



Using the Resident Engineer’s Pending File for Structure Work

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	08-31-2020	Original Issue	Richard Foley

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for receipt and review of the Resident Engineer’s (RE) Pending File for all projects.

The RE Pending File is a compilation of project guidance and information collected by the project engineer(s) necessary to administer a construction contract. For projects with structures work, project engineers from the District and Division of Engineering Services (DES) compile and distribute RE Pending File components separately:

- Most DES components are uploaded by the DES project engineer and are available through VISION or mailed to the Structure Representative (SR). Other components not found in VISION are found in the Supplemental Project Information package included with the contract and [BIRIS](#). DES components are often referred to as the “Structures RE Pending File”.
- District components are sent directly to the resident engineer by the District project engineer or project manager per the *Construction Manual*, Chapter 5, [Section 5-001](#), *Resident Engineer’s Pending File*.

Process Inputs

1. Resident Engineer’s Pending File

Procedure

1. All work associated with this process is charged as:
 - a. [Project Direct – Construction](#)
 - b. [Project Direct – Preconstruction](#)
2. SC Staff:
 - a. Review *Construction Manual*, Section 5-001, *Resident Engineer's Pending File*, for background information.
 - b. Review RE Pending File information for use in managing the contract as project activities require. For typical contents and retrieval information, see [Attachment 1](#), *Typical Contents of the Resident Engineer's (RE) Pending File for Structures Work*.
 - c. Structure Representative (SR):
 - i. Conduct meetings with the DES project engineer and any other DES units to discuss the content of RE pending files.
 - ii. Coordinate with RE to discuss District-related content of the RE pending file.
 - iii. For missing RE Pending File documentation, see [Attachment 1](#), *Typical Contents of the Resident Engineer's (RE) Pending File for Structure Work*, for contact information.
 - iv. Download as-builts from BIRIS if existing structures work is part of the contract along with new construction.
 - v. Transmit 1 set of 4-scale to the contractor.
 - vi. Utilize and reference information in RE Pending File throughout construction.
 - vii. Provide directions to Assistant Structure Representative (ASR) to review RE Pending File.
 - d. Assistant Structure Representative:
 - i. Assist the Structure Representative with review of supplemental project information as necessary to review submittals, to develop construction information, manage payment quantities or addressing contract disputes.
 1. Refer to *Construction Contract Development Guide (CCD)*, [Section 10-4](#), *Supplemental Information and the Information Handout*, for a list of items that could be useful during construction contract administration.
 - e. SC Headquarters [Office Associate](#):

- i. Transmit 2 sets of 4-scales to the SR.
 - ii. As needed, assist field staff to obtain information throughout the life of the project for contents listed in the RE Pending File.
 - iii. As, needed, assist field staff to obtain information that should have been included in the RE Pending File.
3. SC Bridge Construction Engineer (BCE):
 - a. Ensure SR reviews RE Pending File.
 - b. Perform cursory review of the RE Pending File with the SR.
 - i. Identify and/or discuss missing items.

Process Outputs

1. Efficient and effective contract administration

Attachments

1. [Attachment 1](#), *Typical Content of the Resident Engineer's (RE) Pending File for Structure Work*