



Caltrans Local Assistance

RESIDENT ENGINEER ACADEMY

Module 13

Construction Oversight Program

January 2025

Caltrans Oversight Information Notice (COIN)

The screenshot shows the Caltrans website interface. At the top, there is a navigation bar with 'CA.gov' and 'Caltrans' logos, and a menu with links for 'About Caltrans', 'Contact Us', 'ADA Certification', 'Request ADA Compliant Documents', 'Settings', and 'Translate'. Below the navigation bar, there are five icons representing different services: 'Travel', 'Work with Caltrans', 'Programs', 'Caltrans Near Me', and 'Search'. The main content area has a breadcrumb trail: 'Home > Programs > Local Assistance > Guidelines and Procedures > Caltrans Oversight Information Notice (COIN)'. The title 'Caltrans Oversight Information Notice (COIN)' is prominently displayed. Below the title, a paragraph explains that COINs are single-topic bulletins intended to provide outreach information and guidance to Local Public Agencies (LPAs). A link 'Archive of COINs' is provided. A table lists two COINs:

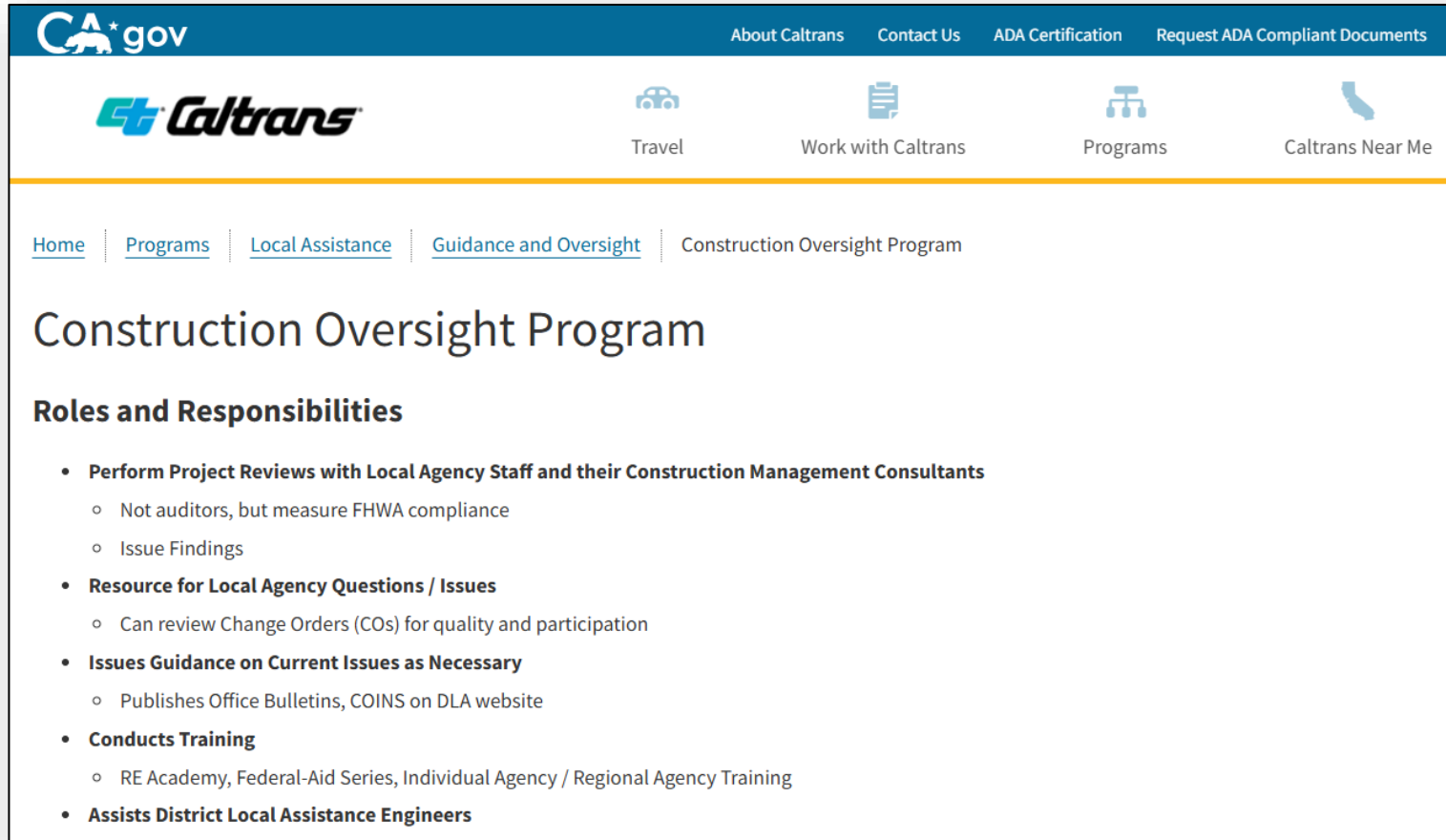
COIN Number	COIN Topic
COIN #24-01	Environmental Mitigation Work (PDF)
COIN #23-01	Subcontracting Request (PDF)

On the right side of the page, there is a sidebar titled 'Guidelines and Procedures' containing a list of links:

- [Caltrans Oversight Information Notice \(COIN\)](#)
- [Division of Local Assistance Office Bulletins \(DLA-OBs\)](#)
- [Local Assistance Procedures Manual \(LAPM\)](#)
- [Local Assistance Program Guidelines \(LAPG\)](#)
- [Local Programs Procedures \(LPP\)](#)
- [DLA Acronyms List \(PDF\)](#)
- [DLA Glossary \(PDF\)](#)

<https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/caltrans-oversight-information-notice-coin>

Construction Oversight Program (COP)



The screenshot shows the Caltrans website interface. At the top, there is a blue navigation bar with the CA*gov logo on the left and links for 'About Caltrans', 'Contact Us', 'ADA Certification', and 'Request ADA Compliant Documents' on the right. Below this is a white header area with the Caltrans logo on the left and four icons with labels: 'Travel' (car icon), 'Work with Caltrans' (document icon), 'Programs' (organizational chart icon), and 'Caltrans Near Me' (map icon). A breadcrumb trail below the header reads: 'Home | Programs | Local Assistance | Guidance and Oversight | Construction Oversight Program'. The main content area features the title 'Construction Oversight Program' and a sub-section 'Roles and Responsibilities' with a bulleted list of duties.

CA*gov About Caltrans Contact Us ADA Certification Request ADA Compliant Documents

Caltrans Travel Work with Caltrans Programs Caltrans Near Me

Home | Programs | Local Assistance | Guidance and Oversight | Construction Oversight Program

Construction Oversight Program

Roles and Responsibilities

- **Perform Project Reviews with Local Agency Staff and their Construction Management Consultants**
 - Not auditors, but measure FHWA compliance
 - Issue Findings
- **Resource for Local Agency Questions / Issues**
 - Can review Change Orders (COs) for quality and participation
- **Issues Guidance on Current Issues as Necessary**
 - Publishes Office Bulletins, COINS on DLA website
- **Conducts Training**
 - RE Academy, Federal-Aid Series, Individual Agency / Regional Agency Training
- **Assists District Local Assistance Engineers**

<https://dot.ca.gov/programs/local-assistance/guidance-and-oversight/construction-oversight-program>

Roles

- **Perform Project Reviews with Local Agency Staff and their Construction Management Consultants**
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- **Issues Guidance on Current Issues as Necessary**
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Reviews

- Approximately 2 to 3 weeks notice
- Review checklist provided in advance
- Attendance:
 - Construction Oversight Engineer (COE)
 - Resident Engineer (RE)
 - Responsible Person in Charge
 - Others welcome
- All project records
- All contract documents

Types of Construction Oversight Engineer Review Checklists

Review Checklist	Document Access (PDF)	13.1 Handout PDF Pages
Pre-Construction	https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/pre-construction.pdf	2 – 6
Mid-Construction	https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/mid-construction.pdf	7 – 17
Post-Construction	https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/post-construction.pdf	18 – 28

Review Findings

- Sent to:
 - Local Agency
 - Caltrans District Local Assistance Engineer ([DLAE](#))
- Major deficiencies identified require a corrective action plan

Corrective Action Plans

Must be ...

- Submitted by agency within 30 days
- Detail corrective actions
 - Modify policy and procedures
 - Provide training
 - Add staff
 - Other?
- Include timelines

Top 10 Non-Compliance Areas

Non-Compliance Area	Percentage
Log of Acceptance Testing in Project Files	63 %
Up-to-Date Tester Certifications in Project Files	64 %
Quality of Materials Certificates of Compliance	65 %
Subcontracting Request Submitted / Approved	67 %
Extra Work at Force Account Hours in Daily Reports	70 %
Support of Adjustment of Compensation Prices on CCOs	71 %
Daily Report Breakdown of Hours by Contract Item / CCO Work	75 %
Federal EEO Poster Board Posted in Clearly Visible Location	76 %
Controlling Operation of Work Noted on Weekly Statement of WD	78 %
Presence / Quality of Buy America Certifications	80 %

Other Types of Reviews

- Local Agency project records are subject to:
 - Process Reviews
 - Audits
- May be either Federal or State

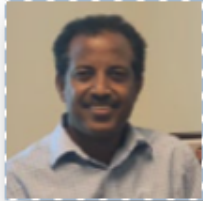
Get to Know a Construction Oversight Engineers

Construction Oversight Engineers (COEs) assist with...

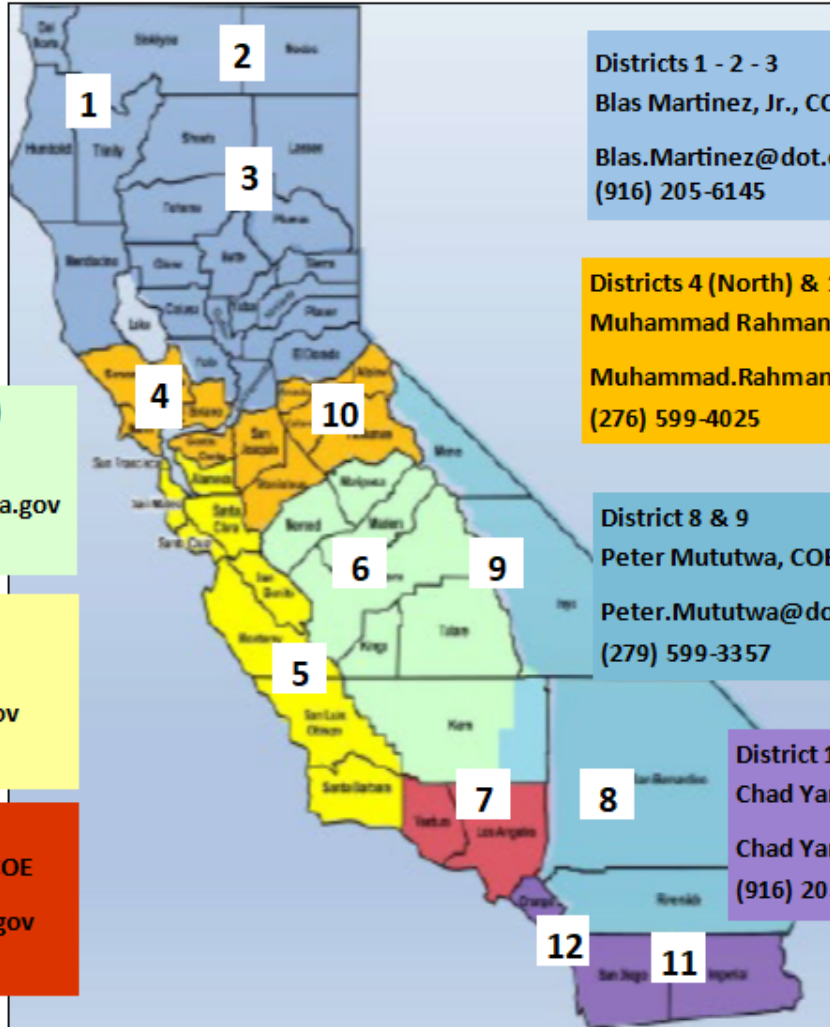
- *Resource* to Local Agency
 - Answer questions
 - Make recommendations
 - Provide training
 - Act as liaison to other Caltrans staff
- Ensure Agency compliance with:
 - Laws
 - Regulations
 - Policies

Construction Oversight Engineers

Visit the Caltrans Construction Oversight Program webpage to access the current Caltrans District 1-12 Construction Oversight Engineer contacts.



COP Manager - Girmay Beyene
Girmay.Beyene@dot.ca.gov
(916) 275-4587



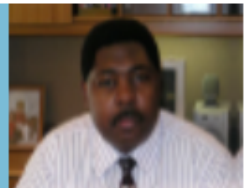
Districts 1 - 2 - 3
Blas Martinez, Jr., COE
Blas.Martinez@dot.ca.gov
(916) 205-6145



Districts 4 (North) & 10 (North)
Muhammad Rahman, COE
Muhammad.Rahman@dot.ca.gov
(276) 599-4025



District 8 & 9
Peter Mututwa, COE
Peter.Mututwa@dot.ca.gov
(279) 599-3357



District 11 & 12
Chad Yang, COE
Chad.Yang@dot.ca.gov
(916) 205-8639



Districts 6 & 10 (South)
Michael Ramos, COE
Michael.Ramos@dot.ca.gov
(279) 234-6832



Districts 4 (South) & 5
Patrick Dussell, COE
Pat.Dussell@dot.ca.gov
(916) 202-9216



Districts 7
Seree 'Mack' Yenjai, COE
Seree.Yenjai@dot.ca.gov
(916) 205-9908

<https://dot.ca.gov/programs/local-assistance/guidance-and-oversight/construction-oversight-program>



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Caltrans Division of Local Assistance Blog & Weekly Email Announcements

Visit the DLA Blog and enter contact information in the side column to receive weekly announcements of news, resources and trainings.

<https://www.localassistanceblog.com/>

Construction Oversight Program

Question & Answer Session