

Memorandum

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a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: August 17, 2023

File: Division of Construction
CPD 23-5



From: RAMON HOPKINS, Chief
Division of Construction

Subject: **COZEEP UNFULFILLED TASK ORDERS – ELECTRONIC REPORTING**

Effective August 7, 2023, this directive requires resident engineers, or their designated staff, to electronically submit any unfulfilled COZEEP task orders. The COZEEP Unfulfilled Task Order electronic entry form is available on the headquarters Division of Construction website:

<https://construction.onramp.dot.ca.gov/cozeep>

Headquarters Division of Construction has been tracking unfulfilled COZEEP task orders since September 2021. Until now, the unfulfilled task orders were tracked using an Excel spreadsheet with the relevant project and CHP field office information. This data has helped the division evaluate trends of unfulfilled task orders by specific CHP field offices. Caltrans and CHP have been using this data to address the gaps in COZEEP availability from the specific CHP field offices.

The Division of Construction has developed a Smartsheet electronic form to collect information on unfulfilled COZEEP task orders. This electronic form will facilitate improved efficiency in data collection and expedite the resolution of COZEEP availability on projects. This will help the division to make data-driven decisions that align COZEEP with Caltrans' goals.

If you have questions or comments regarding this directive, please contact Amjad Obeid, Division of Construction, at Amjad.Obeid@dot.ca.gov or (916) 591-2866.

DEPUTY DISTRICT DIRECTORS, Construction et al.

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cc: Ray Tritt, Assistant Division Chief, Division of Construction
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