting the specified skill set needed for the project assignment as determined by the OOC108.
  - b. The firm will need to respond with one or more resumes of individuals that meet the requirements the DCO has requested to show they can provide the proper staff member to meet the DCO's needs.
4. DCO will ensure that sufficient contract authority remains to complete task.
5. DCO will review contract DBE participation
  - a. Compare current percentage/value of DBE spent vs. DBE total and total contract expenditures vs. total contract amount. This can be accomplished by reviewing the last approved invoice cover page from all the available firms. DBE must always be considered to ensure that the DBE expenditures and the total contract expenditures are proceeding at about the same rate.
6. DCO will ensure "Relative in the Workplace" conflict forms with staff are submitted.
7. DCO will assign / select staff for the project. They will ensure each contract, firm's staffing and expenditures are tracked accordingly and include DBE goals.
8. Under Directive 0.7220.100.36, DCO will request the firm to submit a resume to OOC for review of all qualifications within the specific contract series. OOC review will include evaluating the resume against the completed OOC108 submitted by the DCO. Following OOC approval, DCO can schedule an interview with the firm.



---

Victor L. Grafton  
Deputy Director / Field Operations

**APPROVED:**



---

Stephen A. Bucy, P.E.  
Director, Office of Construction