



STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION  
Division of Infrastructure  
Bureau of Construction

SCOP..... : 12 - 001G

CATEGORY.. : CONSTRUCTION

Subcategory : COMMUNITY LIAISON

Keywords ..... : Office of Community Outreach  
and Notification (OCON)  
Community Construction  
Liaison (CCL)

Supersedes..... : 05-001G

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : January 25, 2012

**SUBJECT: COMMUNITY CONSTRUCTION LIAISON  
SELECTION PROCEDURES - REVISED**

**APPROVED:**

*Associate Commissioner, Richard Zetterlund, P.E.*

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 Director of Community Outreach and Notification (OCON) and the Construction Borough Director. The CCL included in the REI proposal is to be the first candidate considered/interviewed.

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).

The Borough Director reviews the selected candidates 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 OCON's recommendation then the matter is referred to the Deputy Commissioner (DC) or Associate 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).

OCON will oversee and evaluate performance of CCL's based on published standards.

OCON will submit biannual evaluations of CCL performance with recommendation for corrective actions to the Borough Directors. Borough Directors will review CCL evaluations with Consultant Project Executives and submit a report to the DC on the outcome of such review with Project Executives of Consulting Firms.

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

## Community Construction Liaison Approval Form

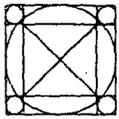
<b>Project Id:</b>	_____
<b>Project Description:</b>	_____
<b>Consultant (REI) Co.:</b>	_____
<b>Comptroller's Registration No.:</b> <i>For Consultant</i>	_____

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

The Office of Community Outreach and Notification has interviewed the candidate and they are 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>Associate Commissioner</i>	<i>Date</i>

cc: OCON file, Construction Borough Director, Assistant Commissioner



# DDC

City of New York Department of Design and Construction

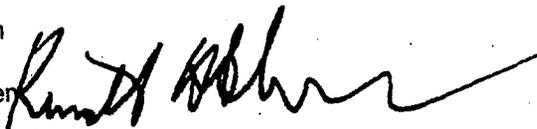
Luis M. Tormenta, P.E.  
Commissioner

Kenneth Holden  
First Deputy Commissioner

30-30 Thomson Avenue  
Long Island City, NY 11101

Tel. 718 / 391-1591  
Fax 718 / 391-3480  
[www.ci.nyc.ny.us/buildnyc](http://www.ci.nyc.ny.us/buildnyc)

**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