



RESIDENT ENGINEER'S MANUAL

2014 SPECIFICATIONS

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
CONSTRUCTION DIVISION

FOREWORD

The Construction Industry is continually changing. New technology, materials, equipment, and methods are constantly being introduced. The Construction Division must keep abreast of these developments and become more proficient in contract administration. This *Resident Engineer's Manual* is an attempt to fill this need.

It is not the intent of this manual to instruct the Resident Engineer in the engineering decisions inherent in his assignment, nor to stifle initiative. Rather, this Manual is intended to establish uniform procedures throughout the Construction Division's Resident Engineer Offices for documentation of contract quantities, for checking and auditing these records, and to provide a reference for administrative policy related to the Construction Division.

The instructions contained herein are not a part of any contract and are not to be construed as binding on any Contractor. They are, however, instructions to those whose responsibility it is to efficiently administer the construction program of the Department.

Although this Manual usually describes only one specific procedure for accomplishing a specific task, it is recognized that there are other procedures which would be satisfactory in many cases. However, there are some procedures which are mandatory for the task involved, and other methods are not acceptable. Such mandatory procedures are prescribed for one or more of several reasons, which may include satisfaction of the requirements of the specifications, establishing uniformity of treatment of similar situations, facilitating auditing and checking of records, reduction of record volume, and other similar reasons. Variation from these prescribed procedures cannot be made without specific approval from the District Engineer and/or the Construction Office.

In order to avoid cumbersome phraseology and in the interest of conciseness, words having a masculine gender such as "flagman", "workman", and the pronouns "he", "his", "him", etc., are used throughout the Manual and are intended to refer to persons of either sex.

The format of this manual was designed to be distributed and updated in electronic format only. Due to this format, insertion of revisions into previously printed versions may result in duplication of content.

While an attempt was made to cover most of the situations likely to occur, it is impossible to anticipate all possibilities. With this in mind, each user of this Manual may suggest changes, additions, etc., deemed needed. Suggestions must be submitted through the appropriate channels to the Construction Engineer. All suggestions will be considered and evaluated, and revisions will be made when deemed appropriate.

Each Resident Engineer needs a copy of each of the following documents available for reference and more detailed information.

-  29 CFR 1926 (Code of Federal Regulations Part 1926) (OSHA)
-  AHTD Accounting Manual
-  AHTD Employee Handbook
-  AHTD Personnel Manual
-  AHTD Safety Manual
-  AHTD Construction Survey Course (Text Book)
-  Erosion and Sediment Control Design and Construction Manual
-  FHWA Labor Compliance Manual
-  Manual of Field Sampling and Testing Procedures
-  MUTCD (Manual of Uniform Traffic Control Devices)
-  Standard Specifications for Highway Construction (2014 Edition)
-  Statement of Policy on the Accommodation of Utilities on AHTD Right of Way and Property
-  Unclassified Excavation for Structures - R. C. Box Culverts
-  AHTD SiteManager User Guide for Resident Engineer Offices
-  AHTD SiteManager Inspectors Guide

Resident Engineers and Construction Division field personnel assigned to Resident Engineer Offices are to use this *Resident Engineer's Manual* and the above documents as Department policy directives in performing their duties for the Department. In the event this Manual conflicts with the 2014 Standard Specifications For Highway Construction, the Specifications will govern.

NOTE: Requests from Resident Engineers for additional copies of the Standard Specifications should be made in writing via E-Mail or Inter Office Memorandum to the Construction Office.

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