



Caltrans Local Assistance

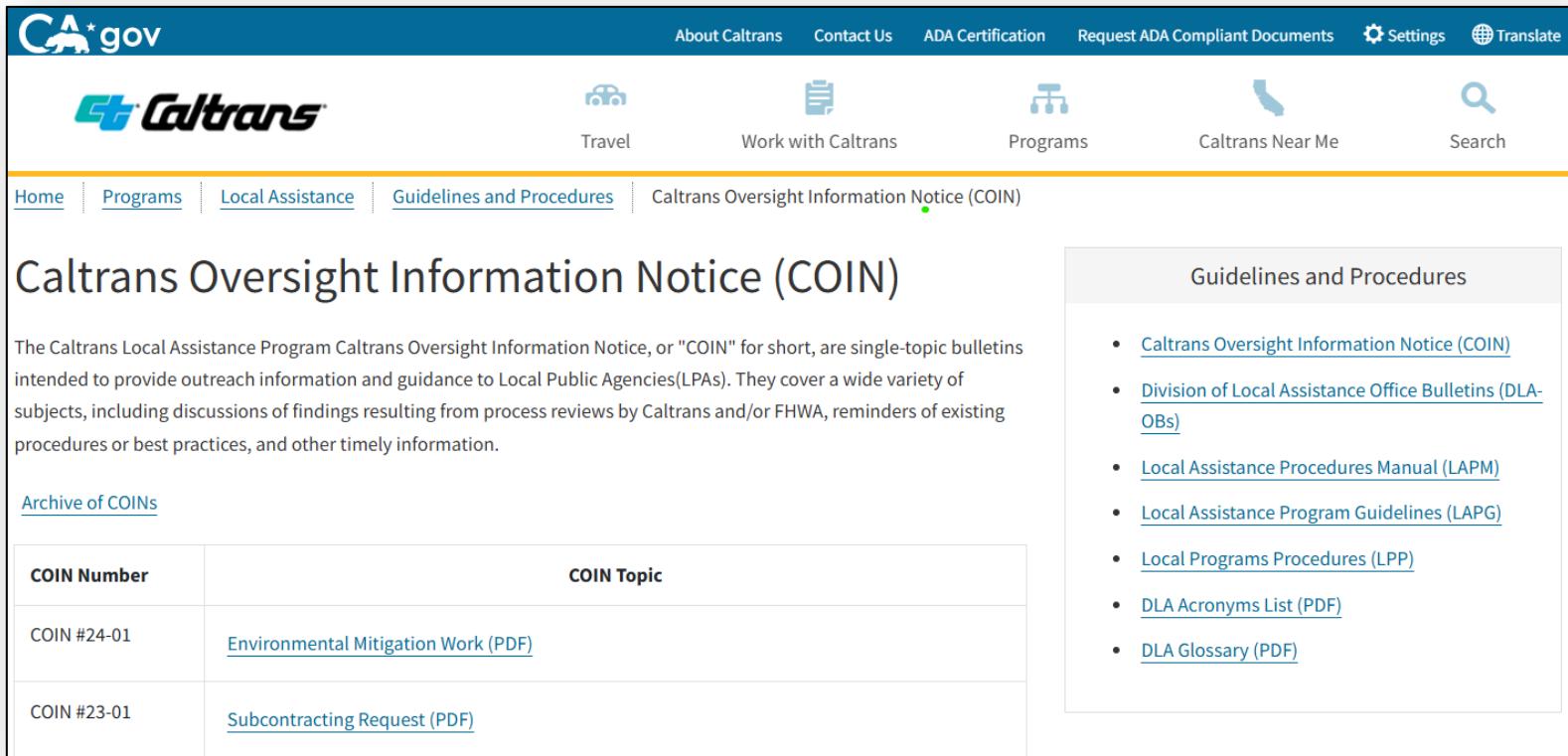
RESIDENT ENGINEER ACADEMY

Module 13

Construction Oversight Program

January 2026

Caltrans Oversight Information Notice (COIN)

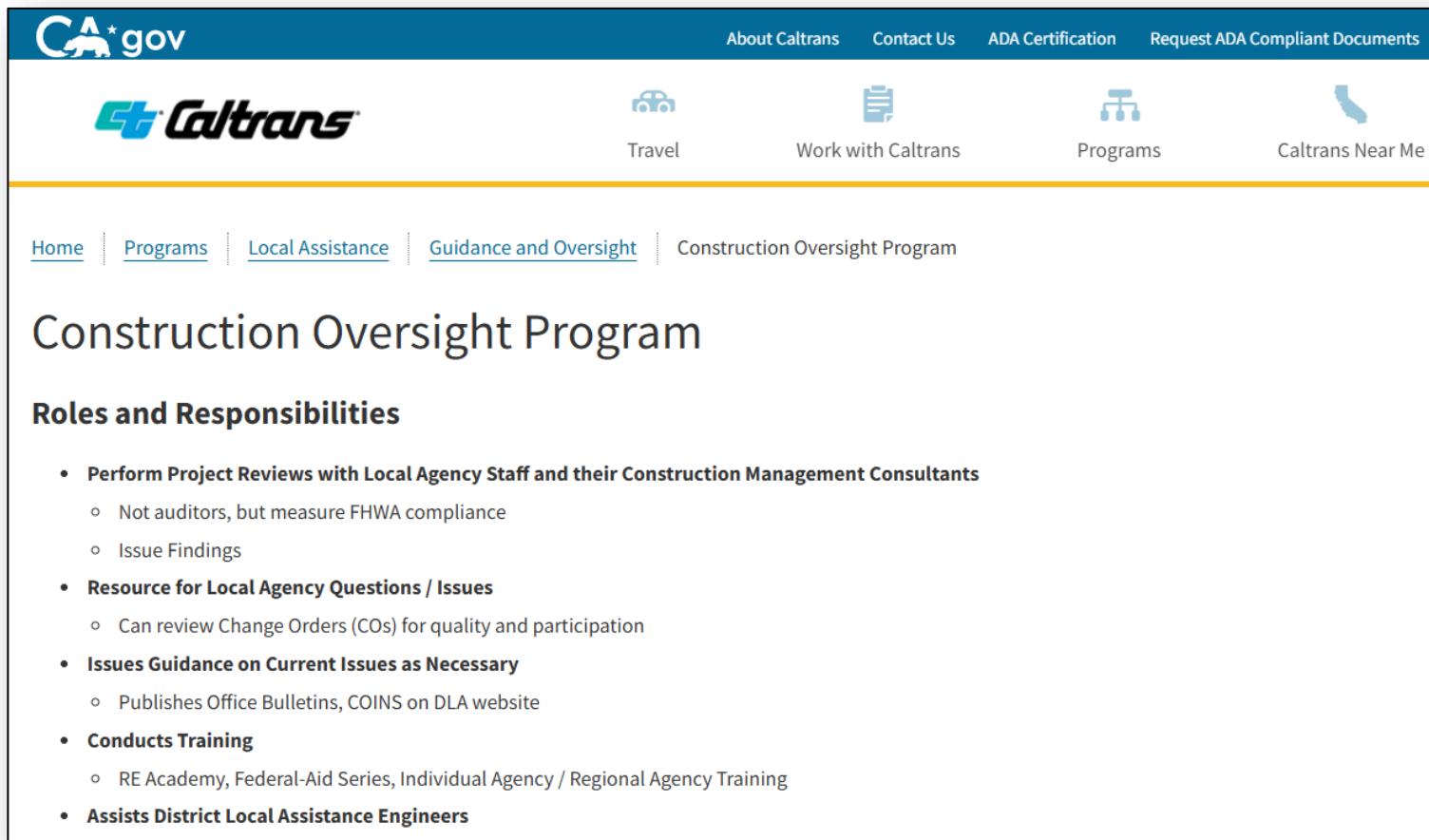


The screenshot shows the Caltrans website with a blue header bar. The header includes the "CA.gov" logo, navigation links for "About Caltrans", "Contact Us", "ADA Certification", "Request ADA Compliant Documents", "Settings", and "Translate". Below the header is a navigation bar with links for "Home", "Programs", "Local Assistance", "Guidelines and Procedures", and "Caltrans Oversight Information Notice (COIN)". The "Caltrans Oversight Information Notice (COIN)" link is highlighted with a green dot. The main content area features a large heading "Caltrans Oversight Information Notice (COIN)". Below the heading, a text block explains that COINs are single-topic bulletins intended for Local Public Agencies. A "Archive of COINs" link is provided. A table lists two COIN entries: COIN #24-01 (Environmental Mitigation Work) and COIN #23-01 (Subcontracting Request). To the right, a sidebar titled "Guidelines and Procedures" contains a list of links: "Caltrans Oversight Information Notice (COIN)", "Division of Local Assistance Office Bulletins (DLA-OBs)", "Local Assistance Procedures Manual (LAPM)", "Local Assistance Program Guidelines (LAPG)", "Local Programs Procedures (LPP)", "DLA Acronyms List (PDF)", and "DLA Glossary (PDF)".

COIN Number	COIN Topic
COIN #24-01	Environmental Mitigation Work (PDF)
COIN #23-01	Subcontracting Request (PDF)

Caltrans Oversight Information Notice (COIN)

Construction Oversight Program (COP)



The screenshot shows the official Caltrans website with a dark blue header. The header includes the "CA.gov" logo, the Caltrans logo, and navigation links for "About Caltrans", "Contact Us", "ADA Certification", and "Request ADA Compliant Documents". Below the header, there are four main navigation links with icons: "Travel" (car icon), "Work with Caltrans" (document icon), "Programs" (globe icon), and "Caltrans Near Me" (map icon). A horizontal yellow bar separates the header from the main content. The main content area has a white background and displays a breadcrumb navigation: "Home" → "Programs" → "Local Assistance" → "Guidance and Oversight" → "Construction Oversight Program". The title "Construction Oversight Program" is prominently displayed in large, bold, dark text. Below the title, a section titled "Roles and Responsibilities" is listed with a bulleted list of tasks.

Construction Oversight Program

Roles and Responsibilities

- Perform Project Reviews with Local Agency Staff and their Construction Management Consultants
 - Not auditors, but measure FHWA compliance
 - Issue Findings
- Resource for Local Agency Questions / Issues
 - Can review Change Orders (COs) for quality and participation
- Issues Guidance on Current Issues as Necessary
 - Publishes Office Bulletins, COINS on DLA website
- Conducts Training
 - RE Academy, Federal-Aid Series, Individual Agency / Regional Agency Training
- Assists District Local Assistance Engineers

Construction Oversight Program (COP)

Roles

- **Perform Project Reviews with Local Agency Staff and their Construction Management Consultants**
 - Not Auditors, but Measure FHWA Compliance
 - Issue Findings
- **Resource for Local Agency Questions / Issues**
 - Can Review COs for Quality and Participation
- **Issues Guidance on Current Issues as Necessary**
 - Publishes Office Bulletins, COINS on DLA Website
 - **Conducts Training**
 - RE Academy, Federal-Aid Series, Individual Agency / Regional Agency Training
- **Assists District Local Assistance Engineers**

Reviews

- Approximately 2 to 3 weeks notice
- Review checklist provided in advance
- Attendance:
 - Construction Oversight Engineer (COE)
 - Resident Engineer (RE)
 - Responsible Person in Charge
 - Others welcome
- All project records
- All contract documents

Types of Construction Oversight Engineer Review Checklists

Review Checklist	Document Access (PDF)	13.1 Handout PDF Pages
Pre-Construction	https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/pre-construction.pdf	2 – 6
Mid-Construction	https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/mid-construction.pdf	7 – 17
Post-Construction	https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/post-construction.pdf	18 – 28

Review Findings

- Sent to:
 - Local Agency
 - Caltrans District Local Assistance Engineer ([DLAE](#))
- Major deficiencies identified require a corrective action plan

Corrective Action Plans

Must be ...

- Submitted by agency within 30 days
- Detail corrective actions
 - Modify policy and procedures
 - Provide training
 - Add staff
 - Other?
- Include timelines

Top 10 Non-Compliance Areas

Non-Compliance Area	Percentage
Log of Acceptance Testing in Project Files	63 %
Up-to-Date Tester Certifications in Project Files	64 %
Quality of Materials Certificates of Compliance	65 %
Subcontracting Request Submitted / Approved	67 %
Extra Work at Force Account Hours in Daily Reports	70 %
Support of Adjustment of Compensation Prices on CCOs	71 %
Daily Report Breakdown of Hours by Contract Item / CCO Work	75 %
Federal EEO Poster Board Posted in Clearly Visible Location	76 %
Controlling Operation of Work Noted on Weekly Statement of WD	78 %
Presence / Quality of Buy America Certifications	80 %

Other Types of Reviews

- Local Agency project records are subject to:
 - Process Reviews
 - Audits
- May be either Federal or State

Get to Know a Construction Oversight Engineers

Construction Oversight Engineers (COEs) assist with...

- *Resource to Local Agency*
 - Answer questions
 - Make recommendations
 - Provide training
 - Act as liaison to other Caltrans staff
- Ensure Agency compliance with:
 - Laws
 - Regulations
 - Policies

Construction Oversight Engineers

Visit the Caltrans Construction Oversight Program webpage to access the current Caltrans District 1-12 Construction Oversight Engineer contacts.

The map of California is divided into 12 numbered districts. District 1 is in the far northwest, District 2 is in the north-central region, District 3 is in the central-north region, District 4 is in the central region, District 5 is in the central-south region, District 6 is in the south-central region, District 7 is in the southeast, District 8 is in the southwest, District 9 is in the central-south region, District 10 is in the north-central region, District 11 is in the far south, and District 12 is in the south-central region.

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*Revised January 06, 2026



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Caltrans Division of Local Assistance Blog & Weekly Email Announcements

Visit the DLA Blog and enter contact information in the side column to receive weekly announcements of news, resources and trainings.

<https://www.localassistanceblog.com/>

Construction Oversight Program

Question & Answer Session