

# Memorandum

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**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS  
LABOR COMPLIANCE MANAGERS

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CPD 10-12

**From:** MARK LEJA  
Chief  
Division of Construction



**Subject: Interviews with Contractor Personnel**

The Federal Highway Administration (FHWA) recently issued a report of findings resulting from reviews of several projects funded by the American Recovery and Reinvestment Act. FHWA initiated the reviews as part of its verification of compliance with recovery act requirements and identified interviews with contractor personnel as an area requiring improvement.

Resident engineers are responsible for ensuring that field staff conduct the appropriate number of interviews with contractor personnel on each project. Section 8-102A (2), "Interviews with Contractor Personnel," of the *Construction Manual* requires field staff to conduct a minimum of three interviews each month, including one from the prime contractor and each subcontractor in the various crafts employed on the project. If questions arise concerning the frequency of the interviews, field staff should contact the district or region labor compliance manager for assistance.

This construction procedure directive is a reminder of the importance of conducting interviews with contractor personnel as part of Caltrans' assurance of compliance with state and federal labor and equal employment opportunity contract provisions. For questions concerning this directive, please contact Angela Shell, Division of Construction, at [angela\\_shell@dot.ca.gov](mailto:angela_shell@dot.ca.gov) or (916) 654-3501.