

# DISTRICT ONE CONSTRUCTION ESCALATION MATRIX

Revised 04/25/08

| Personnel for In House DOT Administered Projects                  | Personnel for Consultant CEI Administered Projects                | Contractor Personnel | Design Personnel | Duration <sup>1</sup> |
|---|---|----------------------|------------------|-----------------------|
| <u>Senior Inspector</u>   | <u>Senior Inspector</u>   |                      |                  | 2 Hours               |
| <u>Project Administrator/IHCM</u>                                 | <u>PA w/Guidance from CPM/CCM</u>                                 |                      |                  | 1 Day                 |
| <u>Engineering Manager/OCE</u>                                    | <u>SPE w/Guidance from CPM/CCM/EM/OCE</u>                         |                      |                  | 2 Days                |
| <u>ADCE/DCE<sup>2</sup></u><br>Alan Autry or Terry Muse/Jon Sands | <u>ADCE/DCE<sup>2</sup></u><br>Alan Autry or Terry Muse/Jon Sands |                      |                  | 2 Days                |

### **Rules For Escalation**

If the parties can't agree on an issue, then escalate.

If the parties can't agree on "what" the issue is, then escalate.

If the parties can't agree on a plan of action to resolve the issue, then escalate.

If the parties do not have the authority to resolve the issue, then escalate.

If there is a lack of response from the other party involved, then escalate.

<sup>1</sup> **Time frame begins when all the information is provided to make an informed decision.**

<sup>2</sup> **Escalate to this level on Cost OR Time issues greater than the limits shown below OR if the issue will be referred to the DRB:**

Cost > \$150,000 per issue.

Time > The cumulative maximum of 30 days or 5% of the original contract time, whichever is greater.

### **Acronym Key**

PA = Project Administrator

IHCM = In House Contracts Manager

EM = Engineering Manager

DRB = Dispute Review Board

OCE = Operations Center Engineer

SPE = Senior Project Engineer

CPM = Construction Project Manager

CCM = Consultant Contracts Manager

ADCE = Asst. Dist. Construction Engr.

DCE = District Construction Engineer

