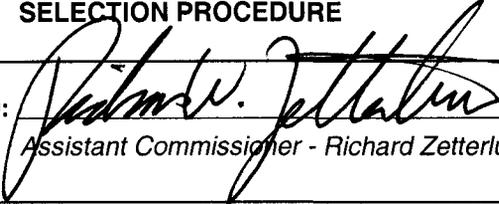


**STANDARD CONSTRUCTION OPERATING PROCEDURE**

City of New York Department of Design and Construction  
Division of Infrastructure Bureau of Construction

**SUBJECT: COMMUNITY CONSTRUCTION LIAISON  
SELECTION PROCEDURE**

**APPROVED:**   
*Assistant Commissioner - Richard Zetterlund, P.E.*

**SCOP..... : 05 - 001G**

**CATEGORY.... : CONSTRUCTION**  
**Subcategory : Community Liaison**  
**Keywords ..... : Office of Community Outreach  
and Notification (OCON)  
Community Construction Liaison  
(CCL)**

**Supersedes... : N/A**  
**Supplements.... : N/A**  
**Sheet..... : 1 of 1**

**Issue Date..... : February 28, 2005**

Prior to the commencement of contract work on projects requiring the services of a Community Construction Liaison (CCL), the CCL must be approved. The Resident Engineering Inspection (REI) company should submit the proposed candidate(s) to the Office of Community Outreach and Notification (OCON) and copy the Construction Borough Director.

The Director of OCON will interview the proposed candidate(s). The Director of OCON will inform the Construction Borough Director of their recommended candidate via the Community Construction Liaison Approval Form (attached). If the Director of OCON does not recommend the candidate, a new candidate(s) must then be submitted by the REI company.

The Borough Director reviews the selected candidate and either concurs or disagrees with the selection. If the Construction Borough Director concurs with OCON recommendation, the selected candidate is then formally approved by the Borough Construction Office. If the Construction Borough Director does not agree with the recommended selection, then the matter is referred to the First Assistant Commissioner for a final determination.

No CCL should begin work on any project until formal approval has been issued.

Note that candidates can only be approved in accordance with DDC Policy and Procedures Memorandum #98-10 (attached).

Attachments: DDC Policy and Procedures # 98-10; DDC Community Construction Liaison Approval Form



City of New York Department of Design and Construction

## Community Construction Liaison Approval Form

<b>Project Id:</b>	_____
<b>Project Description:</b>	_____
<b>Consultant (REI) Co.:</b>	_____
<b>Comptroller's Registration No.:</b> <i>For Consultant</i>	_____

Candidate's Name: _____	Interview Date: _____
Does the candidate have prior DDC CCL experience?	Yes          No
Is candidate currently working on another DDC Project?	Yes          No
	If Yes, Project Id: _____
If yes, is a replacement necessary?	Yes          No

The Office of Community Outreach and Notification has interviewed the candidate and the candidate ( IS or IS NOT ) recommended to work on the above referenced project.	
_____	_____
<i>Director of Community Outreach and Notification</i>	<i>Date</i>

The Construction Borough Director has reviewed the candidate's qualifications and the candidate ( IS or IS NOT ) recommended by the Construction Borough Director.	
_____	_____
<i>Construction Borough Director</i>	<i>Date</i>
If candidate is not recommended by one of the above the First Assistant Commissioner will make the final determination.	
Determination: _____	
_____	_____
<i>First Assistant Commissioner</i>	<i>Date</i>



City of New York Department of Design and Construction

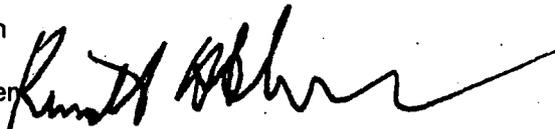
Luis M. Tormenta, P.E.  
Commissioner

Kenneth Holden  
First Deputy Commissioner

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**DDC POLICY AND PROCEDURES MEMORANDUM -- #98-10 (OPERATIONAL)**

TO: Richard Ocken  
FROM: Kenneth Holden   
RE: Community Construction Liaisons  
DATE: December 18, 1998

In order to avoid potential conflicts of interest and to ensure the appropriate focus on a DDC construction project, current Community Board members can not be employed as Community Construction Liaisons on DDC projects in the Community Board district in which they serve. For the same reason, staff of elected officials can not be employed as Community Construction Liaisons in the districts served by the elected official for whom they work.

This policy is effective immediately and applies prospectively. If any Community Board member or elected official staff is currently so employed as a Community Construction Liaison, you may elect, after review of their performance and the circumstances surrounding the project, to retain them in their position.

Please make sure that the REI contractors and DDC staff responsible for approving Community Construction Liaisons are aware of this policy.

c: T. Campagna  
S. Dodson