



## Announcement for Office Bulletin 15-02 “Local Agency Employee in Responsible Charge”

07/02/2015

### **Announcement:**

Office Bulletin 15-02 “Local Agency Employee in Responsible Charge” was posted to the Local Assistance LAPM Publications website at

[http://www.dot.ca.gov/hq/LocalPrograms/DLA\\_OB/DLA\\_OB.htm](http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm)

### **Background:**

There are several sections in the Caltrans Local Assistance Procedures Manual (LAPM), that incorrectly indicate, imply or infer that an Architectural and Engineering (A&E) consultant, whether procured as a retained Agency Engineer or in a project-specific engineering role may fulfill the requirement of “Local Agency Employee in Responsible Charge”.

### **Change:**

This Office Bulletin supersedes portions of LAPM Chapters 15 and 16 that do not correctly state that the local agency must provide a full-time employee (not just a consultant) to be in responsible charge of, and maintain a level of engagement in, each project. This Office Bulletin also provides for the clarification, definition, and the detailed roles of the “Local Agency Employee in Responsible Charge” as applied to Federal-Aid and State-Funded transportation infrastructure projects. As such, the person in responsible charge must be employed directly by the local agency who is the direct recipient of Federal or State funds. A consulting firm that is on retainer as the City Engineer or a project specific consultant (serving as the Project Manager, Construction Resident Engineer or other role) may not fill the role as the “Local Agency Employee in Responsible Charge”.

### **Impacts:**

This policy applies to all infrastructure projects receiving Federal-aid or State funds for any phase of work administered by a local public agency.

### **Contact:**

Please contact Mike Giuliano at (805) 549-3072 or [Mike.Giuliano@dot.ca.gov](mailto:Mike.Giuliano@dot.ca.gov)