

# 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> Alan Autry or Terry Muse/Jon Sands	<u>ADCE/DCE<sup>2</sup></u> 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

