

1-3 Project Liaison and Oversight

The OSFP Liaison Engineer will maintain liaison and provide project oversight to assure that transportation related structures in State Right of Way, designed by others, conform to Caltrans policies, standards and practices. Generally, the Liaison Engineer has the final authority on structure related technical issues relative to conformance with Caltrans standards and practices. The liaison and oversight duties of the Liaison Engineer are briefly described below.

Liaison

The Liaison Engineer will:

- Provide liaison and structural consultation, support, and oversight to project development staff.
- Coordinate procedural and technical issues.
- Negotiate and coordinate project schedules with sponsoring agencies, consultants, and Districts.
- Track and report on the status of projects.
- Communicate and coordinate project specific issues, through the District, to consultants and sponsoring agencies. This will not preclude day-to-day working contacts between consultants and other DES units.

Oversight

The Liaison Engineer participates in various project activities from inception through construction completion. The Liaison Engineer will:

- Work closely with the consultant and sponsoring agency early in the project to minimize conflicts and to assure that they:
 - Fully understand Caltrans requirements
 - Have current manuals and project data
 - Have recent Caltrans examples of similar projects
 - Identify problems early and take action as necessary
- Participate in Consultant Selection procedures.
- Review Contract Statement of Work.
- Participate in discussions and/or analyses of preliminary concepts.
- Review Project Initiation Documents and Advance Planning Studies.



- Participate in Field Assessments.
- Participate in Value Analysis studies.
- Participate in Project Development Team meetings.
- Attend and participate in Public Hearings/Meetings.
- Provide structural and technical consultations.
- Review and approve Structure Type Selections.
- Provide technical oversight during the development of the structure PS&E.
- Review and approve Structure Projects (PS&E).
- Coordinate and assist in resolving structure related issues during construction.
- Review and approve Contract Addenda and Contract Change Orders
- Provide technical oversight of Shop Plans and As-Builts.

Summary

The goal of the Liaison Engineer is to provide effective project oversight by maintaining close communication with relevant members of the Project Development Team and by reviewing and approving the various documents that are prepared through the different project phases.

While this Guide encourages cooperation, assistance, and proper oversight from the Liaison Engineer throughout the planning, design and construction phases, the consultant is fully responsible for the final quality and the integrity of their design including the correction of all errors and omissions.