



CHAPTER 10

SUPERINDENDENCE BY CONTRACTOR

Section 00150.40 specifies the requirements and responsibilities for the Contractor's Superintendent. *For alternative Contracts such as Design-Build and Construction Manager/General Contractor (CM/GC), the Contractor's superintendence responsibilities are very different and will be specified in the applicable Contracts.*

Some of the requirements for the Contractor in regards to superintendence include:

- Keep one complete set of Contract Documents available on the Project Site at all times, paper or electronic.
- Designate, from the Contractor's organization, a competent single representative responsible for the Project, experienced in the type of Work being performed, and capable of reading and thoroughly understanding the Plans and Specifications.
- Provide assistance required by the Agency to obtain information regarding the nature, quantity and quality of any part of the Work.
- Coordinate and control all Work performed under the Contract, including, without limitation, the Work performed by Subcontractors.

The Superintendent is the Contractor's single, designated representative responsible for the Project, and shall:

- Have full authority and responsibility to promptly execute orders or directions of the Agency.
- Have full authority and responsibility to promptly supply the Materials, Equipment, labor and Incidentals required for performance of the Work.
- Be available during the hours of work on the Project Site for communications with the Agency.
- Be present for On-Site Work, except as provided in the Contract Documents or approved by the Agency.

The Superintendent for the Project shall be available to the Resident Engineer (RE) at all times for contact by phone or radio. The RE also has the right to require the Superintendent to be on the Project Site by giving the Contractor 48 hours advance verbal or written notice.

For short periods of time during the performance of minor or incidental portions of the Work, the Contractor may designate a person to act on behalf of the Superintendent. The Contractor must submit the designee's name, duration of appointment, and scope of authority to the RE.

The RE and Superintendent should identify an organizational chart with designated lines of communication for routine Project communications, such as between Inspector and Contractor Supervisor.

The Superintendent is responsible for all Contract Work, including that of Subcontractors, Suppliers, and rented, operated Equipment. As such, the Superintendent is responsible to schedule and coordinate their Work, assure that they properly complete their Work, and resolve any problems with their Work. Because the Agency only has a Contract with the Contractor, the Agency may impose sanctions against the Contractor only for any actions of a Subcontractor that warranted such sanctions.

Problems that cannot be resolved with other Contractor personnel should be discussed with the Superintendent. If the problem is with the Superintendent, the RE should resolve that with the Contractor's home office and may need to also involve the Region and the Contract Administration Engineer (CAE).

The Superintendent, in addition to other duties, is responsible for maintaining a current Project schedule. The Superintendent should also work with the RE to conduct regular meetings to assure that the Project is progressing effectively, that the Project working relationships are effective, and that issues are being addressed and resolved.

The RE must evaluate superintendence by completing the required Prime Contractor Performance Evaluation. In addition, the Superintendent must evaluate the Agency by completing the Contractor's Construction Process Feedback. [Refer to Chapter 34 - Contractor Performance Evaluation.]

The RE should take action to assure superintendence by the Contractor and must document any deficiencies that will be included in the Prime Contractor Performance Evaluation.

