

Projects of Division Interest (PoDI) Evaluation Process

FHWA New Jersey Division Process for Identification and Oversight

A Project of Division Interest (PoDI) evaluation process will be conducted by FHWA as part of New Jersey's Risk Assessment process to assist in the identification, determination and oversight of projects. Utilizing the PoDI Identification Matrix, projects that contain one or more of the identified risks may then be identified as a PoDI. Projects will be chosen based on how each projects risk contribute to the overall State risks for that given year. When many of the same risks are identified among various projects, the Division may use this information as a basis for a program level process review. FHWA will continue to be involved with all projects during Concept Development to ensure adequate project communication at early project development stages and appropriate mitigation of division interest criteria. To administer the Concept Development phase of projects NJDOT will submit all Concept Development reports to the respective FHWA Area Engineer for review and concurrence.

The process and coordination required between the FHWA-NJ Division and the NJDOT to determine which preconstruction phases of work and construction projects will be a PoDI are outlined as follows:

Pre-Construction phases of work

Pre-construction phases of work will utilize NJDOTs Capital Program Screening Committee (CPSC) Process to identify a Project of Division Interest. The FHWA New Jersey Division will obtain a copy of the CPSC agenda prior to each scheduled meeting. During the CPSC, the NJDOT makes the determination to recommend advancement of the project from the current phase to the next phase (Screening to Concept Development, Concept Development to PE, PE to FD, etc.). It is the FHWA-NJ Divisions understanding that all departments within NJDOT advance projects through the CPSC. As part of this determination at each CPSC meeting a FHWA representative will coordinate with the Committee in determining the designation of each project (i.e. PoDI or Non-PoDI). To make this designation, the risk categories identified for that PY [Division Interest Criteria](#) (Appendix A) will be used to assess the projects. Some sample risk areas include multiple contract projects, EA's, EIS's, regionally significant projects, complex bridge projects, division-identified dollar thresholds on the Interstate and/or NHS, high political or community interests, innovative financing, criteria to balance the overall program (e.g., geographic coverage), etc.

Once agreed that a specific project will be categorized as a PoDI, it will be noted within the minutes of that specific CPSC meeting and the subsequent CPC meeting. The New Jersey Division will then begin to develop the Individual Project Plan (IPP) in coordination with NJDOT's assigned Project Manager. The IPP [Individual Project Oversight Plan Template](#) (Appendix B) for each specific project will define the oversight role of the FHWA.

Construction Projects

For a construction phase of work, the FHWA New Jersey Division will obtain a copy of NJDOTs monthly construction advertising schedule, a quarterly PRS report and an annual list of construction projects

provided by the PMO office for all NJDOT Divisions. These submittals will be the mechanism to assist in PoDI identification and determinations for the construction phase of a project. As with preconstruction phases of work, the risks noted within the PoDI Identification Matrix will be utilized for determining the designation of each construction project (i.e. PoDI or Non-PoDI). Once agreed that a specific project will be categorized as a PoDI, the New Jersey Division will then begin to develop the Individual Project Plan (IPP) in coordination with NJDOT's assigned Project Manager and Resident Engineer. The IPP for each specific project will define the oversight role of the FHWA.

Project of Division Interest (PoDI)

Once a phase of work is identified as a PoDI, it will be incorporated into a list for that specific Performance Year (PY) and then compiled into an all-inclusive list. For each phase of work identified as a PoDI, an IPP will be created. This plan will further discuss project involvement and identify specific elements in each project phase which FHWA will expend its resources. It will include the type of oversight that will be conducted on each project, specific elements for review and the risk justification for oversight. This will be coordinated amongst FHWA Senior Staff and New Jersey Department of Transportation (NJDOT) and will correspond to the main Stewardship Agreement oversight categories (noted below).

Quality Assurance / Quality Control

If a project for any phase of work is identified by the NJDOT without utilizing the CPSC process as noted above, the NJDOT will notify FHWA and the project will be reviewed by the appropriate FHWA and NJDOT staff to identify its risks and whether it needs to be appended as a PoDI or non-PODI. The only exceptions to the CPSC PoDI identification process and QA/QC assurance are the projects that fall under the following three Limited Scope processes: Pavement Resurfacing (mill 'x', pave 'x' plus one), Thin Surface Treatment and Concrete Pavement Repair.

Stewardship Agreement Oversight Categories will include:

Preconstruction (Design) – This may include oversight of the following design elements that apply:

- Design Standards
- Design Exceptions
- Structural Design
- Consultant Management
- Context Sensitive Solutions (CSS)
- Environmental Mitigation and Commitments
- ITS Project development Standards & Systems Engineering
- Interstate Access Requests/Interstate Justification Reports
- Pavement Design
- Other project elements as applicable

The Reviews during this phase may include (but not limited to) the following:

- Constructability
- Preliminary Design Submission

- Final Design Submission
- Road Safety Audits
- Roadside Hardware
- Traffic Analysis,
- Traffic Control Plan / Work Zone Traffic Mgmt
- Value Engineering (VE)
- PIF – Airspace clearance FAA (23 CFR 620.104)
- PIF– Proprietary items
- PIF – Publicly furnished materials
- Project Management and/or Financial Plans
- ROW encroachments
- Experimental Features
- Other project reviews as applicable

Preconstruction (PS&E Approval, Advertising, & Award) – This may include oversight of the following preconstruction elements that apply:

- Plans, Specifications, and Estimates (PS&E)
- DBE
- OJT
- Contract Provisions (FHWA1273, Buy America), Changed conditions clauses, Incentive/Disincentives
- Partnering
- Warranties
- ROW Clearances
- Project Authorization and Project Agreements
- Advertisement
- Addenda
- Pre-bid meetings
- Bid Analysis and Award Concurrence
- Innovative contracting
- State contracting procedures
- Utility agreements
- Railroad agreements
- Other project elements as applicable

Project Construction & Contract Administration – This may include oversight of the following construction elements as they apply:

- Preconstruction Meetings
- Initial Inspections
- Intermediate Inspections
- In-Depth Inspections, Final Inspections
- Work Zone Inspections
- Project Meetings
- Buy America

- Materials testing / certifications
- Change orders
- Contractor claims
- Pay Estimate Reviews
- Time extensions
- Value Engineering Change Proposals
- Liquidated damages
- DBE commercial useful functions
- Final Acceptance
- Other project elements and reviews as applicable