

**DIVISION 100 SUPPLEMENTAL GUIDANCE 1 -
ALDOT ORGANIZATION**

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INTRODUCTION

It is important for the Project Manager to be knowledgeable of the organization of ALDOT and the hierarchy of authority and communication as it relates to construction activities and decision making.

The mission of ALDOT is to provide a safe, efficient, environmentally sound intermodal transportation system for all users, especially the taxpayers of Alabama. ALDOT

fulfills this mission through its central, region, area, district, and project offices. The ALDOT Central Office is in Montgomery. Five region offices are located in various geographical regions of the state. There are two area offices per region. District offices are located within each area, and project offices are located within districts. Project offices are staffed with construction project personnel and provide field contract administration for specific construction projects.

CENTRAL OFFICE

The administrative leaders of ALDOT are assigned to the Administrative Bureau located in the ALDOT Central Office. The Administrative Bureau is organized into the Office of the Transportation Director and the Office of the Chief Engineer. Bureau chiefs, and region engineers report to the Transportation Director through the Chief Engineer and/or deputy directors.

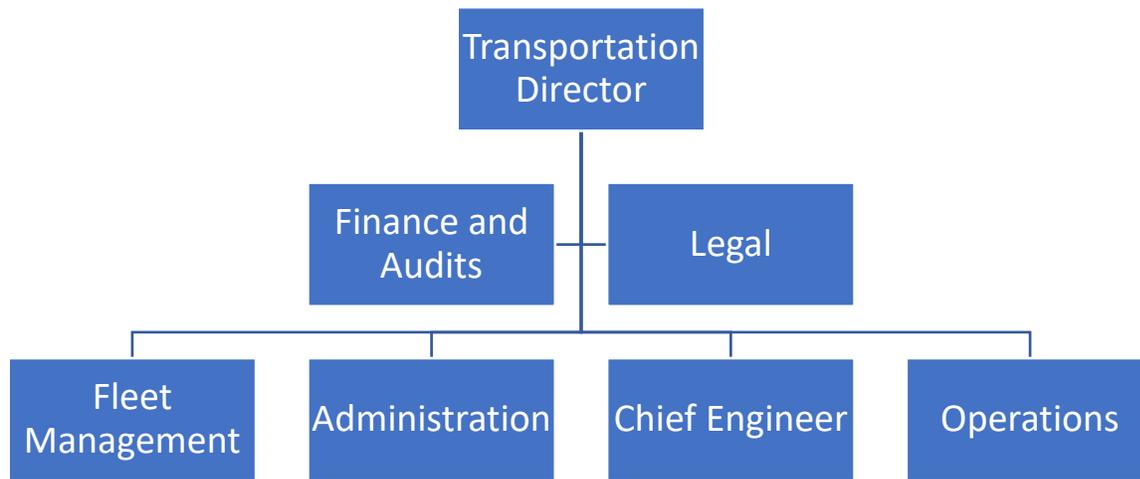


Figure 1.100-1 Administrative Bureau Structure.

The Transportation Director is the Chief Executive Officer of ALDOT. All powers, authority, and duties vested in ALDOT are exercised by the Transportation Director. Two bureaus report directly to the Transportation Director - the Legal Bureau and the Finance & Audits Bureau.

The three deputy directors are responsible for the areas of administration, fleet management, and operations. The Deputy Director of Administration directs the activities of the Aeronautics, Air Transportation, Compliance, Media and Community Relations, Personnel, and Training Bureaus. In addition, Special Counsel reports to the Deputy Director of Administration.

The Deputy Director of Fleet Management is responsible for the activities of the Office of Fleet Management and development of the Statewide Fleet Management Program.

The Deputy Director of Operations leads the Construction, Equipment, Procurement and Services, Maintenance, and Materials and Test Bureaus, and all five region offices.

The Chief Engineer supervises two assistant chief engineers. The Assistant Chief Engineer for Policy and Planning leads the Local Transportation, Office Engineer, and Research and Development Bureaus, and the Office of Engineering Services. The Assistant Chief Engineer for Pre-Construction directs the

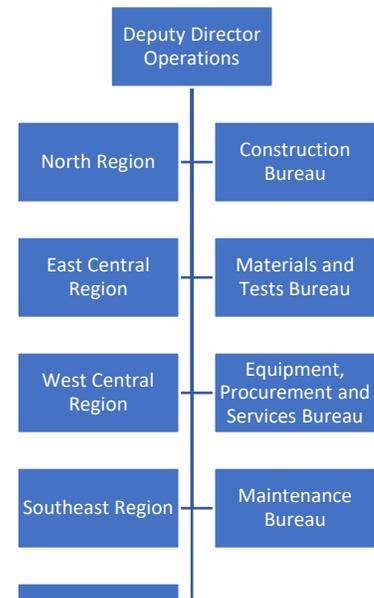


Figure 2.100-1 ALDOT Operations Structure.

operation of the Bridge, Design, and Right of Way Bureaus, as well as the Office of Quality Control.

Each bureau is led by a bureau chief with several assistants under their supervision to carry out the activities of the bureau. Each bureau chief reports directly to the appropriate assistant chief engineer or deputy director. Personnel within each bureau work on a statewide basis and assist the region offices in their specific areas of expertise.

CONSTRUCTION BUREAU

The Construction Bureau is led by the State Construction Engineer who reports to the Deputy Director of Operations. Organization of the Construction Bureau includes seven sections: Road Construction, Bridge Construction, Environmental Construction, Specifications, Plans Review, e-Construction, and Special Projects. The Construction Bureau is responsible for providing support and guidance to region construction personnel and for general administration of all construction contracts. A goal of the Construction Bureau is to promote uniformity and consistency in the interpretation, enforcement, and implementation of contract document requirements and internal policies related to construction.

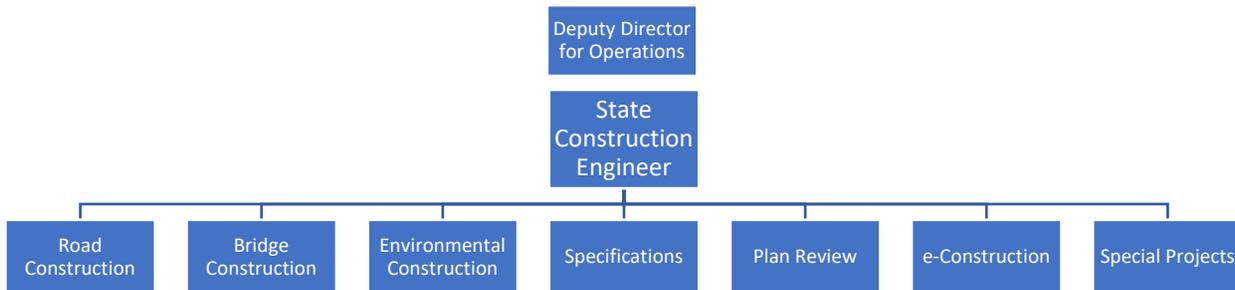


Figure 3.100-1 Construction Bureau Structure.

REGION OFFICES

The state is divided into five regions: North, East Central, West Central, Southeast, and Southwest. Each region office is organized similarly to the Central Office. Within each region office, a region engineer supervises several assistant region engineers responsible for areas of construction, maintenance, pre-construction, local transportation, materials and tests, equipment operations, and right of way. Each Region Engineer reports to the Deputy Director for Operations. The main function of the region office is to carry out the work of ALDOT and supervise the work of area offices. Construction-related technical expertise and contract administration support are available from each of the central office bureaus through the Construction Bureau. Region boundaries are shown in Figure 4.100-1.

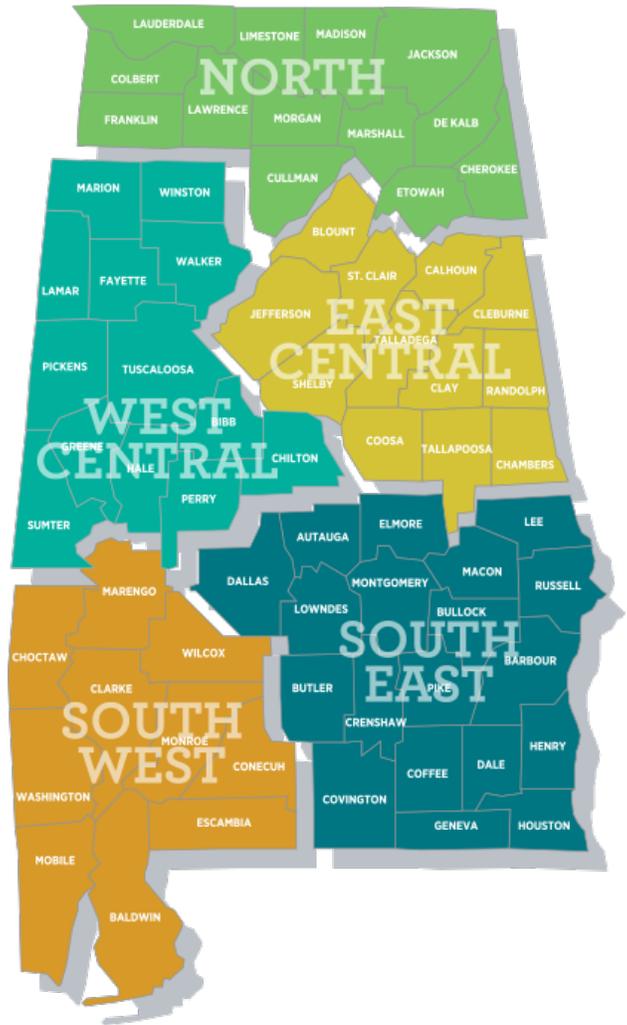


Figure 4.100-1 Region Office Geographic Boundaries.

AREA OFFICES

Each region is divided into area offices as shown in Figure 5.100-1 below. The main function of area offices is to carry out the work of ALDOT and supervise work within the district offices. Technical expertise and contract administration support for area construction offices are available from each of the Central Office Bureaus through the Construction Bureau.

REGIONS	AREAS
North	Tuscumbia, Guntersville
East Central	Birmingham, Alexander City
West Central	Tuscaloosa, Fayette
Southeast	Montgomery, Troy
Southwest	Mobile, Grove Hill

Figure 5.100-1 ALDOT Regions and Areas.

DISTRICT OFFICES

Each area contains several district offices varying in number according to the size of the area and population density of urbanized areas. Each district office is led by a district administrator who may supervise several assistants in directing both maintenance and construction activities within their district. Each district administrator directs the activities of several maintenance crews and may have several project managers under their supervision varying with the number of projects underway in their district. Some District Administrators do not fall in the chain of command and responsibility for construction activities. In these areas, project managers are supervised by the Area Construction Engineer.

PROJECT OFFICES AND PERSONNEL

The Area Construction Engineer is responsible for initially staffing project offices. The number of project personnel assigned to a project and their skill type and level varies based on the type of construction and the rate of contractor progress. The Project Manager is responsible for monitoring and anticipating project office staffing needs. The Project Manager notifies and updates the Area Construction Engineer regarding the quantity and skill level of project staffing required for satisfactory contract management. Changes to project office staffing are made at the direction of the Area Construction Engineer with input from the Region Engineer and district administrators. The Area Construction Engineer is responsible for ensuring the adequacy of construction staffing levels in their area.

Project office personnel include a project manager and an inspection staff. Additional personnel may include assistant project managers, chief inspectors, dedicated stormwater and traffic control inspectors, and surveying and office support staff. Project managers and assistant project managers are responsible for field administration of construction contract documents on specific construction projects. They oversee contractor operations to ensure conformance to the plans, specifications, and special provisions. Project office personnel are supported by district, area, region offices, and central office bureaus as needed.

PROJECT OFFICE PERSONNEL

The Area Construction Engineer is responsible for initially staffing project offices. Selection of project personnel may vary widely depending on type of construction and rate of contractor progress. These factors determine the number of project personnel required and their type and level of skills. During construction, the Project Manager is responsible for monitoring and anticipating project office staffing needs. Consideration should be given to current staffing levels and expected increases or decreases in workload. The Project Manager should notify and update the Area Construction Engineer of the

quantity and skill level of project staffing required for satisfactory contract management. Changes to project office staffing will be made at the direction of the Area Construction Engineer with input from the Region Engineer and District Managers. The Area Construction Engineer is responsible for ensuring the adequacy of region/area construction staffing levels by monitoring and anticipating staffing needs. Consideration should be given to current staffing levels and expected increases or decreases in workload.

Project office personnel include a Project Manager and an inspection staff. Project personnel may include assistant project managers, senior inspectors, stormwater inspectors, traffic control inspectors, and survey and office support staff.

Project Managers serve the field representative of ALDOT as the “Engineer” referenced by contract specifications. They are direct supervisors of all personnel assigned to their project office. Project managers are responsible for direct communication with region/area construction leadership and the contractor.

Project managers ensure that project personnel adhere to all applicable ALDOT policies and guidelines. They are also responsible for administration of the contract including documentation of project activities, contractor compensation for work completed in accordance with contract documents, and verification of both quantity and quality. The Project Manager is also expected to be aware of all of ALDOT contract responsibilities and commitments to the contractor, the public, and applicable government regulatory agencies.

Project inspectors serve as agents of the project manager, communicating and documenting the quality and quantity of work completed by the contractor. Quantity and quality of work items are assessed for payment through observation, direct measurement, sampling, and testing which must be conducted in accordance with contract requirements, ALDOT policies and procedures.

Additional information regarding the roles and responsibilities of project managers and inspectors are provided in [100 SG-2](#).

HIERARCHY OF ORGANIZATIONAL AUTHORITY

Construction issues should be addressed at the level of organizational hierarchy closest to the issue by those who have the authority to resolve them. Figure 6.100-1 represents a hierarchy of organizational authority and communication for ALDOT construction projects. When used

properly, the hierarchy allows for people at different levels to give and receive information effectively and efficiently. Employees at all levels should communicate effectively with those above and below them in the hierarchy.

While not specifically listed due to inconsistency among regions, district administrators often supervise project managers and are sometimes involved in contract administration decision making. Project managers should coordinate and communicate with district administrators when appropriate. See [104-2](#) also for extra work, overrun, and contract time change approval authority.

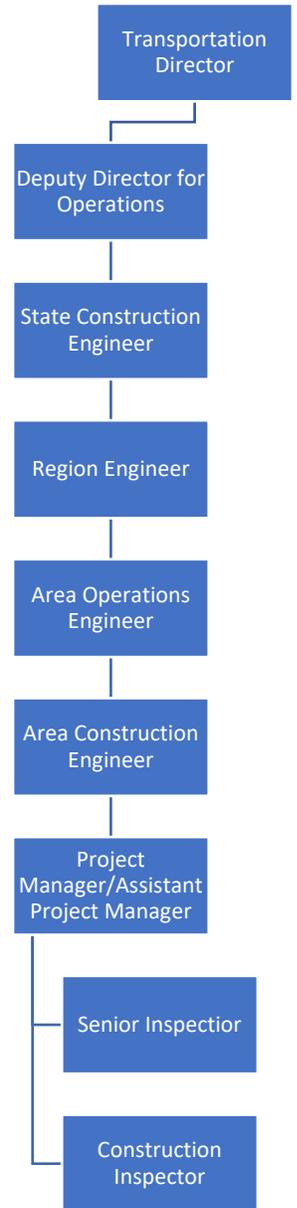


Figure 6.100-1 Hierarchy of Organizational Authority.