



Division of Infrastructure  
Bureau of Construction

SUBJECT: CRITICAL PROJECT TEAM

SCOP..... : 15 - 001G

CATEGORY..: CONSTRUCTION  
Subcategory : CRITICAL PROJECT TEAM  
Keywords ..... : Construction, Design and Program Administration.  
Critical Project Team

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

Issue Date..... : July 31, 2015

Effective immediately, in an effort to promote continued cooperation, coordination and integration within the Infrastructure Capital Program, critical projects will be assigned to a Construction Engineer-in-Charge during the predesign and commitment plan stage. The Critical Projects will be identified by Infrastructures Design Program Administration and Construction Directors along with Division Executives at the Borough Commitment Plan meetings.

Critical projects are determined by their complex technical scope, client priorities, geographical concerns and/or City initiatives. Once the critical project has been identified, the Construction Borough Director, after reviewing current and anticipated work load, will assign an Engineer-In-Charge to work with Design and Program Administration throughout the design, permitting and procurement phase.

Some of the team's (Design/Program Administration/Construction) meeting milestones include the following:

- Design's Mass Mailings / Alignment meetings (40%, 75%, and 90% Scope).
- Field meetings as scheduled by Program Administration / Design.
- Utility Joint-Bid analysis (review of shared items and assistance with bid estimates).
- Constructability reviews (reports/analysis).
- Private property easements and acquisitions.
- NYC DOT traffic stipulation review (hours, restrictions and work zones).
- NYC DOB news stands, scaffolding / new construction permits.
- NYS DEC Permit review (if applicable).
- Construction duration estimates (weather restrictions, embargos, etc.).
- Attend Pre-Bid/Pre-Award meeting as scheduled by Program Administration.
- Ensure project funding by meeting with DDC Budget Unit and Check PIMS Dashboard.

The team will continue to meet during the Construction Phase of the project to ensure that all project/client concerns are being addressed and that the project schedule is on track for timely completion.

At the completion of the project, the EIC will schedule and chair a post-construction meeting to review lessons learned. The REI firm (if applicable) will also review their "Final Report" as required by the contract.