




STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
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JENNIFER COHAN
SECRETARY

MEMORANDUM

TO: All Division Directors

FROM: Jennifer Cohan, Secretary 

DATE: November 6, 2015

SUBJECT: **Communication Protocols on Department Construction Contracts**

With the passage of our revenue package, which is resulting in the delivery of more projects, I believe it is important to remind everyone of the communication protocols we all need to follow on DelDOT construction projects to ensure we are providing a single point of contact and consistent direction to our contractors. I recognize this can be difficult at times given the many various programs that have a regulatory oversight role over our contracts, but serious cost and time impacts can result if we allow multiple people to direct the contractors work.

To ensure we speak with one voice, I am asking all staff to communicate to contractors through the appropriate Construction Section personnel. All matters of compliance, whether related to traffic safety, environmental compliance, civil rights, contract administration, audit, payment issues, community relations, or any other area, must be coordinated with and communicated through the personnel charged with administering the construction contract. No one in any support section should be directly communicating on behalf of the Department with any construction contractor.

Please advise staff accordingly. Deviations from these protocols may be considered as a disciplinary matter.

JC:rms

