**DISTRICT ONE CONSTRUCTION
ESCALATION MATRIX**

**Revised 06/11/13**

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| --- | --- | --- | --- | --- |
| **Personnel for In House DOT Administered Projects** | **Personnel for Consultant CEI Administered Projects** | **Contractor Personnel** | **Design Personnel** | **Duration1**  |
| Senior Inspector | Senior Inspector |   |   | 2 Hours |
|   |   |
| Project Administrator/IHCM | PA w/Guidance from CPM/CCM |   |   | 1 Day |
|   |   |
| Engineering Manager/OE | SPE w/Guidance from CPM/CCM/EM/OE |   |   | 2 Days |
|   |   |
| ADCE/DCE2  | ADCE/DCE2  |   |   | 2 Days |
| Brian Penny or Brian Blair/Jon Sands | Brian Penny or Brian Blair/Jon Sands |

**Rules For Escalation**

If the parties can't agree on an issue, then escalate.

If the parties can't agree on "what" the issue is, then escalate.

If the parties can't agree on a plan of action to resolve the issue, then escalate.

If the parties do not have the authority to resolve the issue, then escalate.

If there is a lack of response from the other party involved, then escalate.

**1 Time frame begins when all the information is provided to make an informed decision.**

**2 Escalate to this level on Cost *OR* Time issues greater than the limits shown below *OR*  if the issue will be referred to the DRB:**

Cost > $150,000 per issue.

Time > The cumulative maximum of 30 days or 5% of the original contract time, whichever is greater.

**Acronym Key**

PA = Project Administrator OE = Operations Engineer CCM = Consultant Contracts Manager

IHCM = In House Contracts Manager SPE = Senior Project Engineer ADCE = Asst. Dist. Construction Engr.

EM = Engineering Manager CPM = Construction Project Manager DCE = District Construction Engineer

DRB = Dispute Review Board