May 03, 2017

CONSTRUCTION MEMORANDUM
17-09

TO: District Deputy Commissioners
    District Construction Directors
    District Technical Services Directors
    District Area Engineers
    District Project Management Director
    Project Management Director
    District LPA Coordinators
    Project Engineers/Supervisors
    Field Engineers

FROM: John Leckie, Director
      Division of Construction Management and District Support

SUBJECT: Emergency Work Reason Code Addition

The intent of this memo is to inform field personnel of the addition of a new reason code in SiteManager called “Emergency Work”. This reason code is to be used for any repair work that has been requested to be added to a current contract that requires immediate attention.

The purpose of this reason code is to identify when emergency work has been paid on a contract. By identifying the emergency work through change order, the costs associated with this work can be tracked and therefore not counted against the “On Budget” metrics.

Some examples of emergency work:

1) Interstate Pavement has completely failed resulting in closures.

2) A bridge beam has been struck by traffic and damaged. That bridge cannot safely handle traffic until the beam has been repaired to open the bridge to traffic.

This work must be approved by FHWA and the District Deputy Commissioner in the district it occurs.

Any questions should be directed to your Construction Management Field Engineer.

JHL/ajp