

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: July 8, 2020

File: Division of Construction
CPD 20-16



From: RACHEL FALSETTI, Chief
Division of Construction

Subject: **WATER POLLUTION CONTROL MANAGER QUALIFICATIONS**

Public health restrictions because of Coronavirus disease (COVID-19) have affected the availability of training for water pollution control (WPC) managers and assistant WPC managers to become certified. This directive removes the contract requirements for training and provides modifications to roles and responsibilities of WPC managers and assistant WPC managers when it is requested by the contractor because of a shortage of trained personnel.

The additional 8-hour training requirement for certified WPC managers and assistant WPC managers and the modifications to their qualifications are defined in Section 13-1.01D(3), "Training"; first paragraph of Section 13-1.01D(4)(a), "General"; and first two paragraphs of Section 13-1.01D(4)(b), "Qualifications," of the Revised *Standard Specifications*. For projects advertised after April 17, 2020, resident engineers need to review the Revised *Standard Specifications* in the project special provisions to determine if the additional training requirement and modified qualifications of WPC managers and assistant WPC managers are included in the contract specifications. If they are in the contract, and the contractor requests a waiver of the requirement due to a shortage of trained personnel, resident engineers may issue a change order to eliminate the implementation of the additional training requirement and the modification of their qualifications.

Attached to this directive are a sample change order memorandum and a sample change order. This directive serves as delegation of authority from the Division of Construction for change order approval, except when change order language is altered.

If you have questions or comments regarding this directive, please contact Hamid Hakim, Division of Construction, at Hamid.Hakim@dot.ca.gov or (916) 653-7289.

Attachments:

1. Sample Form CEM-4903, "Change Order Memorandum"
2. Sample Form CEM-4900, "Change Order"