

CONSTRUCTION ORGANIZATION

CONTRACT ADMINISTRATION MANUAL

5-591.110

The **Office of Construction and Innovative Contracting (OCIC)** is involved in all phases of construction contracts. The Office is divided into sections that research and promote innovative construction and contracting methods, administer contract bids and approvals, manage construction activities, monitor and enforce labor compliance, investigate and resolve contractor claims, develop work zone safety practices, maintain the Mn/DOT Technical Certification program and revise construction specifications. The Office maintains liaison with districts, divisions, state and federal agencies, legislators, counties and municipalities, contractors, and citizens.

OCIC Mission Statement:

The Office of Construction and Innovative Contracting provides leadership, expertise, innovation, and education to Mn/DOT's construction community through guidance, governance, research, and training so that safety and quality are maintained and policies and procedures are consistently followed, and service and efficiency improved.

In general, a **Resident Office** ensures completion of construction contracts according to contract requirements, provides technical supervision for construction projects, coordinates the activities of public utilities, contractors, and other governmental agencies on construction projects, documents contract work progress for paying the contractors; informs property owners, news media, other governmental agencies, and the public of construction operations within the District; provides requested technical assistance to other governmental agencies on their construction projects and ensures all required traffic safety and control measures are taken in the construction areas.