CONSTRUCTION PROCEDURES HANDBOOK
TO: Ronald Maruca, Manager
Bureau of Construction Engineering

FROM:
TITLE:
UNIT:
PHONE:
DATE:

SUBJECT: Corrections and/or Revisions to the Construction Procedures Handbook

Comments and/or suggestions for corrections or revisions to this manual are below. A full, specific explanation of the suggestion or correction is included. The revision suggested is as follows:

SECTION NO.

SUBSECTION NO.

PAGE _____ OF ________

PARAGRAPH NO.

SUB-PARAGRAPH NO. (IF APPLICABLE)
Complete rewording or paragraph (s) affected or description of proposed change (s) is as follows:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Additional pages are/are not attached)
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SUBSECTION - B FUNCTION CODES AND MURT CODES

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The Construction Procedures Handbook contains necessary information to assist construction personnel in performing their assigned duties. It shall be used as a reference for Construction Procedures, Office Procedures, and Inspection Reports, and to provide a procedure whereby supervisors will bring to the attention of employees under their jurisdiction, all pertinent Capital Program and Department Policies, Procedures, and Administrative Directives.

This handbook also provides specific information about the Division of Construction Services & Materials, job assignments, specifications, plans, mathematics, materials and other sources of information. A thorough knowledge of this handbook is necessary to assist construction personnel in obtaining construction quality, preparing accurate records, reports and calculations.

2. Construction Instructional Bulletins and Construction Manuals

Construction Manuals (As-built Manual, Construction Manuals Volumes I and II, Construction Procedures Handbook) and Instructional Bulletins will be prepared by the Bureau of Construction Engineering and approved by the Director of Construction Services & Materials. They shall be prepared to consolidate instructions or directions for all members of the Construction Unit and directions covering the functions of special groups or teams when the functions of the particular team or group extends beyond the Construction Unit.

In preparing Construction Manuals or Instructional Bulletins, the provisions of current Department Policy No. 1-15 shall be followed.

After a manual or bulletin has been approved, the Bureau of Construction Engineering will process it for printing and distribution.

To obtain standardization, all personnel will adhere to the provisions of all the current manuals and Instructional bulletins. A complete and current set of the manuals and bulletins will be maintained in each field office.

The Bureau of Construction Engineering will be responsible for the review, revision and development of the Construction Manuals and Instructional Bulletins. The
Director of Construction Services & Materials will approve changes, additions or deletions to these documents based on the Bureau of Construction Engineering=s recommendation.

New engineers assigned to the Regional Construction Operations may obtain a complete set of Instructional Bulletins and Manuals through their immediate supervisor, who will request a set from the Bureau of Construction Engineering.

All updates and additions to the Construction Procedures Handbook will be forwarded to the FHWA for their review and comment prior to the Director=s approval.

The Construction Procedures Handbook is intended to address 95 percent of everyday operations. Any occurrence of an isolated nature is to be resolved by Regional Management. If the problem is of such a nature that Regional Management feels it should be addressed by all the Regions, the Bureau of Construction Engineering will issue a Construction Instructional Bulletin.

Unless otherwise noted, Instructional Bulletins will be issued for a maximum of one (1) year. Within this one (1) year period, the bulletins will be reviewed by the Bureau of Construction Engineering to determine if they should be incorporated into the Construction Procedures Handbook or expire. If the Instructional Bulletins are not incorporated into the Construction Procedures Handbook within one (1) year they will be reissued; otherwise, they expire one (1) year from the date of issuance.

3. Department Policies, Procedures and Administrative Directives

The Manager, Bureau of Construction Engineering, will be responsible for providing the Regional Construction Offices with a list of all Department Policies, Procedures, and Administrative Directives that are applicable to Construction employees.

Each level of regional supervisors, personnel, from Director of Construction Services & Materials to the Resident Engineer, will bring to the attention of their subordinates those Policies, Procedures, and Administrative Directives that apply to those subordinates. In addition, provide the location for subordinates to review or obtain a copy of these publications.
4. Construction Procedures

The Construction Procedures Handbook and Construction Manuals are to be used by all construction personnel to assist in obtaining the quality of construction required by the specifications. For each of the principal items of work, procedures are provided so personnel will know what quality checks must be performed.

The Construction Procedures Handbook is not to be substituted for contract specifications; it is a set of procedures for obtaining a standard quality level of construction and operations. The contract specifications are the instrument that is used to define and obtain construction quality.

A specific item or type of work can be located by referring to the Table of Contents for each Section or Division. It is not the intent that personnel be responsible for the entire contents, but rather only that portion that covers work currently assigned.

The Construction Procedures Handbook is to be used by all construction personnel to assist in completing and maintaining required records, reports, and calculations. Specific reference is made to each of the principal items of work as it relates to the Resident Engineer, engineers, inspectors, and office personnel. The standard reference to the Construction Procedures Handbook will be CPH Sect. (Roman Number-Letter) Paragraph ___ in all correspondence and Change Orders. (Example CPH Sect. IV-A).
The following is a list of Function Codes with descriptions that should be used by Construction Services and Materials personnel during the life of a project. Direct Job Supervision Personnel are considered to be Field Managers and above. Resident Engineers/First Line Supervisors and support staff are considered to be exempt labor.

1. PRIOR TO AWARD OF CONTRACT (PE)

These function codes are to be used with a project specific job number, obtained from the Project Manager. However, they can be used with the Trust Fund Advancement job number 2245261 for Construction Engineering, if work is not for a specific project.

<table>
<thead>
<tr>
<th>Direct Job</th>
<th>Direct Job</th>
<th>Description of Function &amp; Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>H050</td>
<td>H51</td>
<td>Project Scoping - all activities during the scoping phase of the project.</td>
</tr>
<tr>
<td>H100</td>
<td>H101</td>
<td>Value Engineering - Any value engineering effort as a separate activity, including during construction. Can be used with PE and CE job numbers.</td>
</tr>
<tr>
<td>H150</td>
<td>H151</td>
<td>Design Review - All activities for phase reviews, including phase plans, specifications, constructibility, scheduling and scope changes.</td>
</tr>
<tr>
<td>M200</td>
<td>M201</td>
<td>Construction Support during Plan Development - Any activities to provide input during Plan Development (Design) phase of a project outside of the formal Phase Reviews. May include the advance inspection of Utility Relocations prior to award of the contract.</td>
</tr>
</tbody>
</table>

2. AFTER AWARD OF CONTRACT (CE)

These function codes are to be used with a project specific Construction
Engineering job number, obtained from the Regional Construction Engineer or Bureau Manager. The Regional Construction Engineer and Bureau Manager shall use function code H001 for all functions when charging a federal contract job number.

### Construction Engineering
- Includes work involved in assigning staff to projects, reviewing project status, processing and approving change orders, and monitoring progress during the construction phase of a project.

### Field Inspection
- Includes all work by the Resident Engineer and Construction Engineering staff to inspect and/or test all construction work performed by contractors on Federal and State funded projects of all types. (REPLACES old function code 4209.)

### Field Testing
- Includes all work performed or required to secure samples in the field or at plants. Also all work required to inspect and/or test these samples in the field, including the taking of core samples.

### Materials Testing
- Includes all work and supervision related to inspection and testing at fabrication source or testing laboratory.

*SPECIAL NOTE - Construction Engineering*
- Should also be used in conjunction with Job Number 2202261, by Field Managers and Region office staff, when time to any specific project is less than one half hour that day.

### 3. ADDITIONAL SPECIAL FUNCTIONS CODES
(In addition to the two letter Job Codes)
Description of Function

Training Received - Only for training with a specific job number. This will use Job Code TR. Note: All training received is direct labor and materials.

Training Administered - Use assigned job number for specific training or 2202261.

Employee Performance Assessments (Univ Job Number 2600000) - this function

Contract Litigation and Claims Support - newest step 3. To be used with Claim Support Job Number 5999.

Litigation Litigation (Non-Contract) - Tort claims against the State (Code Job Number 2600000 for this function

Special Assignment or Task Groups - Ask group leader for specific job number and function code for the task.

Construction and Design Partnering - For time spent at partnering sessions that are held during the design phase or construction phase of projects, which involve both internal and external stakeholders to clarify project goals, identify obstacles to project schedules and the resolution of project specific problems. Also includes all time spent in the preparation of materials and information for the session and time spent in the preparation of minutes, follow-up actions and the monitoring of action implementation.

The function code is to be used with the specific job code for the Project (PE prior to award CE after award), for all work associated with the Partnering Session as described.
Bureau Managers and Regional Construction Engineers are to refer to the Department Function Code Manual for proper function code to be used when assigning special assignments or unique tasks to employees within their unit.

In addition to the above Function Codes, the following MURT Codes shall be used by Construction Services and Materials personnel, based on their assigned work location:

<table>
<thead>
<tr>
<th>ASSIGNED WORK LOCATION</th>
<th>CONSTRUCTION</th>
<th>MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OF THE DIRECTOR</td>
<td>0101</td>
<td>0101</td>
</tr>
<tr>
<td>TRENTON BUREAUS</td>
<td>0151</td>
<td>0151</td>
</tr>
<tr>
<td>REGION NORTH</td>
<td>0152</td>
<td>0152</td>
</tr>
<tr>
<td>REGION CENTRAL</td>
<td>0153</td>
<td>0153</td>
</tr>
<tr>
<td>REGION SOUTH</td>
<td>0154</td>
<td>0154</td>
</tr>
<tr>
<td>SUPERCEDED BY</td>
<td></td>
<td>0158</td>
</tr>
</tbody>
</table>
1. Construction Personnel

All personnel should become familiar with Unit, Region and Project organization charts. This will help the employee to better determine how he/she fits into the overall organization. Each employee will find it helpful to identify the administrative positions in his/her organization (See pages 2, 3, and 4 of this Subsection).

The State is divided into three (3) geographical regions. Each Region has a Regional Construction Engineer and an administrative staff to coordinate construction activities in that Region in conjunction with the Capital construction program budget and schedule established under the Program Management. The Resident Engineers within each Region report to the Field Manager assigned by the Regional Construction Engineer.

It is through the Resident Engineer that the State administers specific construction contract. Each Resident Engineer is assigned engineers and technicians to supervise the on-site fulfillment by the contractor of all items of work required by the Plans and Specifications.

The Bureau of Construction Engineering will define construction policy, quality of operations and assist regional personnel in the performance of their duties. Regional Construction Engineers will control all field operations within their regions, including the administration of construction activities.

2. Chain of Command

Commissioner of Transportation
    Deputy Commissioner of Transportation
    Assistant Commissioner, Capital Program Management
    Director, Construction Services and Materials
    Division of Construction Services and Materials
        Regional Construction - North
        Regional Construction - Central
        Regional Construction - South
    Bureau of Construction Engineering
    Bureau of Materials Engineering & Testing
PROJECT ORGANIZATION CHART

REGIONAL CONSTRUCTION ENGINEER

FIELD MANAGER

RESPONSIBLE ENGINEERS

**TECHNICAL TYPEST

**INSPECTOR COORDINATOR

MATERIALS TEAM LEADER

***INSPECTION PERSONNEL

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* Util. Eng.
** Usually assigned to the larger type of Construction Project.
*** Nuclear/Env. Engineers
1. Director, Division of Construction Services & Materials

The objective and functions of the Division of Construction Services and Materials should provide dedicated services to Project Managers.

a. Administer all Highway and Bridge construction contracts to assure that they are executed in accordance with the Project Management System adopted by the Department, providing quality construction in a timely manner and within budget.

b. Ensure that all materials utilized for Department projects meet specifications.

c. Provide Construction Engineering Services to the Project Managers.

d. Maintain the CEM, MEM, 1, and TMM manpower management systems.

e. Provide ongoing computer development, field support and OTIS liaison for the Automated Construction Engineering System (ACES). Integrate the ACES System data into the Project Management Control System (PMCS).

f. Monitor and provide monthly status reports of O&M charges on a per project basis.

g. Review contracts and documentation to verify that all administrative practices and construction activities are carried out in accordance with Construction Certification Acceptance Guidelines and that all documentation is processed in accordance with same.

h. Provide support to the Project Management Unit as required for the purpose of delivering the Capital Construction Program.

i. Develop and implement an operating budget.

j. Direct all State Highway related construction, materials testing and inspection activities of the Department in accordance with established policies, procedures, federal requirements and accepted practices.

k. Plan, organize, implement and control all appropriate technical construction engineering functions commensurate with the objectives of the Project Management System, assigning specific accountability to appropriate personnel.
m. Allocate divisional resources to ensure effective and efficient mission accomplishment.

n. Investigate and provide response to internal and external inquiries on transportation related issues.

o. Coordinate the submittal of reports from regions and bureaus and consolidate into one report for the Division.

2. Bureau of Construction Engineering

a. Develop and implement an operating budget, including construction inspection budgets for all capital projects.

b. Monitor in accordance with the unit’s Quality Assurance Plan all construction documents to establish uniform practices in regional offices.

c. Receive regional construction reports for work accomplished and other administrative technical reports, review same and develop required information for subsequent use, compile construction reports as required, maintain and evaluate construction manpower records.

d. Analyze all unresolved claims and render supportive services to the Claims Committee.

e. Conduct Quality Assurance inspections of active construction projects to monitor compliance with specifications, the FHWA Alternate Procedures and standards of workmanship, documentation and maintenance of records as well as ensuring adequate staffing of inspection personnel to inspect all operations as part of the Division’s Quality Assurance Plan.

f. Prepare and submits recommendations for changes in contract specifications and internal procedures.

g. Prepares and promulgates Construction Manuals, Procedures Handbook revisions, and Instructional Bulletins, including those pertaining to consultant construction engineering and inspection.

h. Prepares and conducts training programs for Department personnel pertaining to construction functions and for consultant personnel in Department procedures for construction project administration.

i. Review as-built calculations and related documentation on all construction projects as part of the Division’s Quality Assurance Plan and FHWA Alternate
Procedures.

j. Administers the Construction Engineering Manpower Management (CEMM) System; monitors the construction engineering cost system, updates systems annually.


l. Provides expertise in researching information and project history in order to satisfy demands from various sources such as Risk Management, DAG’s office, etc.

m. Monitors project closeout and provides support to the Regions.

n. Provides notice in accordance with Title 27:7-23 and 27:7-27 prior to advertising of construction or reconstruction of a highway, to any owners and tenants of lands abutting the proposed highway, and to any public utility using it that subsequent to construction of the surface pavement, no openings will be permitted in the highway for a period of five years thereafter without the consent of the Department.

o. Monitors change orders and contract claims for the Director’s office as part of Change Control Management.

3. Regional Construction Engineer:

a. Develop and implement an operating budget for the Region.

b. Administer and manage the Region’s Construction and Consultant Construction Inspection Program in support of the Capital Program Management System.

c. Responsible for delivery of the Capital Construction Program within the budget and scheduled requirements established under the Program Management System.

d. Allocate available manpower, equipment, materials and supplies to allow effective and efficient operation.

e. Assigned construction contracts to ensure compliance with plans and specifications by contractor and consultant as required, and prepare monthly payment estimates for complete work.
f. Process construction orders including review of those prepared by consultants, seek FHWA participation when appropriate. Forward all construction orders to Project Management for approval.

g. Review and recommend all contractor requests for approval to Project Management.

h. Coordinate the Region’s construction activities with the various governmental agencies.

i. Evaluate all contractor claims in the region and make recommendations concerning settlement offers, within the procedures established in the Project Management System.

j. Prepare the as-built records for Construction Contracts within the Region and maintain appropriate records.

k. Monitor MBE and EEO programs on all regional construction projects.

l. Arrange and conduct all preconstruction and utility meetings for regional construction projects as outlined in the Project Management System.

m. Perform score card phase reviews on all the Region’s future construction projects.

n. Recommend to Project Management that consultants be solicited for providing inspection services, when necessary.

o. Estimate consultant staffing levels for individual projects for Project Management to negotiate, formulate, prepare and execute all consultant inspection agreements and any required modifications.

p. Monitor and address performance issues of consultants on regional projects as they arise.

q. Review and process for payment consultant billings and utility relocation vouchers.

r. Assist Project Management in informing the public with responses to questions on the Region’s construction projects.

s. Ensure that all utility relocations are inspected on the Region’s construction projects and on all railroad crossing rehabilitation work funded by the Department.
t. Ensure that all necessary participating and support unit services such as FF/NA, Materials, Design, etc. are provided to the Consultant Resident Engineer.

u. Conduct annual operational and administrative reviews of unit operations, in accordance with the Quality Assurance Plan, taking appropriate corrective action to ensure adequate internal control and to facilitate the unit's performance toward desired goals and objectives.

v. Provide annual and forecasted information for budgetary submission on unit's manpower, equipment, materials and supply needs.

w. Conduct training or request training for individuals as needed to ensure that all personnel are provided with the technical skills necessary to perform their duties.

x. Provide construction expertise to develop innovative processes in the performance of construction activities.

4. Field Managers

a. Supervise a group of Resident Engineers and oversee their projects.

b. Keep the Regional Construction Engineer informed of pertinent problems and progress for each of his/her assigned projects.

c. Review field construction office records, construction orders, as-buils, etc., at appropriate intervals on each project, to determine their status and to ensure that the necessary quality is achieved.

d. Prepare necessary reports such as DC-102 “Project Engineer Field Inspection Report” and DC-114 “Weekly Progress Report Summary” and submit them timely.

e. Review the methods and procedures employed on his/her assigned projects for uniformity.

f. Discuss technical and other matters with a Resident Engineer, when assistance is needed.

g. Monitor each project to determine if adequate personnel are assigned and discuss the feasibility of transferring inspection personnel from one project to another with the appropriate Resident Engineers.

h. When necessary, serve as a liaison and maintain proper relations for the involved Resident Engineer(s) when the cooperation of another Bureau or...
Division within the Department, or some other entity, is required.

i. When two or more projects overlap or have similar problems, coordinate the efforts of the Resident Engineer(s) on each project.

j. Make appropriate decisions and consult with the Regional Construction Engineer and the Project Manager on any matter in which advice is required.

k. Takes the lead for the Region in performing Constructability Reviews, and Quality Assurance Reviews on Design Submissions for future projects. Ensures that all comments are submitted time.

5. Resident Engineers

a. Supervise the proper on-site fulfillment of the contract by working with the contractor and taking required action to correct problems that may arise. Provide proper coverage of the project at all times to ensure compliance of the contract.

b. Act on decisions regarding the above he/she is required to make and communicate these decisions to the contractor, which may include stoppage of any part of the contractual performance which violates the specifications. Such action must be taken when required, documented and recorded by the Resident Engineer. Request that Project Manager have the Design Engineer develop a change order and receive authorization to proceed, when necessary.

c. Consult with the Field Manager and Project Manager on technical and other matters, when assistance is needed to arrive at a proper decision and elevate as necessary to conclude the matter. Direct the contractor to perform the work required by these decisions.

d. Consult with the Field Manager or Project Manager on matters which require the cooperation of other Bureaus or Divisions within the Department, and/or outside entity. Be an advocate for the project in providing solutions in this area.

e. Supervise all inspection and office personnel assigned to the project. Responsible for the budget involved in performing work for the project. Ensure inspection staff has proper and current credentials to inspect assigned items such as hot mix material, paving certification (SAT), graphic control, ACI, etc.

f. Refer to the Field and Project Manager, any matters which cannot be resolved when another Department, Bureau or Division intervenes in the Resident Engineer's area of responsibility and cooperate wherever appropriately possible.

g. Take action to maintain proper relations with all entities or outside individuals
when necessary including but not limited to local government or authorities, businesses which are impacted and private residences impacted.

h. When changes are required to a project, negotiate with the contractor the work and recommend the cost and/or time additions/reductions to the Field Manager and Project Manager. With the concurrence of the Field Manager and Project Managers, timely prepare appropriate construction orders accurately and with minimal disputes.

i. On cost-sharing projects, attempt to obtain the FHWA Area Engineer's concurrence for any extra work above $50,000.

j. Make and maintain all required reports and records. Ensure that all reports are submitted timely. Also, get an office person if no one is available, in addition, he shall maintain a "Journal" type diary, on a daily basis which is furnished by the Department. This diary should contain information relative to the project which is not covered by a specific report and information pertinent to the overall responsibility of the Resident Engineer. Each project shall have a separate Resident Engineer diary. The Resident Engineer shall maintain this diary under his personal control but make it available to his superiors, representatives of the Federal Highway Administration (FHWA) or other authorized agents. The diary should be boxed with the project records. See CPH Section III-B as to what type of diary entries are expected to be maintained.

k. Arrange and follow up with the Region's Materials office to assure the necessary sampling and testing are scheduled and completed in a timely manner in accordance with the minimum sampling and testing frequencies, as specified. Assure the materials incorporated comply with the specification requirements and acceptance is obtained.

l. Assure the minimum sampling and testing frequencies of materials sampling performed by construction personnel as specified by the Region's Materials office are met.

m. Assure that materials incorporated into the project comply with the specification requirements and are accepted.

n. Assure the safe and proper accommodations of vehicular and pedestrian traffic. Mitigation of Traffic Congestion must be planned prior to incorporation in a project and action taken to improve conditions as required.

o. Ensure that measurements and calculations are made to determine as-built quantities. (The Resident Engineer shall use "As-Built Procedures" in CPH Section VII-I).
p. Instruct the person (designated by the Regional Construction Office) who is to act for him/her in his temporary absence, on how to function.

q. Timely act to minimize or settle claims brought against the project by the contractor. Make recommendations to the Field Manager and Project Manager for claim settlement and follow up on the decision making. If eventually litigation support is required, work with the Attorney General's Office to assist in their needs.

r. Approve and submit Traffic Interference Reports, and other departmental updates in an accurate and timely manner.

s. Approve and request State Police (construction unit) or Municipal Police (approved municipal agreements) coverage in a timely and effective manner as needed.

6. Office Person

The Office Person coordinates all office functions for the Resident Engineer. On smaller projects the Resident Engineer may also have to function as the office person or share the role of an office person.

a. Receive and review all inspection reports, prepare records, reports and calculations for entry into ACES and then make those entries. Review the status of reports from the Bureau of Materials Engineering & Testing. The office person is responsible for ensuring that all required reports are prepared for submittal by the Resident Engineer timely.

b. Review the status of delivery tickets, certifications and pertinent EEO Documents. Prepare and submit required reports timely.

c. Maintain an office diary. The office diary or journal shall include the following:

1) Correspondence log.
2) Records of important phone calls, in and out.
3) Record of visitors to the project. A record of discussions with these visitors, unless they are of a superficial nature, should be included by the Resident Engineer in his diary.

**NOTE:** The office person should consider this journal as an extension of the Resident Engineer's diary and should endeavor to report accurately and completely all routine matters on the job items and all obviously non-confidential matters, thereby leaving the Resident Engineer free to report accurately and
completely the matters which he wishes to keep confidential.

d. When necessary perform specific duties relative to utility work on the project. The Resident Engineer will assign these duties on a particular project or any other duties deemed appropriate for that project.

e. The office person may be responsible for performing these functions for more than one project, concurrently, as assigned by the Resident Engineer or Field Manager, if for different Resident Engineers.
1. General

The Department maintains a Manual of Policies and Procedures. The purpose of this Departmental Manual is to provide uniform policies and procedures to be followed by all employees in their work toward achievement of Department goals. Policies define broad guidelines which are used to achieve desired objectives. Procedures provide the steps necessary to implement approved policies. Contained within the Manual are regulations pertaining to working hours, vacation, sick leave, performance ratings, employee grievances, personnel correspondence, personal injuries, mileage reimbursements.

The Regional Construction Engineer for each region has a copy of the Manual and can provide employees within the region with the policies and procedures contained therein. All Employee Engineers should contact their immediate supervisor for specific answers to questions concerning departmental policies and procedures.

2. Bureau of Construction Engineering

Occasionally, the Bureau of Construction Engineering will issue an Instructional Bulletin to supplement information within a Departmental Procedure so that construction personnel can fulfill the requirements of the Departmental Procedure and/or become aware of a change that is being implemented.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION I

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1. Intra-Department

Harmonious working relations among all employees of the Department are most important. Understanding of the missions and problems of the Bureaus, as well as the manner in which they fit into the overall organization, will improve team work within the Department. Each employee has a responsibility to promote good relations with his fellow employees.

2. Intra-Division

Employees are expected to carry out the instructions of superiors. Each supervisor should acquaint himself in such a way as to earn the respect, support and cooperation of the employees for whom he is responsible. Each employee must know his responsibilities and must be ready to fulfill them.

A major factor in the promotion of good working relations is the keep supervisors fully informed about all pertinent events that happen to them, for which one is responsible. In turn, supervisors also keep their subordinates informed. This principle applies at all levels of authority.

3. Inter-Agency

There will be many instances where construction personnel will work in conjunction with personnel of regional, county, state, federal government, public authority or private enterprise. Construction personnel should always be guided by the requirements of the Plans and Specifications. All questions encountered will be referred immediately to the Resident Engineer for his review and action.

4. Federal Highway Administration (FHWA)

In a construction project which all or part of the money is furnished by the Federal Government, the terms of Federal participation are established in an agreement between the Department and the FHWA.

Such an agreement provides that the work is to be performed in accordance with predetermined standards embodied in the Plans and Specifications, in other approved drawings and in any special provisions required by the nature of the project.
4. Federal Highway Administration (FHWA) (cont'd)

The contracts for Federal-Aid projects are awarded by the State with the concurrence of the FHWA. Supervision of construction is usually a function of the Department. The FHWA will conduct inspections of State projects, at times selected by them.

The relationship between the FHWA and the contractor does not directly involve the contractor. FHWA representatives in the project and project records to review the Department's procedures for agreement with the comments in the State-FHWA contract. The FHWA's representative is in charge of the State's performance on the contract. The FHWA's representative has neither responsibility nor authority to deal directly with the contractor.

Department employees must cooperate with FHWA representatives in their inspection. Comments by FHWA representatives are noted in the Resident Engineer's diary. Matters that require action by the FHWA Construction Engineer or another Bureau should be promptly referred to the FHWA.

FHWA representatives shall be informed of necessary extra work and proposed changes. All matters which must have the concurrence of the FHWA before the affected work is started. Refer to the Construction Changes Section of this handbook.

5. Contractors

The Resident Engineer in charge of the contractor and his organization, should maintain a spirit of cooperation and convey to the staff under his charge that they, as a group, are working with the contractor in a mutual effort to complete the project.

If the contractor bids a project to make a fair profit; cooperation from Department personnel in obtaining this goal must be consistent with the plans and specification requirements to ensure quality work.

Cooperation of all parties is considered very important and is an indication of good organization on the part of the contractor and the Resident Engineer. Unnecessary nagging by engineers and inspection staff or failure to perform inspections in a timely manner will, in most cases, result in an uncooperative attitude on the part of
5. Contractors (cont’d)

If the Resident Engineer finds that the contractor is failing to comply with the Plans and Specifications, it is his duty to take such measures as may be necessary to secure satisfactory work. When reasonable efforts on the part of the Resident Engineer fail to secure satisfactory work, the Field Manager should be informed, and the issue escalated to the next level.

A good relationship can be maintained between inspection forces and the contractor if the following suggestions are considered:

a. Treat the contractor fairly and impartially.

b. Study the contract, the points and procedures but impersonally with him/her. Do not become aligned to the contractor’s methods.

c. Do not discuss with authority the contractor’s method of doing work.

d. Be ready to make the contract decisions, when requested, but be ready to make snap decisions.

e. In all situations or instructions, only to the contractor or his/her authorized representatives, primarily a supervisor, foreman.

f. Write and retain copies of all directions or instructions given.

g. Review and discuss the contractor’s schedule with him/her on a daily basis.

h. Do not be arbitrary or involved in any argument with the contractor or the contractor’s personnel regarding matters related to work.

i. Do not accept blame for mistakes or mistakes.

j. Do not be threatened or intimidated by the Contractor or Subcontractor. Notify the Resident Engineer if the Field Manager or any trouble.

6. The Public

a. Personnel of the Department of Transportation are often in daily contact with and under the scrutiny of the traveling public and local residents. Employees are expected to conduct themselves in a manner that will earn the respect and confidence of these people.

b. Questions concerning work should be answered as fully as possible, but at the very least, courteously and factually. Avoid being drawn into arguments, expressing opinions or making statements that can be construed as Department policy and, above all, avoid unfounded statements. Contact the Office of Community Involvement for the proper protocol to follow when dealing with local officials or citizen groups. Refer all Press inquiries to the Office of Communications.
6. The Public (cont'd)

c. Work adjacent to highways should be conducted in accordance with the Traffic Control provisions in the Plans and Specifications and implemented so as to create as little traffic delay and interference as possible. Pedestrian access must be provided to all business and private residences, and pedestrian walkways must be kept in good condition, in accordance with the Traffic Control Plan.

d. Notify the appropriate office of Traffic Operations concerning all detours, lane closures, and various stages of construction that will affect the motoring public. They will in turn notify newspapers and various media stations.

e. Construction personnel that are not in the business of helping travelers, however, a few minutes notice. Thus, when assistance is necessary, can be valuable from the standpoint of public relations.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION I
GENERAL INFORMATION

SUBSECTION F-1
COMMUNITY INVOLVEMENT AND PRESS RELATIONS

On projects that may require a liaison between the public and the Project Manager, the Project Manager will telephone the Manager, Bureau of Communications. That unit identifies local interests, considerations, and ensures that they are incorporated during the project or policy development. In addition, it develops a community involvement program for each project to inform the public and receive their comments and recommendations.

If you receive a call from a reporter, please transfer the reporter to the press office or take a name and number and forward it to the press office before answering any questions.

If you pick up any of these calls, the reporter should identify himself as such immediately. However, if you believe you may have a reporter (who has not appropriately identified himself) on the line with you, it would require that the caller identify themselves and the organization he/she represents, then forward the call.

Once the call has been routed to the Press Office, the Press Officers can then assess what the reporter needs. Each gets to the appropriate staff for answers and set up interviews with appropriate staff if necessary. Depending on the situation, the Press Office may call you back and ask you to speak with the reporter, but the Press Office needs to know what you will discuss before that conversation takes place.
1. Importance

In recent years, many Engineers have become aware that construction inspection is one of the most important phases in the conception, design, construction and maintenance of a facility. Unless field inspection is conscientiously carried out, the completed project may well be of unknown quality, a potential high maintenance facility, a threat to the reputation and prestige of the Department as well as a waste of taxpayers' money.

Some people feel that inspection is an added cost; the contractor, in many cases, feels that it is an added aggravation. In reality, proper inspection ensures that the Department is obtaining the quality that was intended in accordance with the Plans and Specifications; anything less would be foolish to accept.

The key individual in the inspection of a construction project is the Resident Engineer. His importance to the project is equal to that of the engineer who designed it. The Resident Engineer works in close association with his subordinates, his superiors, the Project Manager, and the Contractors.

2. Effect on the Contractor

The Contractor is primarily interested in quantity, the margin of profit by reducing costs, and expediting the project. The Resident Engineer is interested in quality construction as well as expediting the project. These goals are not necessarily incompatible. It is extremely important that the Resident Engineer and the Contractor discuss specific methods of construction for each field operation. These discussions will identify things the Contractor overlooked as well as requirements in the specifications which the Contractor feels are not justified or clearly defined.

During construction, inspection personnel should make a sincere effort to resolve problems as quickly as possible with no unnecessary delays. When a Contractor is losing money due to wasted time, his relationship with construction personnel deteriorates, he may attempt to conceal future problems and potential claims may result.

Inspection personnel should keep abreast of the Contractor's problems. The Contractor's personnel sometimes operate on a day to day basis, with inadequate planning of details for future work. A simple question about the plan for some
operations, asked well in advance, will alert the contractor's forces to special needs.

The relationships between inspection personnel and the contractor are as important to the quality of the project as any other single factor. The Resident Engineer must accept full responsibility for the action of his/her subordinates. The Resident Engineer should recognize the errors of the contractor, see that they are adequately corrected and discuss the matter. Inspection personnel should be as quick to praise competent workmanship as to criticize incompetent work.

3. Team Work

Team work is a necessity for proper project control. The Resident Engineer is charged with the responsibility for quality construction, but it is only by the coordinated efforts of all Department employees that this can occur. Project personnel should expect the Resident Engineer to review and discuss the quality of their work as necessary. The quality of a project primarily depends on the effectiveness of the Resident Engineer as a supervisor. The Resident Engineer should review his personnel's inspection procedures for their assigned field operations on a daily basis. Cross training in job assignments will be stressed so that an effective inspection team is developed. Every attempt should be made to assign inspection personnel to operations that best suit their abilities and the Resident Engineer's priorities.

All construction personnel should anticipate the application of the rule "praise him publicly, rebuke him privately". Failure to apply this rule is the first step toward losing project control. The competence of the inspection team will be affected by that of its least competent member.

Inspection personnel can expect to be given authority to fulfill their area of responsibility. This authority will be absolute and personnel can expect to be held accountable. Engineers and inspectors should expect the Resident Engineer to respect the chain of command that is established. The Resident Engineer should expect subordinates to seek advice on technical matters when they have questions relative to job operations, plans or specifications.

It is the responsibility of all construction inspection teams to seek construction quality. Inspection personnel must actively participate, day by day, to obtain the desired quality. Anybody can read the Specifications and wait for a mistake to be made; a good engineer and inspector will make sure they are aware of problems and advise the contractor of problem areas as they occur. Remember not to act as the contractor's foreman.
4. Support of Inspection Personnel and Morale

All construction personnel should expect support from their superiors. It is the supervisor’s job to advise personnel of what is expected in regard to their assigned responsibility and authority. The Performance Assessment Review system will help in this situation. Once this has been established, enforcement of the Plan and Specification requirements will become less difficult. The lack of support of inspection personnel is considered to be a serious situation by the Department; personnel should contact their appropriate chain of command for a solution to this problem.

The Department realizes that maintaining employee morale is important in obtaining construction quality. All supervisors should realize that employee morale will drop if there is:

a. Failure to resist contractor pressure;
b. Lack of sufficient training;
c. Lack of personnel to adequately inspect the project;
d. Failure to support field inspection forces when they have acted properly;
e. Arbitrary cancellation of sound inspection control;
f. Delegation of authority and then subsequent reclaiming of such authority without adequate reasons.

Integrity, confidence and interest in the work must prevail at all levels of the Department, if any procedure is to be satisfactory and in the public’s interest.
1. **Bureau of Construction Engineering Reviews**: This will establish guidelines for conducting project inspections and reviews by the Bureau of Construction Engineering. The reviewing teams shall be established by the Manager, Bureau of Construction Engineering. There shall be five (5) types of reviews conducted: Quality Construction General Inspection Audits; Quality Construction Inspection-In-Depth; Office Review; As-Built/Closeout Quality Assurance Audit; Manpower Management Monitoring Reviews.

a. **Quality Construction General Inspection Audits**: The Manager, Bureau of Construction Engineering, shall develop an annual construction inspection program, and submit copies thereof to the FHWA Division Office no later than February. The Manager shall also be responsible for preparation of the review schedules and selection of the audit personnel. The procedure for Quality Construction General Inspection Audits is as follows:

1) Audit members shall familiarize themselves with the applicable Standard Specifications, Supplementary Specifications, Addenda, Construction Procedures Handbook, Construction Manual, Construction Plans and TCP/Stage Plans. They shall pay particular attention to any unusual features and/or specific changes from established construction practice that may be included in the project.

2) The audit personnel shall contact the Resident Engineer of the project to be reviewed no later than the Thursday prior to the week of the review and ascertain the type of work anticipated to be done during that week. The FHWA shall be invited on all FHWA projects. Uniform checklists will be utilized to perform specific audits.

3) Using the Specifications, TCP plans, and the Manual on Uniform Traffic Control Devices as a guide, special attention shall be directed to traffic and safety control devices. This will include but not be limited to: staging, barricades, signing, lighting, their location, and maintenance of the safety items. The Region Safety representative from the Office of Capital Program Safety will perform this part of the audit.

4) On the day(s) of the field construction review, the control of the work, the field staff's methods as well as the contractor's construction methods will be observed to see if the plans and specifications are being followed. Completed work shall be inspected for workmanship and appearance. Apparent deficiencies shall be noted and the possible causes ascertained, i.e., condition of materials, weather during construction, new or different construction procedures used, and any other pertinent information. Daily inspection reports and other data pertaining to the inspection process shall be
reviewed. During the review a Truck Weight Inspection shall be conducted to determine compliance.

5) Audit members shall keep accurate notes on the review. A close-out conference shall be held upon completion of the review, with Audit personnel and the Resident Engineer.

6) The completed report shall be ready within five (5) working days of the review. Included in the report will be appropriate recommendations and comments, if any, by the Resident Engineer and/or the Field Manager. Distribution of the final report shall be as follows:
   - Director, Construction Services and Materials
   - Program Manager
   - Regional Construction Engineer
   - Field Manager
   - Project Manager
   - Resident Engineer
   - Regional Materials Engineer
   - FHWA, Area Engineer

7) If warranted, the Resident Engineer shall prepare a written response within ten (10) working days of receipt of the review report, outlining what actions will be taken as a result of the construction review. This response shall be directed to the Manager, Bureau of Construction Engineering.

b. Quality Construction Inspection In-Depth: The Manager, Bureau of Construction Engineering, shall select construction activities and the projects to be inspected and select audit personnel. The selection of activities to be inspected shall be coordinated with the annual FHWA Construction Program. The procedure shall be as follows:

1) The assigned audit personnel will determine the objective of the in-depth inspection and establish a checklist and/or guidelines to provide a consistent and uniform method of gathering information during the inspection.

2) All pertinent instructions regarding the activities i.e., the Standard Specifications, Supplementary Specifications, Addenda, Department Policies and Procedures, Construction Procedures Handbook, Federal Highway Administration Federal-Aid Policy Guide, and other sources of data shall be reviewed by the audit personnel prior to making any inspection.

3) The audit personnel shall notify the Resident Engineer at least one (1) week in advance of their intention to include the subject project as part of the yearly in-depth review. During this initial contact, arrangements will be made for the Resident Engineer to notify the audit personnel when the in-depth item is in progress, to ensure the audit personnel is present. The FHWA will be invited on all Federal projects.
4) The audit personnel, accompanied by the Resident Engineer, shall observe the activity under construction, inspect that portion that may be completed, and review the office records regarding the activity.

5) Upon completion of the project inspection, the Resident Engineer shall be informed of all notes and data taken, and shall have the opportunity to provide comments regarding the findings. The completed individual project report shall be ready within five (5) working days of the review. Included in the report will be appropriate recommendations and comments, if any, by the Resident Engineer and/or the Field Manager. A copy will be distributed to the Resident Engineer, Project Manager, Field Manager and any other unit, including the FHWA, that attended the audit.

6) Upon completion of the annual Inspection-In-Depth program, notes from all projects, including the Resident Engineer’s comments, shall be reviewed and analyzed by the audit personnel. A final report shall be produced and forwarded to the Manager, Bureau of Construction Engineering with findings, conclusions, and/or recommendations for his review and comments.

7) Distribution of the final report shall be as follows:
   - Director, Construction Services & Materials
   - Program Managers
   - Field Managers
   - Regional Construction Engineers
   - Regional Materials Engineers (For Materials related topics)
   - Resident Engineers (reviewed)
   - Division Administrator, Federal Highway Administration

   NOTE: The final report shall be distributed to any unit that participated in the review or any unit that requires their action.

8) Upon receipt of the final report, each Regional Construction Engineer or designee shall prepare a report, if warranted, for submission to the Manager, Bureau of Construction Engineering with a copy to the Director, Construction Services & Materials, which shall discuss the resolution of inspection-in-depth findings and summarize what actions can be taken in response to the final report recommendations. Copies of the Regional Construction Engineers’ reports shall be summarized and sent to the Division Administrator, Federal Highway Administration by the Manager, Bureau of Construction Engineering.

c. Office Reviews: Projects will be reviewed after the First Monthly Contractor Payment Estimate. The procedure shall be as follows:
   1) The audit personnel shall contact the Resident Engineer at least two (2) days in advance of the review. A mutual time shall be established and the review shall take place at the field office location.
   2) The audit personnel will determine whether the Construction Procedures Handbook, Policies and Procedures, Construction Manual, and As-Built
Manual are all available and current. The adequacy of the documentation of interim pay quantities, the daily inspection reports and project diaries, and the frequency and methodology of the material testing and sampling should be reviewed to determine compliance with contract specifications. The audit personnel will also check that Insurance Certificates and Declarations are on file and current. If the review indicates substantial discrepancies, a follow-up review may be scheduled.

3) The completed report shall be ready within five (5) working days of the review and submitted to the Manager, Bureau of Construction Engineering for his comments and distribution. Copies will be distributed as follows:
   Director, Construction Services & Materials
   Regional Construction Engineer
   Resident Engineer's Field Manager
   Resident Engineer
   Division Administrator, Federal Highway Administration
   (For all Federal-Aid projects)

### d. As-Built/Closeout Quality Assurance Audit:

The procedure shall be as follows:

1) The Resident Engineer shall notify the Manager, Bureau of Construction Engineering, in writing, when as-builds including as-built plans are ready for final review. This will include the Core Summary Report, the concrete penalty/bonus calculations, Contractor DWBE certification and a DC-155 Resident Engineers Final Status Summary with the projects current status. This notification should anticipate the completion of as-builds by about two (2) weeks to facilitate scheduling.

2) If it is determined that an audit should be performed, the audit personnel shall call the Resident Engineer to establish a date for the audit and notified of any other Quality Assurance audits or information surveys being planned while the audit team is at the field office location. The Resident Engineer shall be responsible for informing the Field Manager of the review date.

3) The audit personnel shall obtain copies of the project specifications, proposal, addenda, and latest Estimate to serve as the basis for reviewing contract items.

4) The audit personnel will randomly select items which represent a good overview of both road and bridge as-built calculations to determine general conformance with the current manual. If the project is reviewed and excessive deficiencies are noted, the audit personnel shall make the determination as to what degree the scope of the review is increased to determine accuracy and compliance with accepted practices. The audit personnel shall also review all pertinent records in the project files to determine if the DBE/Trainee goals on the project have been achieved.
5) Upon completion of the audit, a closeout conference shall be held with the Resident Engineer and, if possible, the Field Manager to discuss the findings and recommendations. If audit personnel determine that a follow-up is necessary, the Resident Engineer shall be informed. Incomplete items, omissions or errors are to be corrected by the Resident Engineer and reviewed by the Field Manager. The Bureau of Construction Engineering may require written verification of these corrections.

6) A report of the findings and recommendations, together with comments from the close-out conference, shall be prepared within five (5) working days of the audit. Copies will be distributed as follows:
   Director, Construction Services & Materials
   Regional Construction Engineer
   Resident Engineer's Field Manager
   Resident Engineer
   Project Manager
   Division Administrator, Federal Highway Administration
   (For all Federal-Aid projects)

   Construction Engineering and Materials Management (CEMM) Manpower Monitoring Reviews:  The procedure shall be as follows:

   1) A CEMM staff member shall contact the Resident Engineer at least two (2) days in advance of the review. A mutual time and place for the review shall be established. On larger projects, the Materials Team Leader will be invited.

   2) On all projects with a value greater than 10 million dollars, a minimum of one (1) review per year will be conducted. On smaller dollar value projects, the review will be conducted on an as-needed basis, as determined by the CEMM staff; this decision will be based upon monitoring activities which include the examination of weekly reports.

   3) The CEMM Reviews shall include an evaluation of the adequacy of inspection coverage, materials testing and inspection of the contractor’s operations; i.e., the experience and qualifications of project personnel as related to their current duties.

   4) Each review shall include a meeting with the Resident Engineer and Materials Team Leader, where appropriate, to discuss problem areas and the current staffing of the project. The review shall be considered incomplete if it does not reflect the Resident Engineer's comments.

   5) The completed report shall be ready within five (5) working days after the review and submitted to the Manager, Bureau of Construction Engineering for his comments. Copies will be distributed as follows:
NOTE: Reports of independent CEMM monitoring reviews are for internal use only in accordance with the updating procedures of the CEMM system.

2. **Frequency:** The following shall be the frequency of each type of review. Regional Construction Engineers shall participate in one (1) type of review each year. The Field Manager shall participate in reviews to the greatest extent possible. The Resident Engineer shall participate in all phases of all reviews. It is anticipated that the audit team will require the Resident Engineer's input for a minimum of 2 hours to obtain required information and provide feedback on the findings of the various audit(s) conducted. All pertinent comments by any of the above shall be included in the reports.

   a. **Quality Construction General Inspection Audits:** As determined by the Manager, Bureau of Construction Engineering (governed by FHWA Alternate procedures). When possible these reviews will be scheduled on a statewide basis.

   b. **Quality Construction Inspection-In-Depth:** As determined by the Manager, Bureau of Construction Engineering a minimum of two (2) construction activities will be inspected in-depth each year on selected projects. As a general rule, scheduling should be at the rate of two (2) projects per region per activity.

   c. **Office Reviews:** All projects will be reviewed as determined by the Manager, Bureau of Construction Engineering, or upon request from Field Management.

   d. **As-Built/Closedout Quality Assurance Audit:** Upon completion of the as-builts for most projects. Electrical, bridge painting, and contracts with fewer than twelve (12) items are usually omitted. Agreement and permit projects are not as-builts for DOT use.

   e. **Manpower Management Monitoring Reviews:** Minimum of one (1) per year for projects greater than $10 million, and as determined by the CEMM staff for smaller projects.

3. **Summary Reports:**

   a. **Quarterly Report**
      In addition, a quarterly DBE report will be prepared, with a copy submitted to the Office of Contract Compliance/Civil Rights, indicating whether DBE goals have been achieved.
b. **Yearly Report**

The Manager, Bureau of Construction Engineering, shall prepare a yearly summation report of recurring deficiencies noted on Reviews, Office Reviews, and As-Built Reviews. The report shall be distributed to the Director, Construction Services & Materials and to the Regional Construction Engineers. A copy of the yearly report shall be submitted to the FHWA.
SECTION II - PROJECT SCOPING TO CONTRACT AWARD

SUBSECTION - A  QUALITY ASSURANCE REVIEW
SUBSECTION - B  CONSTRUCTABILITY REVIEW
SUBSECTION - C  ENVIRONMENTAL PERMIT REVIEW
SUBSECTION - D  PRE-BID MEETINGS
SUBSECTION - E  FORMAL NOTICE OF PROJECT ASSIGNMENT
1. SCOPE TEAM

A scope team shall be identified for each project by the Division of Project Planning & Development (DPPD). The Scope Team is comprised of the Core Group, and other units and entities which will meet less frequently but which will still provide input into the Scoping process.

The Core Group will generally consist of relevant NJDOT units and the FHWA. The remaining units are those which have other responsibilities outside our Capital Program (such as elected officials, environmental groups, Municipal Engineers, etc.), who may find it difficult to meet with the DPPD more than once during this phase. The Regional Constructability Engineer will be part of the Scope Team.

DPPD shall provide each member of the Scope Team with the project fact sheet, attaching the Highway Sections and request an independent review of the project, notifying all members of the time and location of the scope meeting. All Scope Team members shall be notified at least one (1) month prior to the scope meeting. It is the individual Scope Team member’s responsibility to thoroughly analyze the project and bring all available information to the scope meeting. In preparing for the scope meeting, all Scope Team members should individually visit the project site, obtaining background data in their area(s) of expertise. All Scope Team members shall utilize their individual unit’s project scoping checklist and bring their checklist with written comments to the meeting.

2. REGIONAL CONSTRUCTABILITY ENGINEER’S ROLE DURING THE SCOping OF A PROJECT

As part of the field scoping inspection for the new project, the Constructability Engineer will make a recommendation regarding:

a. Proposed traffic diversions that could facilitate and reduce the construction duration (i.e., a total detour with roadway and/or bridge in a complete shutdown to simplify staging and decrease construction time, temporary roads, temporary bridges)
b. Hyperbuild Alternatives; pre-cast vs. cast-in-place bridge, rubblization, reduced traffic staging
c. Overhead/underground utilities; do they have to be relocated due to conflicts with proposed roadway/bridge alignment, construction operations or access of large equipment
d. Soft/loose foundation soil for either the roadway or the proposed structure(s); can the soil be over excavated and replaced rather than waiting for timely surcharge/consolidation process

e. When the project should start/finish (number of months or construction seasons of work), based on the projected scope of work for the project

f. Any scheduling restraints that is unique to the area of the project

g. The optimum month to bid the project for construction efficiency and to reduce Construction Engineering (CE) costs, based on a sixty-day bid, award, execute cycle. This would take into account seasonal restraints and try to avoid multiple winter layovers.

These recommendations will be in addition to submitting comments on the applicable questions on the Division of Construction Services and Materials Project Scoping Checklist (Attachment “A”), based on the scoping inspection field trip. A copy of the Engineer’s scoping input, including the initial recommendations will be submitted to the Constructability Unit in the Bureau of Construction Engineering, to assist in projecting an estimated inspection staffing and CE cost budget for the future construction project.

**NOTE:** The Project Scoping Checklist for the Division of Construction Services and Materials is provided as a guideline to be used on each project scoping exercise. Not all items on the checklist are applicable to every project. Major obstacles such as utility conflicts, access issues, traffic impacts, parking, etc., should be identified during the scoping inspection field trip so they can be addressed as part of the scoping process prior to the Constructability Review.

3. SCOPE MEETING

Project Scoping is a TEAM effort. Therefore, it becomes critical that all Scope Team members thoroughly evaluate a project and fully participate in both the screening and scoping process. Post scoping changes to the scope of work are to be strictly controlled by the Project Manager. All changes to the project scope must be approved by the Department’s Change Control Board (CCB).

At the Scope meeting, the Scope Team, supervised by DPPD and the Project Manager, shall utilize the items as listed below, along with information from the NJDOT Geographic Information Systems (GIS), and the most recent road and/or bridge plans and videolog, if available.

The following is a list of items that will be discussed at the Scope meeting in addition to project needs and potential alternatives:

a. Project Limits - approximate, with mileposts
b. Survey Control
c. Posted/Design Speeds  
d. Traffic Data and Operational Needs  
e. Accident Data  
f. Project Category - Reconstruction, 3R, etc.  
g. Design Standard - NJDOT Design Manuals, etc.  
h. Lane/Shoulder Widths  
i. Border Widths/Right of Way  
j. Median Widths  
k. Cross Slope/Superelevation  
l. Horizontal/Vertical Geometry  
m. Sight Distance - horizontal, vertical and intersection  
n. Curb (type and size)/Sidewalks  
o. Mobility - bikes, pedestrians, handicapped facilities, etc.  
p. Existing/Proposed Pavement  
q. Traffic Barriers  
r. Drainage Features  
s. Landscaping  
t. Signals/Signing/Lighting/Striping/ITS Facilities  
u. Interchange/Intersection Configurations  
v. Structural Clearances - horizontal, vertical  
w. Bridge Approaches and Railings  
x. Structural Physical Condition (from inspection report)  
y. Structural Profile/Geometry  
z. Walls  

aa. Guiderail  
bb. Waterway Openings  
cc. Environmental Constraints - permit requirement, who will get the permits?  

dd. Noise Requirement - should a study be done?  

ee. Local Commitments/Public Involvement  

ff. Maintenance Features  
gg. Traffic Control (including night work)  

hh. Jurisdiction  

ii. Utilities/Railroads  
jj. Access  

kk. Constructability - traffic control, detours, temporary signals, etc.  

ll. Quality Assurance/Quality Control Guidelines  

NOTE: For more detail, refer to Section 3.1 of the New Jersey Department of Transportation Procedures Manual.  

4. CONSTRUCTABILITY REVIEWS DURING SCOPE DEVELOPMENT  

Constructability reviews will be an ongoing activity over the entire duration of the scoping process. In addition to the Scope meeting, upon request from the Group
Managers in DPPD, the Regional Constructibility Engineer will identify any foreseeable obstacle that could hinder the advancement of the project during construction.

When the Initially Preferred Alternative (IPA) or a number of alternatives of equal “value” are developed, they will be sent to the Regional Constructability Engineer for review. If any constructability problems are determined as a result of the review, Construction personnel will then discuss these aspects of the IPA with the DPPD staff. Revisions to the IPA will be made, if necessary, by the DPPD.

During these types of reviews, Construction personnel will concern themselves with the following:

a. Construction methods and practices
b. Traffic staging/use of detour
c. Access issues during construction
d. Review of project limits
e. Major utility conflicts
f. Identification of major obstacles not shown
g. Construction easements (temporary and permanent)
h. Environmental impact permits, time constraints
i. Need to install sheeting for cofferdams and/or soil stability
j. Public perception and impacts caused by Construction
ATTACHMENT “A”

PROJECT SCOPING CHECKLIST & PRELIMINARY DESIGN SUBMISSION REVIEW
QUALITY ASSURANCE GUIDE

1. CONSTRUCTABILITY ISSUES

A. How should the project be staged? Will temporary overlays or patching be
needed for staging?

B. Should detours be used? Will detour routes need upgrades, if implemented?
Is any special signing needed?

C. Should work be done during day or night? If performed at night, will the
intended work conflict with existing local noise ordinances? Can the intended
work be performed in the allotted night time hours?

D. Should the project be closed to traffic? If so, how do we handle locals?
Are special signs needed? What about impact to school bus routes and/or
emergency vehicles? Are temporary sidewalks needed for pedestrians?
Are temporary chain link fences needed?

E. Will there be access problems for private driveways or businesses? How will
staging affect access? Are special signs needed?

F. Will there be a need for variable message boards and/or highway advisory radio?
Could any other extraordinary traffic mitigation efforts (e.g. project acceleration) be
applicable on this project?

G. Will timing of project interfere with tourism, holiday shopping, fish spawning or local
events like shore traffic, county fairs, race tracks, sporting events, high volume
traffic generators, shopping malls, etc.?

H. When should the project start/finish? What do you think the optimum month to
bid the project is for construction efficiency and to reduce CE costs should be
(Avoiding winter layovers, seasonal restraints, etc.)?

I. Are adequate size work zones and storage space available at the site for the
proposed work? Will construction easements be needed to complete the proposed
work? Are the work sites accessible?
J. Could Moveable Construction Barrier expedite or improve productivity in the construction work zone, thereby shortening the construction duration?

K. Ensure that if staging of the project utilizes a shoulder as an active lane of traffic and a new shoulder is not built, that the impact of mail delivery, garbage pickup and school buses are taken into consideration (turning radii, stopping in an active lane for children pick up/drop off, garbage collection, etc.)

L. Are there adjacent projects which may pose a conflict with traffic management during construction, including on parallel routes?

M. What special snow removal concerns are applicable in this area?

N. If barrier curb is required; make sure enough space is provided between barrier curb for snow plowing and oversized loads exiting highway ramps.

O. Is it possible for the field office site location to be within the project limits?

P. For bridges over navigable waterways, determine whether a relocated channel is feasible. If a temporary closure of the channel is possible, determine if allowable closures are of sufficient duration to allow for construction within the channel area. Allowable dates for closures must be considered to see how they impact the construction schedule.

Q. Recommend seismic/vibration monitoring if pile driving/sheeting is being driven in close proximity to buildings or underground utilities. Pay particular attention to historic structures.

2. Should the limits of construction be extended based on field conditions at the proposed end limits?

3. Are the appropriate types of repairs provided for bridge rehabilitation projects? Should decks be patched or overlaid with Latex Modified Concrete/Silica Fume Concrete? What protection is required for the roadway or water course under the structure?

4. Are there any apparent major environmental concerns (buried tanks, landfills, wetlands, asbestos, contaminated (regulated/hazardous) excavation areas, lead paint, etc.)?

5. PAVEMENT ISSUES

   A. Is full depth pavement box needed, or will milling and resurfacing of existing
pavement be sufficient?

B. Is full depth shoulder reconstruction needed? Can the shoulder be used to carry traffic for staging operations?

C. Are there any distressed areas where joint repair or bituminous patch is needed?

D. Will sawing and sealing of joints be required?

E. What types of pavement should be used?

F. What type of subbase should be used? Is material available locally?

G. Will the proposed pavement widths and milling depths be constructible within equipment limitations?

H. Will rutting require special milling treatments to achieve the new cross slope or typical section?

I. Will Raised Pavement Markers (RPM's) have to be removed and replaced?

J. Will rumble strips have to be removed for stage construction?

6. DRAINAGE ISSUES

A. Is the current drainage sufficient? If not, identify locations.

B. Do existing inlets and drainage structures need to be cleaned out? If so, identify locations.

C. Do existing inlets and/or manholes need to be reconstructed or have castings replaced? If so, identify locations.

D. Can you foresee any drainage problems with adjacent properties?

E. Will any existing underdrains, septic systems, or outlet drains be affected?

F. Are existing inlet grates acceptable, or should bicycle safe grates be used?

G. Are new curb pieces needed? If so, specify what height and color is required.

H. If staged, will the project drain properly in all stages? Will castings have to be
reset to allow winter plowing? Will supplemental pumping be required?

I. Will grade changes create problems with surface drainage or driveways?

7. GUIDERAIL ISSUES

A. Are there any areas where guiderail should be extended, removed or upgraded?

B. Does existing guiderail need to be reset? If so, are extra posts needed to provide for replacements? Are upgraded wood spacers needed?

C. Is new rail element needed to replace damaged rail? If so, identify locations.

D. Will staging require resetting of guiderail?

E. Do end treatments need to be upgraded? Is there space for upgrade?

F. Will additional areas need to be cleared for guiderail placement?

G. Where existing guiderail ties into structures, are any upgrades needed? Conditions of parapets and sidewalks should be noted.

8. ELECTRICAL ISSUES

A. Should any electrical services be upgraded or relocated?

B. Do any traffic signals or highway lighting fixtures need to be upgraded or relocated?

C. Will temporary signals or highway lighting be required for staging?

D. Are there any existing loop detectors?

E. Will new traffic signals and/or highway lighting be in conflict with power lines or other utilities?

9. MAINTENANCE OF RIGHT-OF-WAY ISSUES

A. What driveways need to be reviewed for access compliance?

B. Check the condition of curbs, sidewalks and driveways. Are any
replacements required?

C. Handicap ramps new or upgraded should be addressed?

D. When designing concrete islands, consider very carefully where vegetation/grass is used, since this can be a maintenance problem after construction.

E. Does existing highway signing need refurbishing, replacement or relocation?

F. Are there any privately owned signs, fencing, lighting, or sprinklers in our R.O.W. that are visible and may not belong? Should they be removed on this project?

G. Will this project require changes to, or a new, jurisdictional agreement?

10. UTILITY ISSUES

A. Do any power lines or other utilities, including above and below ground property services, need to be relocated as a result of the project or construction work such as equipment for pile driving operations, bridge erection, roadway sheeting, guide rail installation or construction of noise walls, retaining walls, overhead signs or culverts? If so, can they be moved before construction?

B. Does the area require predesign underground utility locations verification? Should test pits be dug? Is there a need to relocate underground utilities? Does the project require subsurface Utility Engineering by the designer?

C. Is there any evidence of buried fiber optic lines or Intelligent Transportation Systems (ITS) facilities?

D. Can utility relocations be done under master agreement or will a specific project agreement be required before relocation work can be done?

E. Can utility relocations start prior to the construction Contractor?

F. Can utility relocation be performed by the State’s Contractor during construction?

G. Is the project in proximity to railroad property - active or exempt?

H. Will utility betterments be incorporated into this project?
5. CONSTRUCTABILITY REVIEWS DURING PRELIMINARY DESIGN

The Regional Constructibility Engineer should meet with the Designer during the early stages of developing the Preliminary Design to ensure scoping recommendations and discussions are being addressed.

The Designer will establish an estimated construction progress schedule based on the proposed staging. For in-house projects, the Design Production Manager will prepare the progress schedule. The construction progress schedule, or Primavera Project Planner, will be submitted to Regional Construction Engineer and the Constructability Unit in the Bureau of Construction Engineering (BCE) by the Project Manager, along with the plans, as part of the review package. The Project Scoping Checklist (Attachment A) can be used as a guide, by the Constructability Engineer and/or a Resident Engineer in performing the Quality Assurance Review.

As part of this Quality Assurance Review, the Regional Constructability Engineer or designee is responsible for submitting a list of job specific Contractor furnished equipment required in the field office to the Bureau of Construction Engineering for review and final recommendation to the Quality Assurance Team Leader, so that it can be incorporated into the Special Provisions for the project. Item selection and quantities will be based on the project's work and anticipated staffing. The job specific personal use items and special needs will be included in the item Field Office Set Up. (Refer to Attachment B)

A copy of the Region's Preliminary Design Submission comments, transmitted to the Quality Assurance Team Leader by the due date, will be sent to the Constructability Unit in the Bureau of Construction Engineering, once they are completed. The BCE Constructability Unit will also transmit Preliminary Design comments to the Quality Assurance Team Leader, with a copy to the Regional Constructability Engineer.
ATTACHMENT “B”

JOB SPECIFIC PERSONAL USE ITEMS

A. Equipment for conducting the standard method of tests for slump of Portland cement concrete as per current AASHTO T119.

B. Equipment for conducting the standard method of tests for air content of freshly mixed concrete by the pressure method as per current AASHTO T152.

C. Equipment for conducting the standard method of tests for air content of freshly mixed concrete by the volumetric method as per current AASHTO T196.

D. Equipment for making and curing concrete test specimens of Portland cement concrete in the field as per current AASHTO T23.

E. Levels and/or Smart levels
   2 meter (6') ruler - engineer/ carpenter
   30 meter (100') tapes - steel and cloth
   15 meter (50') tapes - cloth
   Plumb bobs and cords
   Line levels and cords
   Surface thermometers
   Asphalt thermometers
   Infrared asphalt thermometers
   Concrete thermometers
   Sledge hammers
   Measuring wheel
   Lock level
   Wet film thickness gauge
   Dry film thickness gauge
   Lanterns for night work
   Reflectorized (orange in color) Hard Hats for each chair in the field office
   360° Reflectorized (orange in color) Safety Vests for each chair in the field office

F. Cell Phones (one 300 minute/month will be specified unless there is justification for additional submitted)
   Special Communications Equipment (Justification needed)

G. Special Needs – Job specific (Justification Needed)
6. CONSTRUCTABILITY REVIEWS DURING FINAL DESIGN

The Regional Constructability Engineer should meet with the designer during the Final Design preparation when the staging plans and construction schedule are at mid-point of final development to ensure previous comments/discussions are being addressed. Optimum construction start date of field operations and substantial and final completion dates should be discussed and determined.

The Designer will submit final plans, special provisions, engineer's estimate, construction narrative and a computer generated construction progress schedule based upon resolution of Preliminary Design Submission review comments, incorporation of all external factors or restraints, and latest scheduling and time frame data. Any new conditions or considerations will be provided by the Project Manager. The final decision on the completion dates is the responsibility of the Project Manager in conjunction with the Constructability Engineer based on the actual date Advertisement will occur.

The Regional Constructability Engineer should solicit comments on the final design review submissions from the identified potential Resident Engineer for the project during the review period.

The comments from the Constructability Engineer and BCE’s final design submission review shall be sent to the Quality Assurance Team Leader by the due date for correction, resolution and/or issuance of an addendum.

The BCE will calculate the estimated CE costs and staffing projections using the Construction Engineering and Materials Management System to be incorporated into Section 108.16 of the special provisions.

If significant time has elapsed between the Preliminary Design and Final Design, the field office equipment requirements should be revisited to determine if revisions need to be made. If necessary, the Regional Constructability Engineer or designee is responsible for submitting a revised list of job specific Contractor furnished equipment required in the field office to the Bureau of Construction Engineering for review and final recommendation to the Quality Assurance Team Leader, so that it can be incorporated into the Special Provisions for the project. Item selection and quantities will be based on the project's work and anticipated staffing. The job specific personal use items and special needs will be included in the item Field Office Set Up. (Refer to Attachment “B” in this Subsection)
1. The New Jersey Department of Transportation has endorsed constructability reviews in an effort to improve the total quality of our construction bid package, to ensure that designs can be built. The Department will optimize the use of construction knowledge and experience in planning and design to achieve the overall project objectives.

The requirement for an independent formal constructability team review shall depend on the type, size, cost, and complexity of the project (typically $15 million and over, multi-staged, high community impacts). The Project Manager shall make this determination. For projects that do not require a separate team review, the Quality Assurance review shall also review the project for constructability. Upon the direction of the Regional Construction Engineer, the Constructability Engineer shall take the lead in completing a Constructibility Review on all projects.

The formal Constructability Review team sessions shall be held at a location to be determined by the Constructability Engineer and chaired by the Constructability Engineer. The review shall be performed on the Preliminary Design Submission at the end of the Preliminary Design Development Phase, and concurrently with the Quality Assurance Review, in accordance with the procedures for Constructability Reviews in Section 7 of the Department's Procedures Manual.

The review team makeup and size depends on the complexity of the project. It shall include, but not be limited to, the following:

   a. Project Manager
   b. Regional Constructability Engineer
   c. Prospective Resident Engineer
   d. Various Design Units (as determined by the Project Manager)
   e. Various Operations Units
   f. Construction Scheduling and Assessment Unit (Quality Management Services)
   g. Constructability Unit in the Bureau of Construction Engineering (BCE)
   h. Community Relations (as required, depending on community sensitive issues such as potential impacts on businesses, noise ordinances, and night work)
   i. FHWA Area Engineer (Full oversight projects only)

2. The Constructability Review for the BCE and Regional Construction Office should focus on ways to reduce the construction time, extra costs associated with changes, claims, maintenance needs and public inconvenience. Environmental concerns, traffic problems, safety and noise pollution issues all should be addressed.
Checklists should be used as a guide in the constructability process and updated periodically so that they remain relevant and useful to the participants. They Should not be relied on solely for the review procedure, since it does not always cover all aspects of the work and may not be applicable to the area of concern.

3. As part of the projects Constructability Review, optimum construction scheduling and staging of the project will be considered, including such things as:
   
   a. A + B Bidding, as an alternate contracting method.
   b. Lane rentals or limitations on lane closures to mitigate traffic impacts.
   c. Incentives for early completion to mitigate impacts.
   d. Multiple crews and/or shifts to accelerate work and shorten durations.
   e. Use of night work to mitigate impacts, if feasible.
   f. Interim completion dates for stage construction milestones, including winter layover periods.
   g. Use of items like Moveable Construction Barrier, Variable Message Signs, limited duration detours, etc. to shorten durations and mitigate traffic impacts.
   h. Higher liquidated damages for untimely completion and/or violation of lane closure times (Road user costs).
   i. Utility relocation agreements and their scheduling impacts, including possible start of utility relocations prior to start of construction.
   j. Right-of-Way availability.
   k. Permit requirements and restraints.
   l. Determine whether NJSP and/or Municipal Police will provide Traffic Safety Services. For guidelines for the use of Traffic Safety Services refer to CPH Section VIII.

3. All plans, special provisions and scheduling review comments are to be submitted to the Quality Assurance Unit in Quality Management Services, with a copy to the Project Manager, Regional Constructability Engineer and the Constructability Unit in the Bureau of Construction Engineering. The Project Manager will input any external commitments and/or program considerations (funding) before passing the information on to the Designer.

4. The BCE and the Regional Constructability Engineer shall not concur with constructability of the project without having all the information that would impact construction scheduling, including any changes made after the Final Design review. This may necessitate a commitment from the Project Manager for mutual establishment of the completion dates which are listed under the Final Design phase submission (CPH Section II-A), as part of a Constructibility sign off.
Upon issuance of a permit(s), the Project Manager should have the terms and conditions reviewed by the Environmental E-Team and other units as appropriate, including the Regional Construction Engineer, to determine if they are acceptable. Particular attention should be given to conditions that affect constructability. The Regional Construction Engineer and the Construction Field Manager shall review the permit(s) and conditions and verify that the project is constructable in the context of the permit(s).

If constructible, the Regional Construction Engineer signs the Permit Conditions Review Form attached to the "Acceptance of Revoked Construction Permit" (Attachment "A") form and returns it to the Project Manager. The process continues with the Designer so that the terms and conditions can be included in the project contract and specifications. The Regional Construction Engineer has a copy of the Permit and Conditions on file. He completes the "Construction Notice (Attachment "K") and the "Completion Report (Attachment "C")" at the appropriate time and submit them to the NJDEP. Copies of the completed forms will also be submitted to the Project Manager.

If constructability is determined not to be feasible, the Regional Construction Engineer will notify the Project Manager in writing and provide the reason(s) for not accepting the permit(s). The Project Manager will take the appropriate action, for example, having a formal appeal filed with the NJDEP to satisfy the terms and resubmit the permit package to the Regional Construction Engineer.

On projects for which a permit is required between the Final Design Review and the bid date, the Project Manager will coordinate the issue with the Regional Construction Engineer to expedite the process. The Project Manager will incorporate Permit Conditions by addendum that has been reviewed by the Regional Construction Engineer, the Constructability Unit of the Bureau of Construction Engineering, and other appropriate units prior to issuance. If for some reason the permit is not received until after the contract is signed, the Project Manager will meet with the Construction Field Manager, his E-Team and the permitters as appropriate so that appropriate measures can be taken.

Projects will not be awarded for construction until all permits have been received.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION II

SUBSECTION D

DATE

PROJECT SCOPING TO CONTRACT AWARD  PRE-BID MEETINGS  05/15/06

1. **Departmental Pre-bid Meeting**

a. A Departmental Pre-bid meeting will be held for projects, at the discretion of the Regional Construction Engineer, at the time of advertisement, the date of Construction Services documents. At that time, the Regional Construction Engineer will contact the Project Manager to set the date and time of the meeting to be held at least (2) weeks prior to the receipt of bids at the Regional Construction Engineer’s office or other appropriate location.

b. The Regional Construction Engineer will determine who from Construction is to attend the meeting. In general, the construction representatives involved will be the Regional Construction Engineer, the Construction Field Manager, and the Resident Engineer. The Regional Construction Engineer will also notify the District Support, Environmental Services and Support Unit and as necessary, representatives from other Operations Units will be notified such as Maintenance, Traffic Operations, and Electricity at the time and place of the meeting. The Regional Construction Engineer will notify the FHWA on Full Development projects only.

The Project Manager will determine who from the rest of the Department is to attend the meeting. In general, the design representatives will include the Project Manager, the Quality Assurance Team Leader and the Designer, either in-house or consultant. As necessary, representatives from the units involved in the preparation and review of the contract documents should be requested to attend the meeting. The Project Manager will be responsible for notifying the Design representatives needed at the time and place of the meeting.

d. The Project Manager will prepare the agenda for the meeting with input from the Regional Construction Engineer, which should include a presentation by the Designer giving a short overview of the project, with emphasis on any unusual features or requirements. Environmental and permit requirements will be covered as well as the status of Right-of-Way (ROW) availability and Utility relocations. The PS&E Right-of-Way checklist, which provides a summary of the key ROW items, is to be presented to the Regional Construction Engineer or designee at this meeting by either the Project Manager or a representative from ROW.

e. The Project Manager will explain any sensitive issues to ensure Construction personnel are fully aware of the Department’s commitments regarding the project.
f. The Regional Construction Engineer or designee will be responsible for preparing the minutes of the meeting and distributing copies to all in attendance. The minutes will be prepared and distributed within ten (10) working days of the meeting. The Project Manager will review a draft of the minutes prior to distribution to ensure that the information presented was properly understood.

2. Prospective Bidders Pre-bid Meeting

a. Based on the following criteria, the Department will schedule a pre-bid meeting with prospective bidders (Contractors):

1) All Design/Build projects that are to be performed midway through the pre-bid bid period.
2) A project which is expected to contain a significant amount of innovative or unique construction processes or research items if job specific conditions require (five weeks of performance period to be held at mid-point of period). Need for pre-bid meeting is to be determined by the Technical Unit, Regional Construction and/or Project Manager at the time of final design.

This can include projects that have an alternative bidding method such as:

- A&B Billing, Inc.
- Inc. 60% for early completion (D100)
- Labor RML charge
- Additional work schedule to meet completion date
- Etc.

For site specific technical projects such as:

- Moveable Bridge Rehabilitation
- Intelligent Transportation Systems (ITS)

b. The format of the pre-bid meetings will be as follows:

1) Moderator - Project Manager
2) Panel - Project Manager
   - Construction Field Manager
   - Technical Unit Representative (if necessary)
   - Designer
   - Deputy Attorney General
3) Opening - Welcome by the Moderator and introduction of the panel.
4) Purpose - Presentation of the project currently advertised for bid and the unique feature, or specification that generated the need for the meeting. The presentation would clarify the intent of what is in the contract.

- Any known changes or addenda issued to date.

- The answers to any questions submitted to date via FAX to the Management Agency or Central Administration Services. These answers would also be included in the addendum issued as an addendum to the pre-bid meeting.

5) Question Period - Three possible answers

a) The plans and/or specifications are clear on this issue. This is located in Subsection _____ Page _____ or on Plan Sheet _____.

b) The department will review the issue raised and an addendum, if necessary, will be issued should clarification be required.

c) The department acknowledges the point raised and needs some clarification and an addendum will be issued to clarify the contract documents.

The Regional Construction Engineer and the potential Resident Engineer should attend the pre-bid meeting as part of the audience.

The pre-bid session held for the respective bidder, pre-bid meeting can also serve as the Departmental pre-bid meeting.
1. The Regional Construction Engineer will make the determination regarding assignment of the Field Managers and Resident Engineers to upcoming projects. (This procedure is also to be utilized for re-assignments). After receipt of bids, the Regional Construction Engineer shall officially notify the Resident Engineer of the assignment. The assignment memorandum shall contain the following information (see sample – Attachment “A”):

   a. The project designation
   b. Federal Project No., if applicable
   c. Job Code Number
   d. DP Number
   e. The Project Manager and his/her telephone number
   f. The Field Manager (Resident Engineer’s immediate supervisor)
   g. Directions to review the plans, specifications, and prepare for the Preconstruction Conference
   h. Direction concerning responsibilities for any past projects or assignments

2. To officially notify all interested parties of the assignment of the Field Manager and the Resident Engineer for all new/old projects, copies of the assignment memorandum will be sent to the following:

   a. Director of Construction Services and Materials
   b. Executive Director of Regional Operations
   c. Project Manager
   d. Field Manager (Resident Engineer’s immediate supervisor)
   e. Regional Material Engineer
   f. Regional Maintenance Engineer
   g. Manager, Bureau of Construction Engineering
   h. Manager, Bureau of Materials
   i. Supervisor, Federal Aid Coordination (Federally Funded Projects Only)
ATTACHMENT "A"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

MEMORANDUM

TO: (Project, Principal or Senior) Engineer
    Region ________, Construction

FROM: Regional Construction Engineer
       Region ________, Construction

PHONE: 609-555-1234

DATE: May 15, 2006

SUBJECT: NOTICE OF PROJECT ASSIGNMENT
          Route 91, Section 2N
          Federal Project No. A/PH (34)
          Job Code Number: 160, 927
          DP Number: 9500-____

Be advised that you are being assigned as Resident Engineer for the above noted project in the Township of Florence, Burlington County.

Mr./Ms. _______ will serve as the Field Manager and Resident Engineer's Immediate Supervisor.

Mr./Ms. _______ is the Department's Project Manager and can be reached at 609-530-xxxx.

Please review the plans and specifications in detail and prepare for discussion any unique items to be included as part of the agenda for the Preconstruction Conference. Refer to A/PH Section III-A "Preconstruction Conference" for other requirements.

This will be in addition to your assignment on the Route 92, Section 3B project.

C: Director of Construction Services and Materials, Executive Director of Regional Operations, Project Manager, Field Manager (Resident Engineer's Immediate Supervisor), Regional Materials Engineer, Regional Maintenance Engineer, Manager, Bureau of Construction Engineering, Manager, Bureau of Materials, Supervisor, Federal Aid Coordination (Federal Project Only)
SECTION III - CONSTRUCTION START UP

SUBSECTION - A  PRECONSTRUCTION CONFERENCE
SUBSECTION - B  OFFICE PROCEDURES INDEX
SUBSECTION - C  CONSTRUCTION REFERENCE MATERIAL AND FORMS
SUBSECTION - D  INSURANCE CERTIFICATE
SUBSECTION - D-1  PERFORMANCE BOND AND PAYMENT BOND
SUBSECTION - E  EMERGENCY CONTRACTS/ACCELERATED START UP
SUBSECTION - F  PROJECT SAFETY AND TRAFFIC CONTROL
SUBSECTION - G  PROGRESS SCHEDULE AND PROJECT PROGRESS
SUBSECTION – G-1  PROGRESS SCHEDULE AND PROJECT PROGRESS – Projects using BDC01S-12
SUBSECTION - H  CONSTRUCTION FIELD OFFICE, MATERIALS LABORATORIES & TELEPHONE SERVICES
SUBSECTION - I  SUBCONTRACTING DOCUMENTATION
SUBSECTION - J  TEMPORARY STRUCTURES/FACILITIES ON NJDOT CONSTRUCTION PROJECTS
1. Regional Construction Office Functions

a. The Bureau of Construction Services, Procurement shall notify the Regional Construction Engineer when a contract has been awarded.

b. The Regional Construction Engineer will:

1) Determine the date and location of the Preconstruction Conference for the project, with the concurrence of the Project Manager, after being notified of an award. Conference participants should normally be given at least ten (10) working days advance written notice.

2) Assign a Resident Engineer to the project (see CPH Section II-G)

3) Notify the Contractor to attend the conference and to bring the following:

   a) List of proposed subcontractors and EEO officers
   b) Completed DC-18’s, Sublet Forms
   c) Materials Questionnaire Forms (DC-2891)
   d) Key Contract Personnel on Form (DC-34)
   e) Erosion control plan (if provided in the contract)
   f) Lead, Health and Safety Plan (LHASP) (if provided in the contract)
   g) Affirmative Action Program
   h) Training program (if trainees are provided in the contract)
   i) NJDOT Insurance Certificate (DC-175)
   j) Safety and Health Program (Refer to Contract Specifications Subsection 107.10)
   k) Completed Ethics Certification (DC-118)
   l) Any other documents required at this time by the Contract Specifications. Send the Contractor a Preconstruction Package containing the required forms listed above with the agenda.

4) Notify the Field Manager and Resident Engineer to attend the conference and to be prepared to present their topic areas as per the conference agenda (see Attachment “A”)

5) If a Pre-Bid Meeting was not held, the Regional Construction Engineer is to ensure the Resident Engineer has obtained the information noted in CPH Section II-F paragraph 1.d.
c. The following units should be invited if applicable. Additional units should be invited if appropriate (To be determined by mutual agreement of the Project Manager and Regional Construction Engineer).

1) Federal Highway Administration (for Full Oversight Projects only)
2) Bureau of Construction Engineering
3) Office of Capital Project Safety (Regional Representative)
4) Bureau of Community Involvement
5) Bureau of Materials
6) Regional Materials Office
7) Division of Civil Rights and Affirmative Action
8) Regional Traffic Engineer, Work Zone
9) Regional Electrical Engineer
10) Traffic Operations North and/or South
11) Bureau of Environmental Program Resources
12) Regional Maintenance Engineer
13) Executive Director of Regional Operations
14) Bureau of Project Support & Engineering
15) Program Manager
16) Project Manager
17) Design Support Engineering
18) Manager, Right-of-Way
19) District ROW Office
20) Bureau of Structural Evaluation and Bridge Management
21) Applicable Regional Survey Office (Mt. Arlington, Freehold or Cherry Hill)
22) Bureau of Landscape Architecture and Environmental Solutions
23) Bureau of Geotechnical Engineering
24) Coordinating Authority, Utility and Railroad Engineering Unit
25) Bureau of Maintenance Engineering and Operations
26) U. S. Department of Labor/OSHA (For projects involving blasting or lead paint removal) Refer to CPH Section VI-D1
27) New Jersey Department of Health and Senior Services (For projects involving blasting or lead paint removal)
   **Attention: Program Manager**
   Occupational Health Service
   P. O. Box 360
   Trenton, N. J. 08625-0360
28) NJ State Police and/or Municipal Police
29) Municipalities within the limits of the project – Township Engineer

d. The Regional Construction Engineer shall prepare and distribute in advance an agenda for the conference. Included in the agenda will be the order in which representatives should speak, and the primary topics which will be discussed. Refer to Attachment "A" for "Preconstruction Conference Agenda".
2. Municipality Notification of Project Start-Up

a. Prior to start-up of each project, all Resident Engineers are directed to send a letter to all municipalities, within the limits of the project, giving them pertinent information regarding the construction activity about to occur (i.e., type of work, hours of work, etc.) This letter must be addressed to the municipality’s Administrator or Town Clerk.

If the Resident Engineer is unable to ascertain the name and address of the Administrator or Town Clerk, the Resident Engineer should call NJDOT’s Office of Community Affairs to obtain this information.

Attachment “B” is a sample letter that may be followed in this notification process. This letter reflects the minimum communication that should be made with the municipality. Additional information from the Resident Engineer shall be forwarded when a field office is set up (i.e., copy of DC-34).
ATTACHMENT "A"

PRECONSTRUCTION CONFERENCE AGENDA

1. The Regional Construction Engineer will record, transcribe and complete the meeting minutes for distribution within one (1) week of the conference to all attendees.

2. All attendees are to sign the attendance sheet and note their affiliation, telephone number and fax number. A copy of attendance sheet is to be made available to attendees.

3. Comments from the Regional Construction Engineer:
   a. Ask attendees to introduce themselves.
   b. Explain the purpose of the Preconstruction Conference.
   c. Discuss the Ethics Standards and Conflict of Interest requirements of Subsection 109.15, and emphasize that the Contractor is under a continuing obligation to abide by the requirements. Request the Contractor’s completed Ethics Certification, form DC-118.
   d. Explain correspondence routing procedures. All correspondence is to be directed to the Resident Engineer. An exception is the DC-18 submissions, which are sent to Regional Construction Office with a copy of transmittal to Resident Engineer.
   e. Explain subletting procedures and limitations. No work is permitted by subcontractors until they have been approved. Note partial payments requirements of the Specifications Subsections 109.05 and 109.07.
   f. Communications with the public are to be referred to the Resident Engineer or Superintendent to avoid comments from unauthorized or uninformed personnel impacting the public’s perception. (Stress the Resident Engineer’s role as the State’s Representative.)
   g. Discuss the handling of damage claims from the public.
   h. Discuss procedure for DC-161, “Contractual Notice Form”. Refer to Specifications Subsection 107.02.
   i. Discuss the issue of Subcontractors’ supervision (Subsection 108.02).
   j. Discuss the Public Information Center. (If applicable)

4. Comments from the Resident Engineer and Field Manager:
   a. State the project’s completion date. Discuss the Substantial Completion and Acceptance process to ensure that the Contractor knows how far in advance of the completion date the actual work must be completed. This will allow for inspections and corrective work to be completed prior to the completion date. State any pertinent Progress Schedule requirements. Stress that timely updates are necessary and required. No extension of time will be granted without documentation based on an updated Progress Schedule. The completion dates will be strictly enforced.
b. Discuss anticipated contract meetings.
   1) Weekly or Bi-weekly project meetings
   2) Contractor’s EEO Meeting (Resident Engineer and subcontractors should be invited) and follow-up meetings every six (6) months. Distribute EEO packages.
   3) Public Utilities Meeting - (need separate project utility meeting). Give the Contractor a copy of each Utility Agreement and Utility Construction Authorization (CPH Section VI-K).
   4) Safety Meeting - Maintenance and Protection of Traffic
   5) Mid-Contract Meeting
   6) Pre-paving and/or Pre-concrete placement Meeting
   7) Closeout Meeting
   8) Environmental Meeting with Regulatory and Enforcement Agencies for projects that have special environmental commitments.

c. Discuss the Contractor’s compliance with laws and ordinances.
   1) Truck Weight – The Department’s monitoring program by project personnel. (CPH Section VI-F1).
   2) Vehicle Registration - Vehicles used for intrastate construction must be registered in the State of New Jersey in accordance with N.J.S.A. 39:3-15.
   3) Buy/Ship America - Refer to Specification Subsection 106.08 "Foreign Materials”.
   4) Solid Waste Disposal - Must be in accordance with DEPE regulations.
   5) Environmental Commitments (including permit requirements) OSHA and PEOHSA Requirements

d. Discuss properly completed insurance certificates and the need for endorsements as well as renewals to be in accordance with Subsection 107.23.

e. Discuss field office requirements (Refer to CPH Section III-H) and the computer system that is compatible with the Department’s “ACES” system. (Subsection 105.15)

f. Discuss the necessity of Materials Questionnaires, delivery tickets, source testing and certifications submissions prior to incorporating materials into the project.

g. Discuss the Specification requirements for submission of and distribution of shop or working drawings for roads, structures and electrical items. (Subsection 105.04)

h. Discuss other pertinent issues such as public access, work restrictions, verification of original ground elevations and earthwork quantities before the ground is disturbed.

i. Discuss safety.
   1) Traffic Control Plan
   2) Safety Inspections
   3) Need for immediate corrective action
   4) The use of NJ State Police and/or Municipal Police (Refer to CPH VIII-B)
j. Give the Contractor one set of general property parcel and entire tract map and inform the Contractor as to any special conditions or requirements under the Real Estate Agreements. (Refer to CPH Section VI-B)

k. Discuss the need for preservation of existing monuments, and for projects with ROW takings, insure that the Map Filing Law requirements with regard to monuments, are adhered to.

**NOTE**: It is the responsibility of the Resident Engineer to review the plans prior to the Preconstruction Conference to confirm the existence of any monuments, either control or geodetic, on the project and to remind the Contractor, at this meeting, of its responsibility to preserve them. Also, if any monuments are found on the project that were not indicated on the plans, their usefulness will be confirmed by contacting Geodetic Survey.

l. Discuss ACI Certification requirements for concrete construction and supply DC-183, DC-184 & DC-185 forms to Contractor, when applicable.

5. **Regional Construction Engineer** - Ask for comments from Federal, County, Local, and other State offices in the following order:

   a. Federal Highway Administration
   b. Bureau of Environmental Analysis
      **NOTE**: Environmental commitments included in the EIS shall be presented by this Bureau.
   c. Office of Community Involvement
   d. Project Manager
   e. Any Bureau in attendance
      1) Right-of-Way - The ROW representative will make a presentation as to any parcel still remaining to be acquired, including the projected acquisition dates as well as the expected vacating dates of any remaining occupied properties. The ROW representative will be responsible for supplying the Resident Engineer a list describing any pertinent ROW issues between the Department and Property owners, including copies of any specific agreement requirements imposed on the Department as a result of negotiations. In addition, the name of a ROW staff member from the District ROW office will also be provided for any questions the Resident Engineer may have. (Refer to CPH Section VI-B)
      2) Utilities – Coordinating Authority, Utility and Railroad Engineering Unit (Refer to CPH Section VI-K)
      3) Bureau of Maintenance (Regional Maintenance Office)
         **NOTE**: Regional Maintenance personnel will be responsible for providing the Resident Engineer with all pertinent Highway Permits at, or before, the Preconstruction Conference.
      4) Division of Civil Rights and Affirmative Action
      5) Regional Traffic Engineer, Work Zone
      6) Traffic Operations North and/or South
      7) Office of Capital Project Safety
      8) Bureau of Materials
9) Regional Materials
   f. NJ State Police and/or Municipal Police
   g. County
   h. Local Government - Municipalities within the limits of the project
   i. Regional Electrical Engineer - Traffic Signal Turn-on Scheduling (Refer to CPH Section VI-H)

6. Contractor's Submissions (Resident Engineer requests the submissions)

   a. Have the Contractor submit the following:
      1) List of proposed Subcontractors and EEO Officers
      2) DC-18 Sublet requests
      3) Materials Questionnaire (DC-2891)
      4) Key Contract Personnel (DC-34)
      5) Insurance Certificates and Endorsements
      6) Erosion Control Program
      7) Affirmative Action Program (Is an approved program on file in Division of Civil Rights and Affirmative Action?)
      8) Training Program
      9) Safety and Health Program (Refer to Contract Specifications Subsection 107.10)

   b. Progress Schedule submissions in accordance with Subsection 108.04.

7. **Regional Construction Engineer** asks for comments and questions from the Contractor.

8. Comments and questions from others.

9. Adjournment by the Regional Construction Engineer.
Dear Ms. Doe:

Please be advised that on or about (date) work will commence on the (Project Name). This will involve (brief description of work to be performed) in your (city, township or borough). The Contractor (Name) expects his working hours to be from (daily start and stop times) on (first work day to last work day of week).

If you have any questions concerning this project, please contact me. I am the Resident Engineer and the Department of Transportation’s official representative for this project. My current telephone number is (609-123-2345). As soon as a field office is established, I will forward to your office the key contract personnel form for emergency purposes.

Sincerely,

Joe Resident

Cc: County Engineer
ATTACHMENT “C”

NEW JERSEY DEPARTMENT OF TRANSPORTATION
ETHICS CERTIFICATION

Project Name/ Route and Section: ________________________________

I am the ___________________________ of ________________________________

and I am authorized to make this certification on behalf of ________________________________.

I certify that:

1. No officer, employee, agent or representative of the above referenced company has given to any employee of the New Jersey Department of Transportation, or to any immediate relative of any employee or agent of the New Jersey Department of Transportation, any gift of money or any gift, or gratuity in any form whatsoever.

2. No officer, employee, agent or representative of the above referenced company has rented or purchased any equipment, or any form thereof, or supplies of any nature from any employee of the New Jersey Department of Transportation.

3. Similarly, such gifts, gratuities, loans, rentals or purchases, have not been given to nor made from any agent of the Department during the period of time that such agent was performing any function related in any way to the project.

4. I understand that I am under a continuing obligation to disclose any such gifts, gifts, gratuities, loans, rentals or purchases and that failure to do so will subject me to all applicable penalties under the law.

Signature ________________________________
Name ________________________________
Title ________________________________
Date ________________________________
The following is an index to the paragraphs in this Subsection.

1. File System

2. Office Plans

3. Record Keeping
   a. Automated Construction Estimate System (ACES)
   b. Resident Engineer's Diary
   c. Security of Records

4. Key Contract Personnel (DC-34)

5. Daily (DC-3b) & Weekly (DC-24) Reports

6. Developer Agreements and Non-pay Estimate Projects

7. Monthly Progress Estimates
   a. Allowance for Material at or near the site of work
   b. Lane Occupancy Charges

8. Materials
   a. Materials Questionnaire, Form DC-2891
   b. Materials Control
      1) Status Chart
      2) Delivery Slips
      3) Material Certifications
   c. Material Suppliers, Suspended or Debarred
   d. Buy American

9. Attachments
   a. File System Index
   b. DC- 24M "Materials Team Leader Weekly CEMM Report"
   c. Materials Questionnaire, Form DC-2891
   d. Materials Spread sheet
1. **File System**: The Resident Engineer shall establish a Field Office Filing System utilizing the following standards:

   a. Item Files will be kept in numerical sequence. "NO ITEM" files are not required; however, if the "NO ITEM" files are being deleted, a "CONTRACT ITEM FILE" must be utilized. This file is to contain a list of all contract items (Contract Summary Report) and is to be filed before the first contract item file.

   b. All other project files will be numbered, as shown on the attached File System Index. (Refer to Attachment "A").

   1) Not all projects will require all the files except File No. 1, which will always be labeled "file system index". All files being utilized must be either circled or highlighted in the file system index. This will identify if a file is missing or not being used.

   2) Alphabetical suffixes can be used to expand the numerical file system index.

      Example #1: If a new form is issued, a DC-93, it could be inserted into the file system index as #43a; this would be just after the existing DC-92, #43 on the index.

      Example #2: If a general category needs to be expanded such as the file #12), "EEO Documents Subcontractor" to keep separate files on various subcontractors, it could be done with #12a - Painting Subcontractor, #12b – Beam Guide Rail Subcontractor, etc.

   3) The most important part of adding or deleting files is to show this on the file system index.

**NOTE**: Concerning file system index folder, #10 "Correspondence Outgoing", all outgoing correspondence must indicate the Federal Project Number or note it as N/A.

c. In addition to the file system index, all field offices shall maintain a separate incoming and outgoing correspondence log, either a ledger or Form AD-19 "Correspondence Log" shall be used. Each item of correspondence is numbered in numerical order for reference when looking for a piece of correspondence.

**Electronic mail (E-mail)** received at NJDOT field sites is an acceptable form of communication (correspondence). A copy of job related E-mail will be printed out, recorded and retained as part of the project records in the same manner as hard copy correspondence. The E-mail is to be filed in the appropriate correspondence file and cross-filed where necessary. E-mail records related to Construction Order activity will be considered part of the Construction Order package and will be included in the back-up documents. After the E-mail is printed, recorded and properly filed, it may be deleted from the computer records to avoid overloading the computer's memory with stored E-mail.
1) Ledger Type:

<table>
<thead>
<tr>
<th>Date</th>
<th>Registry</th>
<th>Subject</th>
<th>From</th>
<th>To</th>
<th>Where Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-11-02</td>
<td>1</td>
<td>Extension of Time (Response)</td>
<td>Resident</td>
<td>Contractor</td>
<td>File Folder #59</td>
</tr>
<tr>
<td>11-14-02</td>
<td>2</td>
<td>Construction Order Increase In Earthwork Quantities</td>
<td>Resident</td>
<td>Supervising Engineer</td>
<td>File Folder #5</td>
</tr>
</tbody>
</table>

2) Form AD-19:

<table>
<thead>
<tr>
<th>Date</th>
<th>Registry No.</th>
<th>Date Of Correspondence</th>
<th>From</th>
<th>Subject Matter</th>
<th>To</th>
<th>Date Reply Forwarded</th>
<th>Is Reply Necessary</th>
<th>Anticipated Date Other Than Established 4 Day Maximum</th>
<th>Notified of Delay</th>
<th>Where Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/11/02</td>
<td>1</td>
<td>11/11/02</td>
<td>Resident Engineer</td>
<td>Extension of Time (Response)</td>
<td>Contractor</td>
<td>11/11/02</td>
<td>Yes</td>
<td>---</td>
<td>No</td>
<td>File Folder #59</td>
</tr>
<tr>
<td>11/14/02</td>
<td>2</td>
<td>11/14/02</td>
<td>Resident Engineer</td>
<td>Construction Order - Increase in Earthwork Quantities</td>
<td>Supervising Engineer</td>
<td>11/14/02</td>
<td>Yes</td>
<td>---</td>
<td>No</td>
<td>File Folder #5</td>
</tr>
</tbody>
</table>

2. Office Plans: A set of office construction plans shall be maintained in the field office by the Resident Engineer and/or office person. These should be designated (marked in red) as the office plans and should not be removed from the field office.

Maintaining office plans (plotting daily progress) provides a method for the office person to check inspection personnel reports for proper stationing, overlapping stationing, proper plan sheets, etc., and to help prevent the documentation of inaccurate information. When items are submitted for “pay”, the office person should scale off the stations given on the report, mark the limits of construction and indicate the quantity completed and the date it was constructed. A colored pencil should be used to highlight the construction that was completed. A well-maintained (plotted) set of office plans shows the progress of the project at a glance and is a ready reference when talking by telephone to outside offices, property owners, etc.

Office plans help to ensure that the construction of pipelines, curb, subbase outlet drains, etc., is completed before subsequent items. A well-maintained set of plans is of great value when it becomes time for As-Built preparation. Many As-Built questions can quickly be resolved by notations on the office plans. The office plans can then be used to prepare the As-Built plans. (See CPH Section VII-H)
3. Record Keeping:

a. **Automated Construction Estimate System (ACES):** All project data related to daily construction quantities, materials and personnel, used to produce daily, weekly and monthly reports are to be recorded and maintained in the Automated Construction Estimate System (ACES). The ACES program is to be installed and set-up by the Regional ACES Coordinator no later than two weeks after the Preconstruction Conference was held regardless of when the Contractor plans on starting work. This may require the installation of ACES for a new project in the field office computer of an existing project prior to the new field office becoming available. This is so that the field office staff can update information immediately when changes occur. Accurate updating of project data by the field office staff is a key element in the implementation of the ACES Server database. The ACES Server database, produces Management reports for the Division’s Management and Field Managers and updates the Construction Status Database.

The ACES program is user friendly and requires little knowledge of or experience with Personal Computers to operate. The ACES program contains “HELP FILES”. These “HELP FILES contain all the information and directions needed to operate the system. If system problems do occur or assistance is needed, the project’s Resident Engineer is to contact their Regional ACES coordinator for assistance.

b. **Resident Engineer’s Diary:** The Resident Engineer is required to maintain a diary in which daily, loggable entries are made in black ink. It is one of the project’s most important documents. The diary is to be maintained as follows:

1) The date and signature of the Resident Engineer or his representative shall be included immediately after each day’s entry. The Resident Engineer’s designee shall make entries for the Resident Engineer in his absence.
2) New entries shall directly follow the previous with no blank lines in between entries in the “journal” type of diary. The portion of the page not written on should be crossed out in the “daily” type of diary. An entry shall be made for every calendar day, regardless of whether the Contractor is working or not. Reasons for not working or for slow progress should be included.
3) It should be kept as brief as possible, without sacrificing necessary information, since it provides invaluable information and evidence in the event of later contractual controversies or legal actions.
4) The diary should be complete and understandable to anyone unfamiliar with the project. It should include specific problems encountered and corrective action taken in regard to work progress, work starts, work stoppages, construction equipment, material deliveries, weather conditions, material shortages, testing, labor disputes, utilities, subcontractors, etc.
5) During the course of the project, the Resident Engineer shall keep his diary under his personal control at the project field office. When not in use, it shall be kept in the office’s fire resistant lockable file cabinet. The diary is to be available to his superiors, representatives of the FHWA, or other authorized agents.

6) The project diary is an official source document and shall be turned in with other contract records at the conclusion of the project.

7) The diary should contain the following:
   a) A detailed record of information that might have a bearing on any probable claim against the State. Note if photographs have been taken.
   b) Statements of fact and not opinions.
   c) A detailed record of information about conditions and actions by the various parties that will have a significant effect on the progress of the job.
   d) A record of discussions with, decisions made, and directions given to the Contractor’s representatives and assigned personnel.
   e) A record of discussions with, decisions made, and directions received from the Resident Engineer’s immediate supervisor and higher authorities.
   f) A record of discussions with other interested parties (e.g., safety inspectors, local residents, etc.) and comments concerning the discussion.
   g) An explanation of how and when a project problem was resolved, together with proper cross-references. This will be done when an inspector’s report comments critically or adversely about an operation.
   h) A record of any accidents or injuries on the job, names of witnesses and the conditions prevailing at the time.
   i) A source of some general information such as the hours you worked, the weather conditions, and what the Contractor did.

c. **Security of Records**: When not in use, all source documents, reports, diaries, computer backup disks, correspondence, survey notes, etc., shall be kept in the project’s fire resistant file cabinet. The file cabinet should be locked whenever project personnel leave the field office.

**ACES backup** – The ACES data files need to be “backed up” to insure that in the event the system is corrupted or damaged the project records will still be intact. It is recommended that the system be “backed up” each work day or whenever information is recorded. Several backup disks should be maintained and rotated between them. This is to avoid a situation where the previous backup has been erased during the new backup and the new backup fails, leaving you with no backup. In addition to storing the ACES computer backup disks in the fire resistant file cabinet it is recommended to remove one backup disk from the office each working day. This is so that in the event of a disaster and the field office is lost, the project’s ACES records will still be intact.
4. The "Key Contract Personnel" (DC-34) notification form is to be prepared and transmitted using ACES no later than two weeks after the Preconstruction Conference was held regardless of when the Contractor plans on starting work. The Contractor is requested to provide all of their key contract personnel information to the Resident Engineer at the Preconstruction Conference. The manual distribution of the DC-34 is to occur once it is completed in accordance with the distribution list on the form. A copy of the DC-34 is to be sent to the FHWA on full oversight projects. Any revisions to the original DC-34 submittal will require the form to be retransmitted and distributed each time, to update all affected databases. Once the Contractor is no longer responsible for traffic related activity, the Resident Engineer will prepare the DC-34 for redistribution with the box in the upper right corner "Project Completed" checked. This will advise the Support Services to purge the form.

5. **Daily (DC-3b) and Weekly (DC-24) Reports:** The Resident Engineer has the responsibility for ensuring that the Daily Construction Report Form (DC-3b) and Weekly Progress Report Form (DC-24), or Resident Engineer’s Bi-Weekly Progress Report (DC-156) is completed using the Automated Construction Estimate System (ACES) as per the following procedures:

   a. **A Daily Construction Inspection Report (DC-3b)** is to be prepared using the ACES on all projects from the starting date of the contract. The purpose of this report is to list activity, progress and general remarks for a given day. This data/information is obtained from the daily inspection reports and the Resident Engineer. The report will be prepared even if no data/information is to be recorded for the day. It will continue until Contractor activity ceases after completion, which is defined as the date all contract items have been completed. Under Remarks, note such things as actions taken to correct unsuitable conditions, project safety, decisions by Resident Engineer, utility work in progress, etc. Directions for preparing the DC-3b report are contained in the ACES "HELP FILES". A hard copy of the ACES prepared form is to be filed in project records.

   b. **The Weekly Progress Report Form (DC-24)** is to be prepared using ACES on all projects and is to be completed and finalized each Monday (or Tuesday for weeks with Monday holidays) for work completed as of Friday. The purpose of this report is to provide a weekly listing of items recorded for payment, the dollar amount of activity for the week, percent complete by time and money, inspection activity information, personnel status and general project status remarks. This data/information is obtained from the daily inspection reports and the Resident Engineer. Once the DC-24 is finalized it will be automatically electronically transmitted to the ACES server. The first transmission of DC-24 is to occur two weeks after the Preconstruction Conference was held regardless of when the Contractor plans on starting work.
DC-24 Weekly Progress Reports following the first report must record the project's status, activity and staff assigned to the project, even if the Contractor does not start work for an extended period after the Preconstruction Conference.

**NOTE:** Directions for preparing the "Weekly Progress Reports" DC-24 are contained in the ACES "HELP FILES".

1) The following information is contained on Page 1 of the form:
   a) All item descriptions and quantities are obtained from the Daily Inspection reports.
   b) All dollar amounts and percentages are calculated through ACES.
   c) ENGINEER'S ESTIMATE OF SUBSTANTIAL COMPLETION DATE and ENGINEER'S ESTIMATE OF PROJECT COMPLETION DATE: You may use the dates in the contract, what is on the Contractor's progress schedule or Resident Engineer's best estimate. **THESE DATES MUST BE UPDATED WHEN THEY CHANGE.** If the "Engineer's Estimate of Project Completion Date" is past the current date, you are on the wrong form and the report should be changed to a bi-weekly DC-156, or date must be changed to an estimated date past week ending date.
   d) Daily average numbers of Contractor's employees and activities on the project will be entered in the space provided as shown on the sample.
   e) In the box "As-Builts Completed" enter the estimated percentage of project as-built work completed to date using the table below as a guide.

   TABLE
   - 10% DC-30 Setup
   - 50% Calculation - DC-29, DC-30, DC-26, DC-27, DC-91, etc.
   - 30% DC-30 Checked
   - 10% As-built Plans/DC-104

2) The following information is contained on Page 2 of the form:

The "Man-hours used by Activity Group" portion will be used by all projects for tabulation of Construction personnel man-hours charged to the project in performing the various activities. The Construction Engineering and Materials Management (CEMM) memorandum establishing planned man-hours for the project will indicate which project activities are to be tabulated on the project's "Weekly Progress Report". This memorandum will also supply the planned man-hours to be entered in this section for each activity. Man-hours charged to the project's time sheet job code(s) by each employee working on the project will be tabulated, to the nearest one-half hour, on a daily basis under the appropriate activity and entered in ACES (Personnel-Daily time input). Time allotted for as-built work is to be recorded under the field inspection category the work was performed for (i.e., Paving, Earthwork, etc.).
a) On all Projects the form "Materials Team Leader Weekly CEMM Report" DC-24M (Attachment "B") is to be utilized by the Materials Team Leader to document materials field-testing time charges for each project. These hours are not associated with any individual(s), but are an accumulation for all personnel involved. This form will be filled out completely and submitted to each Resident Engineer by Noon each Monday (or Tuesday for weeks with Monday Holidays) for all projects where weekly materials personnel time charges occurred. The Resident Engineer upon receipt of the hours (DC-24M or verbal reporting) will have them input into ACES as one day's time charges (Friday's Daily Report) under the category "Materials Hours" prior to finalizing the Construction DC-24 Weekly report. Construction personnel charging time to materials field testing will charge their time to individual field inspection category, not to the "Materials" category.

3) The following information is contained on Page 3 of the form:

a) In the "Work Assigned" column, the activities the employee is assigned to for "This Week" and "Next Week" should be indicated, e.g., earthwork, paving, structures, as-builts, office work, etc. If the number of activities is too large to record, indicate the main ones, or for small projects "Field Inspection."

Based on the use of data being transmitted to the ACES Server, attention must be given as to how daily times are recorded into the ACES software on projects. If any individual is working on more than one project, only the primary project should be used to record benefit, leave or holiday time. The primary Project assignment for each employee is determined by the Field Manager and/or Resident Engineer. Work hours should be charged to the appropriate project if inspection personnel are assigned to multiple projects but caution is given that weekly totals match time sheet entries, including overtime.

b) All personnel transfers must be clearly indicated on the DC-24. It is important that the project to or from which the employee was transferred be noted in the work assigned columns on the report. If additional space is needed, note "TRANSFERRED" in the work assigned column and make the necessary remarks under "Comments". Every employee must be set to Full Time status on at least one (their primary) project to record the leave time taken, including Holidays. However, an employee may be set to Part Time status for a project and their time will not have to add up to 40 hours for the week.

c) "PROJECT STATUS", enter the appropriate status of construction remarks and pertinent information which is used to monitor the status of the project. This information shall include the Contractor's anticipated opening date of the project or sections of the project, bridge, etc., beginning at least 30 days prior to opening. This information must be
updated on each subsequent report to show the progress for the reporting period.

d) "COMMENTS", enter the appropriate status of staff work and include:

i. The status of all pending Construction Orders by letter designation, including those in draft form until they are approved by the Regional Construction Engineer. Include the net cost (dollar increase or decrease) of the Order and a one-line description of the content of the Order (e.g., as-builts, Change of Plan, field changes, etc.).

ii. The status of any pending Change of Plan, ROW or Utility issue, and/or field problem that has been submitted to the Project Manager, including the date of initial submittal, until it is resolved and/or incorporated into a Construction Order.

iii. A statement detailing any Contractor-related impacts such as a delay in review of as-built quantities, delay in submittal of supplemental prices, or lack of continual operations (staffing) to effectively complete the project on time, including Resident Engineer paperwork closeout of the contract. Include initial date of notification to the Contractor, Resident Engineer, specified due date and any follow-up action taken.

iv. Work planned for the next week, major work performed, personnel moves on to or off the project and manpower needs and excesses for the coming week.

4) The distribution of the Weekly Progress Report will be:

a) Original form to be filed in Project Files.
b) Copy will be sent to the FHWA on full oversight projects.

The Bureau of Construction Engineering will be performing random Quality Assurance audits on the timeliness and content of these reports are being used to update the Status of Construction Projects database.

5) Weekly Progress Reports (DC-24) shall continue on all projects until the first "Resident Engineer's Bi-Weekly Status Report" (DC-156) is submitted no later than one month after the substantial completion of construction. Manpower totals from the last DC-24 will be transferred to the first DC-156, and the report numbering of the DC-24 will be continued with the first DC-156.

NOTE: See CPH Section VII-B for "Resident Engineer's Bi-Weekly Status Report" (DC-156) sample and instructions.
6. Developer Agreements and Non-pay Estimate Projects:

A modified ACES program is used on Developer Agreements and other Non-pay estimate Projects statewide. A separate computer configuration is not required for Developer Agreement Projects. This program is to be loaded on an existing computer at a field site convenient for use by the Resident Engineer or office support staff. The ACES program is to be installed and set-up by the Regional ACES Coordinators no later than two weeks after the Preconstruction Conference was held regardless of when the Contractor plans on starting work.

Weekly Progress Reports (DC-24) are not required on these projects. Instead, the "Resident Engineer’s Bi-Weekly Progress Report" DC-156 is to be used to record the Contractor's activities, personnel status and general project status remarks. This data/information is obtained from the daily inspection reports and the Resident Engineer. The DC-156 Bi-Weekly reports will be completed and finalized beginning two (2) weeks after the pre-construction meeting starting with the first corresponding pay period end date and shall continue until Acceptance. Once the DC-156 is finalized, it will be automatically electronically transmitted to the ACES server. If physical work is not scheduled to begin for an extended period after the Preconstruction Conference, the Resident Engineer or Field Manager is to inform the Manager, Bureau of Construction Engineering, of a delay in project startup and DC-156 submittals. The last DC-156 report is to be marked "FINAL"; this is a check box in ACES and is only to be used for the Project’s last Biweekly. When checked, after running a preliminary DC-156, it indicates that this is the last Biweekly to be run for the project. Once this box is checked, you WILL NOT be able to run another Biweekly for this project.

NOTE: Instructions for preparing the DC-156 (Bi-Weekly) report are contained in the ACES “HELP FILES”.

NJDOT or consultant inspection staff will be entered into the Personnel field and all hours charged against the project will be accurately recorded. This includes Materials personnel hours reported to the Resident Engineer on form DC-24M "Materials Leader Weekly CEMM Report" (refer to paragraph 5.b.2a)) Pertinent comments are to be noted on the Bi-Weekly and if code AC is used for “Current Project Status” a hi-lighted block will appear and the appropriate percentage of work completed is to be entered.

The “Daily Construction Report” DC-3b should be produced during active construction periods to document daily activities, progress and general remarks for a given day. The report will be prepared even if no data/information is to be recorded for the day. It will continue until Contractor activity ceases after completion. A copy of the DC-3b is to be retained in the project files.

NOTE: DC-24 Weekly & DC-156 Bi-weekly Reports’ Diagnostic Scan

Accurate updating of project data by field office staff is a key element in the implementation and maintenance of the ACES Server database’s
Management Reporting System. The ACES contains a diagnostic program that will scan the preliminary reports of the DC-24 "Weekly" and DC-156 "Biweekly", detecting data fields that are not filled in or an abnormal entry that may need an explanation or adjustment. An exception report will accompany the preliminary printout of the report and the areas noted on the exception report will need to be addressed prior to the report being acceptable for finalization and transmission. This diagnostic check will ensure that data fields contain data that is not obviously flawed.

7. **Monthly Progress Estimates:** Process computer Monthly Progress Estimate Certificates using the due date established by the Manager, Bureau of Construction Services, Procurement in the Notice to Proceed letter to the Contractor, a copy of which should be in the project files. No estimate is to be processed for under $1,000.00 unless a contract time adjustment Construction Order has been approved since the last monthly estimate or the Contractor requested in writing that such payment be made.

**NOTE:** Instructions for preparing and processing the Monthly Progress Estimate are contained in the ACES "HELP FILES".

a. **Allowance for materials furnished but not incorporated into the work:**
   If an allowance is to be made for materials at the job site (subsection 109.06) the following steps are to be completed:

   The Contractor must submit a copy of his receipted paid invoices for the materials which are to be allowed in accordance with Subsection 109.06 as "Materials at Job Site" along with the Form DC-149 "Release of Liens for Materials Stored for Incorporation in Department of Transportation Project". Payment for materials that are stockpiled by the Contractor at a location not in the vicinity of the construction project and are not covered by the contract specifications will require a Construction Order for the specification change and a memorandum to the Regional Construction Engineer attached to the DC-149 containing one of the following statements:

   Federally Funded Project - The FHWA Area Engineer’s concurrence is required and a memorandum to file containing the following statement will be attached to the DC-149:

   Payment for materials stored for incorporation in Department of Transportation projects represented by the attached DC-149 has been discussed with _(FULL NAME)_ of the FHWA on _(DATE)_ , and concurrence was received.

   (SIGNATURE OF RESIDENT ENGINEER)
Trust Funded Project - The Project Manager's concurrence is required and a memorandum to File containing the following statement will be attached to the DC-149:

Payment for materials stored for incorporation in Department of Transportation projects represented by the attached DC-149 has been discussed with (FULL NAME), Project Manager on (DATE), and concurrence was received.

(SIGNATURE OF RESIDENT ENGINEER)

NOTE: Do not allow payment for more material than that amount needed to complete the remaining contract quantity of the item.

b. “Lane Occupancy Charges”: A recording field under “Data” from the main ACES menu, is used to facilitate the recording of “Lane Occupancy Charges” assessed the prime Contractor, in accordance with Project Specific Special Provisions Subsection 108.19. The Special Provisions require that prior to deduction of any charge from a monthly estimate for occupancy of a lane or lanes of Traveled Way, the Resident Engineer will provide the Contractor with a statement of the charges to be collected and the supporting calculations. The recording area is programmed with a standard letter to the Contractor listing the date, location, start time, ending time, total time charged, lane charges per minute and total lane occupancy charges for a given work day. It is also possible to enter negative minutes under “Total Time Charged” to reduce or negate a previous entry. The completed invoice is then printed, signed by the Resident Engineer and forwarded to the Contractor daily as a statement of lane charges to be included in the next pay estimate.

A running account of lane charges is available under “Reports” from the main ACES menu. This will allow the Resident Engineer or ACES operator to view or print a summary of lane occupancy charges assessed the Contractor, to date.

The Contractor’s monthly pay estimate will show lane occupancy charges accumulated during the duration of the project. These charges will be shown as a line item on the last page of the monthly estimate and included with the total of “Liquidated Damages” for the project when the estimate is transmitted to Trenton.

8. Materials: This section covers the approval and monitoring of Materials that will be incorporated into a construction project.

a. Review submissions of “Material Questionnaire” form DC-2891 (Attachment “C”) which is used for both Road and Bridge Items.

All materials to be used by the Contractor and Subcontractors on the project
must be listed. At the beginning of the project, and as per Contract Specifications Subsection 106.01, the material questionnaires shall be submitted for all materials to be used during the first six months of the project. During construction, subsequent questionnaires must be submitted for materials not already covered in questionnaires or when the source of material is changed. These should be submitted at least one month in advance of the proposed use of the materials.

The DC-2891 “Material Questionnaire” forms may be hard copy or **Electronically mailed** from the Contractor to the Resident Engineer. During the review of the questionnaires, the Resident Engineer should be aware of the fact that the Bureau of Materials will evaluate whether any listed non-domestic materials are acceptable for use on the project. Should the Resident Engineer or the Contractor have any questions in this regard, the Resident Engineer should make contact with the Field Manager or the Bureau of Materials for clarification. Following the review, the Resident Engineer shall give his concurrence of the questionnaire and **hard copy or Electronically** distribute them as follows: One copy to the Bureau of Materials, one copy to the Regional Construction office, and, optionally, one copy to the Regional Materials office. Check with the Regional Materials office to ascertain if they want a copy.

The Bureau of Materials will review the questionnaires to ensure that the sources are approved. If an **Electronic DC-2891 “Material Questionnaire”** is used the Bureau of Materials will forward an advanced **Electronic DC-2891** back informing the Resident Engineer of the method of approval. This **Electronic DC-2891 “Material Questionnaire”** is for the Resident Engineer’s use only and is not to be forwarded to the Contractor.

If a hard copy DC-2891 “Material Questionnaire” was used, the Bureau of Materials will return the approved questionnaire (Approval is noted by a stamp which reads "All Suppliers Listed Are Authorized To Furnish Materials To This Project Except As Noted").

The Bureau of Materials will forward the following forms regarding approval of the materials:

1) An LB-167 will advise that the supplier may ship materials from approved stock.
2) An LB-168 will indicate that the material must be inspected at its source. This requires notification by the supplier, before shipment, so that materials may be inspected by D.O.T. Materials personnel. Inspection reports must be sent to the Resident Engineer by the Bureau of Materials to document the source inspection.
3) An LB-232 will indicate that the material may be accepted by certification. Refer to materials certification portion of the Contract Specifications (Subsection 106.04) for specific information required on certifications.
4) When the individual in charge of Materials Questionnaires encounters a listed source that is of a foreign origin, he/she shall bring this to the attention of Plant Inspection, Bureau of Materials.
The Bureau of Materials shall have the listed foreign material evaluated to determine if it is allowed for use according to the appropriate Federal or State law.

If the material is not allowed to be used under the “Buy America” clause contained in the contract, the questionnaire shall be marked “Not approved for use - Material is not from a domestic source.” For requesting waivers from the Buy American requirements refer to CPH Section IV-A.1.

If the material is allowed to be used, the questionnaire shall be marked “Material approved for use - Material must be shipped in accordance with Subsection 106.08 of the Contract Specifications for this project”.

Many materials listed on questionnaires are actually fabricated using material from numerous sub sources. Occasionally, materials from these sub suppliers are not of a domestic origin. When this occurs, the source of the material will be determined at the time of inspection, i.e., the mill certification will indicate the source.

b. The following are methods of materials control:

1) Recording of required materials information (Material Questionnaires, Certifications, Inspection Reports, Delivery Tickets, etc.) is to be completed in one of the following methods:
   - DC-70-B produced by the ACES computer program
   - DC-70-A manual form “back side of form” and DC-70-B manual form
   - Spreadsheet (Refer to Attachment "D", supplied by Region North Construction)

One method must be used throughout the entire life of the project and the Field Manager of the project is to verify compliance.

   NOTE: If the spreadsheet or the manual DC-70-A & B forms are used, copies of the forms must be maintained in binder format.

2) The Resident Engineer has the responsibility for ensuring that delivery slips accompany all material deliveries to the project and should contain pertinent information such as its source, kind, size, quantity, and date. Check the delivery slips against the material questionnaire to see if material is from approved sources. Delivery slips are retained in the project files.

3) The Resident Engineer has the responsibility for ensuring that material certifications (Certifications of Compliance) accompany each delivery of materials, components, and manufactured items that are acceptable by certification. (Refer to Subsection 106.04 of the Contract Specifications)

The Contractor shall furnish three (3) copies of each certification to the Resident Engineer before the subject materials are incorporated into the
project. If the certification is satisfactory, one (1) copy shall be kept in the project records. The other two (2) copies are to be distributed to the Bureau of Materials, 930 Lower Ferry Road, P. O. Box 600, Trenton, New Jersey 08625. Note on your copy when the two (2) copies were sent and to whom. Certificates of Compliance shall contain the information stated in Subsection 106.04 of the Contract Specifications.

c. Department policy requires that all material suppliers be approved prior to providing material for use on construction projects. This is becoming imperative due to the recent increase in the number of debarred or suspended firms. The Bureau of Construction Services, Procurement has received the following legal determination regarding whether a firm will be allowed to continue to supply or distribute material after the date of suspension or debarment:

“When a suspended firm has quoted a price on which a prime contractor based his contract bid, but no supply or distribution of material occurred prior to the date of suspension, the prime Contractor cannot use that supplier or distributor. The prime Contractor must acquire another source of material.”

When the Department of Transportation formally approves use of a specific material supplier or distributor prior to the date on which the supplier or distributor was suspended, that supplier or distributor will be permitted to complete work on the project for which approval was granted. The Bureau of Materials will be responsible for reviewing each materials questionnaire in comparison to the current debarred supplier list; if a debarred supplier is listed on the questionnaire, the Bureau of Materials will notify the Contractor, the Resident Engineer, and the Regional Construction Engineer in writing.

d. The Resident Engineer shall bring to the attention of the Contractor, NJSA 52:32-1 and NJSA 52:33-1 et. seq., which prohibit on any public work the use by the Contractor or Subcontractors of farm products or materials produced or manufactured outside of the United States. (Refer to Subsection 106.08 of the Contract Specifications) (See CPH Section IV-A-1 for waivers).
ATTACHMENT “A”

FILE SYSTEM INDEX

1. File System Index
3. Bid Proposals
4. Initial Startup Documents (Award & Execution letters, Cost Participation Breakdown, CEMM Breakdown etc.)
5. Delivery Tickets - (May be boxed with reference in file).
6. Construction Orders - Pending
7. Construction Orders - Approved
8. Certifications - Road
9. Certifications - Bridge
10. Certifications - Contractor Personnel (ie. SAT, ACI, welding etc.)
11. Correspondence - Incoming (Includes Correspondence Log)
12. Correspondence - Outgoing (Includes Correspondence Log)
13. EEO Documents - Contractor
14. EEO Documents - Subcontractors
15. Finalization Documents
16. Minutes
17. Monthly Estimate - (Includes Inputs and Printouts)
18. Payrolls
19. Permits
20. Police Reports
21. Progress Schedule
22. Property Releases
23. Right-of-Way Documents
24. Safety Inspectors Reports
25. Shop Drawings - Road
26. Shop Drawings - Bridge
27. Utilities
28. DC-3a - Daily Construction Inspection - Weekly Report
29. DC-3b - Daily Construction Inspection - Weekly Report for Daily Use
30. DC-3p - Daily Construction Inspection Progress Report
31. DC-10 - Inspector’s Daily Concrete Paving Report
32. DC-18a,b,d - Request for Approval to Sublet
33. DC-19 - Earthwork Calculations
34. DC-20 - Certification of Completion
35. DC-23 - Tabulation of Working Days
36. DC-24 - Weekly Progress Report
37. DC-24a - Project Manpower Worksheet for Form DC-24
38. DC-26 - Report for Application of Bituminous Materials
ATTACHMENT “A”
FILE SYSTEM INDEX

39. DC-27 - Bituminous Concrete Pavement - Location and Weight Record Report
40. DC-28 - Material Questionnaire – Road
   DC-2891 – Material Questionnaire
41. DC-34 - Key Contract Personnel
42. DC-83 - Confidential Contractor’s Performance Report
43. DC-91 - Material Questionnaire - Structures
44. DC-92 - Test Pile Report
45. DC-97 - Foundation Pile Record
46. DC-102 - Daily Blasting Report
47. DC-104 - As-Built Summary
48. DC-112 - Request for Field Survey Personnel
49. DC-114 - Status of Construction Projects Update Form
50. DC-123 - Contractor’s Final Certificate of Compliance
51. DC-126 - Wage Rate Inspections
52. DC-127 - Monthly Summary of Contractor’s Payrolls
53. DC-145 - Design Estimate
54. DC-149 - Release of Liens for Materials Stored
55. DC-150 - Authorization for a Field Change in Design
56. DC-152 - Project Supervisor Field Inspection Report
57. DC-155 - Resident Engineer’s Final Status Summary
58. DC-156 - Resident Engineer’s Bi-Weekly Status Report
59. DC-157 - Supervising Construction Engineer’s Final Status Summary
60. DC-161 - Contractual Notice Form
61. DC-175 - NJDOT Insurance Certificate
62. DC-176 - Base Temperature Report
63. DC-177 - As-Built Database Input Form
64. T-MT-1291(A) - Asphalt Price Adjustment
65. T-(no #) - Fuel Price Adjustment
66. LB-3 - Analysis of Bituminous Concrete Pavement Mixture
67. LB-5 - Report of Analysis of Portland Cement
68. LB-9 - Report of Analysis of Aggregate
69. LB-10- Report of Analysis of Reinforcing Metal
70. LB-14- Analysis of Miscellaneous Materials
71. LB-16- Analysis of Asphalt Cement
72. LB-17- Analysis of Asphalitic Oil
73. LB-18- Analysis of Emulsified Asphalt
74. LB-23- Samples to be Charged to Contractor
75. LB-47- Concrete Batching Plan Inspection
76. LB-64- Daily Report (Asphalt Plant Inspection)
77. LB-65- Analysis of Concrete (Block)
ATTACHMENT “A”
FILE SYSTEM INDEX

78. LB-83 - Producer’s Bituminous Concrete Mix Design
79. LB-95a - Materials Certificate
80. LB-96 - Final Materials Certificate
81. LB-104 - Prestressed/Precast Concrete Proportions or Computerized Equivalent
82. LB-114 - Report of Analysis of Pipe
83. LB-125 - Portland Cement Concrete Proportions
84. LB-135 - Weekly Report of Material Analysis
85. LB-136 - Soil Field Test Report
86. LB-137 - Reinforcing Steel Inspection Report
87. LB-142 - Report of Progress and Inspection of Structural Materials
88. LB-150 - Inspection Report of Miscellaneous Materials
89. LB-167 - State Approved Material Release
90. LB-168 - Request for Inspection Information
91. LB-168S - Request for Inspection (Steel)
92. LB-196 - Castings Inspection Report
93. LB-201 - Analysis of Concrete Cylinder
94. LB-232 - Request for Certificates of Compliance
95. LB-232S - Request for Certificates of Compliance (Steel)
96. LB-264 - Nuclear Density Moisture, Field Test Data
97. LB-277 - Pachometer Survey
98. LB-278 - Non-Destructive Test Report
99. LB-279 - Report of Ultrasonic Test
100. LB-280 - Analysis of Paint Materials
101. LB-281 - Analysis of Marshall Test Specimens
102. LB-296 - Notice of Noncomplying Material
103. LB-315 - Rolling Straight Edge Report
104. MT-143 - Radiographic Inspection Report
105. Traffic interference Reports
106. Municipal Police Agreements
107. Municipal Police daily Reports
108. State police Requests / Daily reports
109. Consultant Inspection Evaluations
110. Consultant Inspection Invoices
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FAX: to Each Project's Resident Engineer
CC: Regional Materials Engineer

ATTACHMENT "B"
The materials for use in the execution of the work required on the above project will be secured from the sources designated below.

NAME OF CONTRACTOR

MAILING ADDRESS

ZIP CODE

SUBMITTED BY Contractor’s Representative

DATE

TO (Print/Type Resident Engineer’s Name)

REGION

TELEPHONE NO.

CONCURRENCE (Resident Engineer has Reviewed this Questionnaire)

DATE

JOB NO.

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<th>MATERIAL</th>
<th>Item Nos.</th>
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* To be completed by the Bureau of Materials – “I” – Inspection “C” – Certification “R” – Random Inspection “N” – Not Approved
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<tr>
<td>PILES</td>
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<tr>
<td>Timber Piles</td>
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<tr>
<td>Concrete Piles</td>
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<tr>
<td>Sheet Piles</td>
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</tbody>
</table>

* To be completed by the Bureau of Materials – “I” – Inspection “C” – Certification “R” – Random Inspection “N” – Not Approved
<table>
<thead>
<tr>
<th>MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>METAL ALLOY MATERIALS</strong></td>
</tr>
<tr>
<td>Fence Materials</td>
</tr>
<tr>
<td>Metal Railing</td>
</tr>
<tr>
<td>Drainage Castings</td>
</tr>
<tr>
<td><strong>TRAFFIC MARKINGS</strong></td>
</tr>
<tr>
<td><strong>EPOXY MATERIALS (ASTM C881)</strong></td>
</tr>
<tr>
<td><strong>LANDSCAPE</strong></td>
</tr>
<tr>
<td>(CERTIFICATION UPON DELIVERY)</td>
</tr>
</tbody>
</table>

### MISCELLANEOUS ITEMS

FILL IN NAMES OF MATERIALS REQUIRED BUT NOT LISTED.

<table>
<thead>
<tr>
<th>MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELECTRICAL COMPONENTS</strong></td>
</tr>
</tbody>
</table>

TO BE APPROVED BY AND SUBMITTED TO THE UNIT OF TRAFFIC SIGNAL AND SAFETY ENGINEERING IN ACCORDANCE WITH DIVISION 700 OF THE SPECIFICATIONS AND THE CONTRACT PLANS.
## MATERIALS CONTROL STATUS CHART

<table>
<thead>
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</table>
1. FORMS ORIGINATED BY PROJECT PERSONNEL

**DC-10 Inspector's Daily Concrete Paving Report**
This form shall be used for reporting Concrete Pavement, Subgrade and Type "A" Joints. The DC-10 was designed to be used with various types of paving. A DC-29(a) may be used to supplement the DC-10 for form setting, subgrade preparation, grade checking, etc. A separate paving book or diary should be kept so that the DC-10 can be properly completed at the end of the day. See Attachment "A". Distribution: 1 copy for project records.

**DC-29(a) Daily Inspector's Report**
This form shall be used for reporting all construction items except the application of bituminous material, bituminous pavement, concrete pavement and pile driving. See Attachment "B". Distribution: 1 copy for project records.

**DC-29(b) Daily Inspector's Report - Bituminous Concrete Pavement**
This form shall be used for reporting all bituminous pavement items. See Attachment "C" Metric and "D" English. Distribution: 1 copy for project records.

**DC-29(c) Daily Inspector's Reports - Application of Bituminous Materials**
This form shall be used for reporting all bituminous application items. See Attachment "E" Metric and "F" English. Distribution: 1 copy for project records.

**DC-29(d) Daily Inspector's Report - Pile Driving**
See Attachment "G" Metric and "H" English for instructions, sample and distribution.

**DC-92-Test Pile Report**
See Attachment "I" Metric and "J" English for instructions, sample and distribution.

**DC-102 Daily Blasting Report**
This form shall be used to record information pertaining to blasting operations. All Daily Blasting Reports should be filed together (one file) regardless of the item of construction involved. Geotechnical Engineering should be notified prior to presplit blasting. See Attachment "K".

**DC-126 Wage Rate Inspections**
This form shall be used for reporting wage rate inspections. See CPH V-A for instructions. See Attachment "L". Distribution: 1 copy for project records.
2. FORMS SUMMARIZING INFORMATION FROM INSPECTION REPORTS

DC-3 Daily Construction Inspection Report
See CPH Section III B 4.

DC-24 Weekly Progress Report
See CPH Section III B 4.

DC-26 Report for Application of Bituminous Materials
This form (produced by the ACES system) shall be used to record daily applications of bituminous materials (basically prime coat and tack coat). Completed reports will be retained in the field office until job completion, at which time they will be included in the final report to the Regional Construction Office and Bureau of Materials. See Attachment “M”. Distribution: 1 copy for Bureau of Materials, 1 copy for Regional Construction Engineer, 1 copy for project records and 1 copy with as-builts.

DC-27 Bituminous Concrete Pavement - Location and Weight Record Report
This form (produced by the ACES system) shall be used to keep an accurate account of all bituminous concrete delivered and laid on the project daily. Separate forms should be kept for each bituminous concrete item and any wasted or diverted material shall be accounted for. See Attachment “N”. Distribution: 1 copy for Regional Construction Office, 1 copy for Bureau of Materials, 1 copy for project records and 1 copy with as-builts.

DC-70(a) Item Summary Sheet
This form (produced by the ACES system) shall be used in the "Construction Item Book" for recording progress quantities and material deliveries as well as materials acceptance (certifications, inspection reports). See Attachment “O”. A hard copy shall be produced at the end of the project from the ACES system for each item and stored with the project records.

DC-70(b) Item-Summary Sheet - Samples
This form (produced by the ACES system) shall be used in the "Construction Item Book" in conjunction with the DC-70(a) for recording samples sent to the laboratory and analysis results. See Attachment “P”. Same as DC-70(a) for final record storage.

DC-97 Foundation Pile Record
See Attachment “Q” Metric and “R” English for sample and instructions. A copy will be submitted to the Bureau of Structural Engineering upon completion of the project. Distribution: 1 copy to Bureau of Structural Engineering and 1 copy to Regional Construction Office. Original shall be included in the As-builts.
3. FORMS ORIGINATING IN THE RESIDENT ENGINEER'S OFFICE

**DC-173 (a) and (b) Change Order**
These forms shall be used as the first and additional sheets, respectively, in written Change Orders. They are produced by ACES system. See CPH Section IV-B.

**DC-174 Change Order - Participation Breakdown**
This form shall be used to indicate participation breakdowns and summaries on Change Orders for Participating Agencies. See CPH Section IV-B.

**DC-23 Tabulation of Working Days**
This form shall be maintained on all working day projects only to keep a record of working days. The Resident Engineer shall designate which days will be classified as working days, in accordance with the definition in the specifications. The completed form shall be submitted at the end of the project. See Attachment "S". Distribution: 1 copy for project records and 1 copy to the Regional Construction Engineer.

**DC-30 As-built Pads**
The sheets of these pads shall be used to submit as-built data which is included in the final calculations for the project. See "As-built Procedures" CPH Section VII-H for instructions. Samples are contained in the "As-Built Manual".

**DC-33 Property Entry Notice**
This form shall be used to report the Date of Entry by the Contractor, of each parcel acquired or to be acquired. The Resident Engineer shall have the DC-33 forms completed and distributed as soon as possible after a parcel has first been entered by the Contractor. See CPH Section III-H for instructions.

**DC-34 Key Contract Personnel**
This form shall be prepared by the Resident Engineer from information submitted to him by the Contractor. When changes are made in key contract personnel, a revised DC-34 will be prepared and so labeled. Distribution: As per form. See Attachment "T". Once the Contractor is no longer responsible for traffic related activity the Resident Engineer will prepare the DC-34 for redistribution with the box in the upper right corner "Project Completed" checked. This will advise the Support Services to purge the form.

**DC-83 Confidential Contractor's Performance Report**
This form shall be used by the Resident Engineer in performance reports for contractors three (3) times each year. See CPH Section VI-M for instructions and sample form.
DC-104 As-built Summary
This form (produced by the ACES system) shall be used to summarize As-built quantities and amounts and should be used in completing final change order. See "As-built Procedures" CPH Section VII-H for instructions. A sample is contained in the "As-Built Manual".

DC-112 Request for Field Survey Personnel
This form shall be used for requesting the services of a State survey crew. See sample on Attachment "U". Distribution: As per form.

DC-127 Monthly-Payroll Summary
This form shall be used in reporting payrolls and wage rate checks on a monthly basis. Instructions are contained on the forms and in CPH Section V-A.

DC-155 Resident Engineer's Final Status Summary
DC-156 Resident Engineer's Bi-Weekly Status Report
These forms shall be used in finalizing the project. See CPH Section VII-B for instructions, sample and distribution.

DC-156(M) Resident Engineer's Bi-Weekly Status Report (Manual)
This form is for construction projects NOT in ACES i.e., Developer Agreements, Railroad Crossings and Advanced Utility Relocations and Permits. See CPH Section III-B for instructions, samples and distribution.

LB-95A FHWA Materials Certification
This form is initiated by the Resident Engineer for certification of materials used on Federal Aid Projects. See CPH Section VII-D for instructions, sample and distribution.

4. FORMS, ETC., ORIGINATING WITH CONTRACTORS OR OTHERS

DC-18 Request to Sublet
See CPH Section III-I.

DC-28 Materials Questionnaire - Road, DC-91 Materials Questionnaire - Bridge
This form shall be submitted to the Resident Engineer by the Contractor, to indicate the sources of materials to be used on the project. Form DC-28 is used for all Road materials. Form DC-91 is used for all bridge materials. See CPH Section III-B for processing instructions.

Progress Schedules
Refer to contract Specifications and CPH Section III-G for instructions.
Materials Certifications
See contract Specifications for requirements on the content of certifications. Refer to
Materials Questionnaires for which materials certifications are required.
Distribution: 3 copies to project office. The Resident Engineer will forward 1 copy to the Bureau of Materials and 1 copy to the Regional Construction Engineer and retain one copy for project records.

Payrolls
See CPH Section V-A for requirements and instructions.

WH-348 or FA-7 Statement of Compliance
See CPH Section V-A.

Contractor's EEO Documentation
See CPH Section V-A.

CC-257 Monthly Employment Utilization Report & Supplement
See CPH Section V-A

FHWA-47 (FA-8) Statement of Materials and Labor Used by Contractors on Highway Construction Involving Federal Funds
See CPH Section VII-K for instructions. Distribution: Original for the Regional Construction Engineer and 1 copy for project records. Refer to reverse side of form for instructions.

DC-123 Final Certificate of Compliance
This form is required on all Federal Aid projects to be submitted by the Contractor to the Resident Engineer. See CPH Section VII-K for instructions and distribution.

AR-50/54 Invoices (Utilities, Municipalities, etc.)
See appropriate Department Operating Procedures for instruction. These are available from the Regional Construction Engineer. For Utilities see CPH Section VI-K.

Tracings of Shop Drawings
The Contractor shall submit tracings of shop drawings to the Resident Engineer for forwarding to Structural Design when required by the specifications.

FHWA-1409 Federal-Aid Highway Construction Contractor's Quarterly Training Report
This form is required, on Federal-Aid projects, to be submitted by the Contractor to the Resident Engineer. See CPH Section V-A.

Erosion Control Plan
Refer to the appropriate Section in the Contract Specifications.
# Daily Inspector's Report - Bituminous Concrete Pavement

**NEW JERSEY DEPARTMENT OF TRANSPORTATION**

**STANDARD BORING REMARKS PLACED IN TRENCH BY...**

**Route Section Description**

**Item**

**Inspector's Signature**

**Contractor Subcontractor**

**Plan Sheet No.**

<table>
<thead>
<tr>
<th>Location</th>
<th>Baseline &amp; Station to Station</th>
<th>Lane</th>
<th>LIT</th>
<th>Thickness</th>
<th>Mix No.</th>
<th>Lot No.</th>
<th>Kilograms Received</th>
<th>Kilograms Laid</th>
<th>Square Meters Laid</th>
<th>Kilogram/Square Meters</th>
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</tbody>
</table>

**Progress Quantity**

### Producer of Material

**Weather & Temperatures: A.M. P.M.**

### Remarks (Base Conditions, etc.)

### Contractor Worked AM to PM

**Labor & Equipment**

**Type of Automatic Controls Used**

**Use Reverse Side for Sketches, Calculations and Additional Remarks**
NEW JERSEY DEPARTMENT OF TRANSPORTATION

DAILY INSPECTOR'S REPORT - BITUMINOUS CONCRETE PAVEMENT

<table>
<thead>
<tr>
<th>(a) Route</th>
<th>Section</th>
<th>Description</th>
<th>Day</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>(b) Item No.</td>
<td></td>
<td>Item</td>
<td></td>
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<tr>
<td>(c) Inspector's Signature</td>
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<tr>
<td>(d) Contractor</td>
<td></td>
<td>Subcontractor</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(f) Plan Sheet No.</th>
<th>Location (g)</th>
<th>Lane (h)</th>
<th>Lot No. (i)</th>
<th>Pounds Received (m)</th>
<th>Pounds Laid (n)</th>
<th>S.Y. Laid (o)</th>
<th>Lbs./B.Y. (p)</th>
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</table>

| (e) Inspector Worked to MAN-HOURS THIS ITEM |

<table>
<thead>
<tr>
<th>(q) Progress Quantity</th>
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<thead>
<tr>
<th>(s) Producer of Material</th>
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</table>

Weather & Temperatures: A.M. P.M. 

<table>
<thead>
<tr>
<th>Mixture No.</th>
<th>Highest</th>
<th>Lowest</th>
<th>Avg. for Day</th>
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<tbody>
<tr>
<td>Temperature</td>
<td>'F'</td>
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<td>'F'</td>
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<td>(t)</td>
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<tr>
<th>(u) Contractor Worked AM to PM</th>
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</thead>
</table>

Labor & Equipment 

Type of Automatic Controls Used 

Use Reverse Side for Sketches, Calculations and Additional Remarks
NEW JERSEY DEPARTMENT OF TRANSPORTATION

DAILY INSPECTOR'S REPORT - APPLICATION OF BITUMINOUS MATERIALS

<table>
<thead>
<tr>
<th>(i) Route</th>
<th>Section</th>
<th>Day and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) Item No.</td>
<td>Item</td>
<td>(e) Inspector Worked</td>
</tr>
<tr>
<td>(c) Plan Sheet No.</td>
<td>(d) Inspector's Signature</td>
<td>(f) Grade of Material</td>
</tr>
<tr>
<td>(i) Location</td>
<td>(j) Lot No.</td>
<td>(k) Tank No.</td>
</tr>
<tr>
<td>Station to Station</td>
<td>No. (k)</td>
<td>No. (l)</td>
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</table>

(e) Specified Temperature range of material: °C to °C

(f) Specified rate of application: L/S. M. to L/S. M.

(g) Contractor Worked: A.M. to P.M.

(h) Labor and Equipment Used: Hours

(i) Weather and air temperature

(j) Remarks (Base Condition, Stability, etc.)

USE REVERSE SIDE FOR SKETCHES, CALCULATIONS AND ADDITIONAL REMARKS
NEW JERSEY DEPARTMENT OF TRANSPORTATION

DAILY INSPECTOR'S REPORT - APPLICATION OF BITUMINOUS MATERIALS

(a) Route _____________________________ (b) Item No. _____________________________ (c) Plan Sheet Nos. _____________________________ (d) Inspector's Signature _____________________________

Day and Date _____________________________

(e) Inspector Worked A.M. to P.M. ____________

Man. Hours This Item ____________

(f) Grade of Material Applied ____________

(g) Producer and Location ____________

(h) Hauler and Location ____________

(i) Location Station to Station _____________________________

(j) Lane or Side (k) Lot No. (l) Tank No. (m) Date Material Inspected (n) Delivery Slip No. (o) Truck No. (p) Gauge on Truck Start (q) Finish _____________________________

(Temp. of Mat'l (r) Conversion Factor (s) Gallons Applied (t) Number of S.Y. Covered (u) Rate Gal./S.Y. @ 60° F (v) _____________________________

(x) Specified Temperature range of material °F to °F _____________________________

(y) Specified rate of application Gal./S.Y. to Gal./S.Y. _____________________________

(z) Specified rate of application _____________________________

(y) Contractor Worked A.M. to P.M. _____________________________

(y) Subcontractor _____________________________

(y) Labor and Equipment Used Hours _____________________________

Weather and air temperature _____________________________

(z) Remarks (Bases Condition, Stability, etc.) _____________________________

USE REVERSE SIDE FOR SKETCHES, CALCULATIONS AND ADDITIONAL REMARKS
### PILE DRIVING

**Daily Inspector's Report**

<table>
<thead>
<tr>
<th>Pile No.</th>
<th>Order Length</th>
<th>Actual Length</th>
<th>Timber Pile Dia.</th>
<th>Splice Data</th>
<th>Penetration **</th>
<th>Cutoff **</th>
<th>Blows Last 1.25 m</th>
<th>Blows Last 25 mm</th>
<th>AM to</th>
<th>PM</th>
</tr>
</thead>
</table>

**NOTES:**

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**Weather & Air Temperature:**

- [ ] CONTRACTOR  [ ] SUBCONTRACTOR

**Remarks:**

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**Item No.**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
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* See Pile Number on Pile Plan.
  ** Indicate (A) for Actual, (E) for Estimated Length to be Corrected Later.
# NEW JERSEY DEPARTMENT OF TRANSPORTATION
DAILY INSPECTOR'S REPORT - PILE DRIVING

<table>
<thead>
<tr>
<th>Route</th>
<th>Section</th>
<th>Structure</th>
<th>Location</th>
<th>Day and Date</th>
<th>Type Hammer</th>
<th>Blows/Mn.</th>
<th>Inspector's Signature</th>
<th>Inspector Worked</th>
<th>AM to PM</th>
<th>Man-Hours This Item</th>
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</table>

| Pile No. | Order Length | Actual Length | Timber Pile Dia. Tip Butt | Splice Date Length From | Penetration ** | Cut-off ** | Blows Last 6 Feet 8 4 3 2 1 | Blows Last Inch | NOTES |
|----------|--------------|----------------|------------------------|------------------------|----------------|------------|-------------------------|------------------|--------|---------------------|
|          |              |                |                        |                        |                |            |                         |                  |        |                     |

<table>
<thead>
<tr>
<th>Weather &amp; Air Temperature:</th>
<th>Contractor Worked</th>
<th>AM to PM</th>
<th>Remarks:</th>
<th>Labor and Equipment</th>
<th>Hours</th>
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☐ CONTRACTOR ☐ SUBCONTRACTOR

<table>
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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
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</table>
DAILY INSPECTOR’S REPORT - PILE DRIVING (FORM DC-29(d)) INSTRUCTIONS

1. Standard Heading

2. Pile No. - the number assigned to each pile in the foundation. Refer to the tracings or sketches of the pile plan for location and numbering.

3. Order length - for test piles, the length directed by the Resident Engineer. For permanent piles, the length designated by the Bureau of Bridge Design.

4. Actual length - the actual (measured) length of each pile driven.

5. Timber pile diameter - the actual diameter of the tip and butt of each timber pile. Refer to AASHTO Designation M168 for requirements.

6. Splice data - the length of pile spliced to the original pile and the number of the pile from which the pile splice was the cut-off, if applicable.

7. Penetration - the length of pile remaining in the completed structure; the length of pile from the cut-off elevation to the tip of the pile.

Indicate (A) if the length is actual or (E) if the length is estimated and must be corrected when accurate measurements are obtained.

8. Cut-off - the length of pile cut-off.

Indicate (A) if the length is actual or (E) if the length is estimated and must be corrected when accurate measurements are obtained.

9. Blows last 5 feet - the actual number of blows per foot for each of the last 5 feet of pile driving. This information is necessary for friction piles and may be required for other types (check with the Resident Engineer).

10. Blows last inch - the actual number of blows for the last 1 inch of pile driving.

11. Notes - information pertinent to individual piles.

12. Remarks on inspection reports should be pertinent to the control and quality of the operation. It is the responsibility of inspection personnel to include appropriate remarks to document their inspection. Remarks relative to the following information should be included when applicable.
Delivery of piles

Storage of piles

Inspection markings on piles

Field checks made on timber piles, and rejections (tip and butt diameter straightness, soundness, knots, holes, taper, etc.)

Setting up pile driving equipment

Method of protecting Timber Pile Heads during driving (caps, ropes, etc.)

Method(s) used in obtaining the required penetration (jetting, boring or spudding)

Driving conditions and unusual occurrences

Results of checks for positioning piles, including proper batter

Delays in driving operations (faulty equipment, etc.)

Splicing piles (checks made)

Cutting off pile heads or tops after driving (to plan elevation, partial cut-off, proper angle, etc.)

13. Item No. and description shall be indicated for each item worked on.

14. Daily progress quantities shall be indicated. Indicate (A) for actual quantities or (E) for estimated quantities.

15. Contractor’s labor, equipment and working hours shall be adequately documented.

16. Sketches should be shown on the back of, or attached to, the report.
## Test Pile Report

**New Jersey Department of Transportation**

### Table: Test Pile Details

<table>
<thead>
<tr>
<th>Pile Data</th>
<th>Hammer Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td><strong>Manufacturer</strong></td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Tip Diameter (mm)</strong></td>
<td><strong>Blows Per Minute</strong></td>
</tr>
<tr>
<td><strong>Butt Diameter (mm)</strong></td>
<td><strong>Kilopascal</strong></td>
</tr>
<tr>
<td><strong>Cut Off Elevation</strong></td>
<td><strong>Ground Elevation</strong></td>
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<tr>
<td><strong>Tip Elevation</strong></td>
<td><strong>Type of Soil</strong></td>
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### Total Penetration

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**Remarks:**

- Date Driven
- Engineer/Technician
- Resident Engineer
- (State Aid Projects Only)
  - State Representative
- Contractor
- Sub-Contractor

**Remarks:**

- Blows Last 25 mm

*Difference between Cut Off Elevation and Tip Elevation*
## Test Pile Report

### Pile Data

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<tbody>
<tr>
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<td>Type</td>
</tr>
<tr>
<td>Tip Diameter (inches)</td>
<td>Blows Per Minute</td>
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<tr>
<td>Butt Diameter (inches)</td>
<td>P.S.I.</td>
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<td>Cut Off Elevation</td>
<td>Ground Elevation</td>
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### Hammer Data

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<tr>
<td>Contractor</td>
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<td>Sub-Contractor</td>
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**Notices**

* Difference between Cut Off Elevation and Tip Elevation

**Notes on Reverse Side**
TEST PILE REPORT (FORM DC-92) INSTRUCTIONS

Test Pile Reports (DC-92) are used by the Bureau of Structural Engineering in determining order lengths of permanent piles.

A test pile report shall be completed for each test pile and submitted with the Daily inspector’s Report - Pile Driving (Form DC-29d) for the project records. Two additional copies shall be carefully lettered or typed; one shall be sent to the Regional Construction Engineer and the other to the Bureau of Structural Engineering, accompanied by a pile plan showing pile locations and numbering.

The completed reports shall include all information required on the report. The remarks portion should include a sketch showing the pile in its final position and any pertinent information which would assist in evaluating the test pile and determining the order length for permanent piles.
# DAILY BLASTING REPORT

**Inspector Signature**

<table>
<thead>
<tr>
<th>Route</th>
<th>Section</th>
<th>Region</th>
<th>Date</th>
<th>Sheet of</th>
<th>LABOR &amp; EQUIPMENT</th>
<th>Worked</th>
<th>am</th>
<th>pm</th>
<th>HOURS</th>
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**Inspector Worked**

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<th>AM to</th>
<th>PM</th>
<th>Man-hours</th>
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</table>

<table>
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<th>Blaster</th>
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<table>
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<tr>
<th>Blaster's License No.</th>
<th>Grade</th>
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<table>
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<tr>
<th>Insurance Company</th>
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<table>
<thead>
<tr>
<th>Municipality</th>
<th>Permit No.</th>
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<th>Seismic: Consultant</th>
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<th>Instrument No.</th>
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* PS - Pre-Split  C - Core  B - Blast  F - Foundation  T - Trench  B - Boulders

**GENERAL REMARKS**


**Blast No.**

<table>
<thead>
<tr>
<th>Time</th>
<th>Type of Blast</th>
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**WEATHER**

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<th>Sky</th>
<th>Wind</th>
<th>Number</th>
<th>Diameter</th>
<th>Depth</th>
<th>Type</th>
<th>Total Used</th>
<th>Max. Per Delay</th>
<th>Number</th>
<th>Type</th>
<th>Total Time</th>
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**HOLES**

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<th>Primacord Used?</th>
<th>Type Stemming</th>
<th>Sound Meter</th>
<th>Seismograph: Distance/Direction to: Building</th>
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<th>Number of Rows</th>
<th>Burden &amp; Spacing</th>
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<th>Sub Drill</th>
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</table>

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<th>Readings: PV</th>
<th>*Sec.</th>
<th>Freq.</th>
<th>cm/Sec.</th>
<th>Air</th>
<th>db</th>
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**SKETCH & REMARKS:**

(INDICATE PATTERNS, SPACING, Type of Rock, Etc.)

(INCLUDE LOCATION OF BURDENS, STEMMING, EXPLOSIVE, ETC.)

**Ground Level**
## WAGE RATE INSPECTIONS

**SEE REVERSE SIDE FOR INSTRUCTIONS**

### PART 1

<table>
<thead>
<tr>
<th>EMPLOYEE'S NAME, ADDRESS AND SOCIAL SECURITY NUMBER</th>
<th>EMPLOYER'S NAME (Company's Name)</th>
<th>Hourly Rate of Pay Overtime Rate</th>
<th>Fringe Benefits Paid in &quot;Cash&quot; or to &quot;Plan&quot;</th>
<th>CLASSIFICATION OF WORK PERFORMED</th>
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### PART 2

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<th>U.S. Dept. of Labor Wage Rate Overtime Rate</th>
<th>Payroll Wage Rate Overtime Rate</th>
<th>PAYROLL CLASSIFICATION</th>
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<td></td>
</tr>
<tr>
<td>1 ½</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### PART 4

**NOTES:**
- **PARTS 1 & 2 COMPLETED BY:** [Signature]
- **PART 3 COMPLETED BY:** [Signature]
- **PART 4 COMPLETED BY:** [Signature]

**ACTION ON REVERSE SIDE**

**NOTE DISCREPANCIES AND CORRIGENDUM**
INSTRUCTIONS

PART 1
Ask the employee the following and show his answers.
His name, address and social security number
His employer's name (Contractor's or Company's name)
His hourly rate of pay and overtime rate of pay
Whether his fringe benefits are paid to him in "cash" or are paid to a "plan".

PART 2
Show the complete classification for the work the employee is actually performing. (Check the wage rate decisions for a listing of the various crafts and classifications.)

PART 3
Show the prevailing wage rate and overtime rate for the classification as shown in the New Jersey Department of Labor & Industry's Prevailing Wage Rates promulgated for the project.
Show the minimum wage rate for the classification as shown in the Wage Determination Decision of the Secretary of Labor, U.S. Department of Labor, if a decision has been included in the Supplementary Specifications.

PART 4
If the submission of payrolls are required, show the wage rate, overtime rate (if the employee worked overtime) and the classification as shown on the payroll for the date of the interview.

EACH PART SHALL BE SIGNED BY THE ENGINEER OR TECHNICIAN COMPLETING EACH PART.
### ENGLISH

**New Jersey Department of Transportation**  
Automated Construction Engineering System  
Report For Application of Bituminous Materials

<table>
<thead>
<tr>
<th>Route: ORR ROAD</th>
<th>Section:</th>
<th>Item No: 0038</th>
<th>Item Description: TACK COAT</th>
<th>Federal Proj: BRZ-0307(107)</th>
<th>Specified Rate: 0.09 to 0.36</th>
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<tbody>
<tr>
<td>Item No.</td>
<td>99</td>
<td>Material Description: TACK COAT</td>
<td></td>
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<tr>
<td>Contractor:</td>
<td>MARBRO INC</td>
<td>Producer And Location: Dearlers Service</td>
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<tr>
<td>Distributor of Materials:</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Grade of Material</th>
<th>Lot No.</th>
<th>Tank No.</th>
<th>Date Matri Delivery</th>
<th>Slip No.</th>
<th>No.</th>
<th>Gauge On Truck Start</th>
<th>Finish</th>
<th>Temp. of Material</th>
<th>Conversion Factor</th>
<th>Gals Gross</th>
<th>Applied @60 F</th>
<th>Number of SQ Covered</th>
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<td>07/07/1997</td>
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<td>123.00</td>
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Totals .......... 260 246.00 4340
Pay Quantity ............... 246.00

### METRIC

**New Jersey Department of Transportation**  
Automated Construction Engineering System  
Report For Application of Bituminous Materials

<table>
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<tr>
<th>Route: 29</th>
<th>Section:</th>
<th>Item No: 0032</th>
<th>Item Description: TACK COAT</th>
<th>Federal Proj: NA</th>
<th>Specified Rate: 0.09 to 0.36</th>
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<td>Distributor's Storade Yard: 132 MY BASEMENT, HOME NJ</td>
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<table>
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<tr>
<th>Date</th>
<th>Grade of Material</th>
<th>Lot No.</th>
<th>Tank No.</th>
<th>Date Matri Delivery</th>
<th>Slip No.</th>
<th>No.</th>
<th>Gauge On Truck Start</th>
<th>Finish</th>
<th>Temp. of Material</th>
<th>Conversion Factor</th>
<th>Liters Gross</th>
<th>Applied @6x C</th>
<th>Number of SM Covered</th>
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Totals .......... 3026 2351.0 10006
Pay Quantity ............... 2351.0
## ATTACHMENT "N" (METRIC)

**New Jersey Department of Transportation**  
Automated Construction Engineering System  
Bituminous Concrete Pavement - Location & Weight Record Report

**SECTION III SUBSECTION C**

**Route:** 29  
**Item No.:** 0027  
**Mix No.:** 01  
**Material No.:** 01  
**Producer of Material:** Trap Rock Ind.

### Material Description:
- **Bituminous Stabilized Base Course Mix 1-2**

<table>
<thead>
<tr>
<th>Lot no.</th>
<th>Date Laid</th>
<th>Location (Baseline &amp; Sta. to Sta.)</th>
<th>Lane</th>
<th>Kilograms Received</th>
<th>Kilograms Laid</th>
<th>Kgms./S.M.</th>
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<tbody>
<tr>
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<td>Garage Access Dr.</td>
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<td>503810</td>
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<td>Ramp D 0-060-0-100</td>
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<td>State House Dr. 7-010-7-035</td>
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**Sub-Total or Total** 1943220 1943220 7967

**Megagrams** 1943.22 1943.22

---

## (ENGLISH)

**New Jersey Department of Transportation**  
Automated Construction Engineering System  
Bituminous Concrete Pavement - Location & Weight Record Report

**Route:** ORR RDAO  
**Item No.:** 0034  
**Mix No.:** 01  
**Material No.:** 01  
**Producer of Material:** Riverside Materials

### Material Description:
- **Bit Stab. Base Course I-2**

<table>
<thead>
<tr>
<th>Lot no.</th>
<th>Date Laid</th>
<th>Location (Baseline &amp; Sta. to Sta.)</th>
<th>Lane</th>
<th>Pounds Received</th>
<th>Pounds Laid</th>
<th>Sq. Yds. Laid</th>
<th>LBS./S.Y.</th>
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<tbody>
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**Tons** 718.61 718.61
### SECTION III SUBSECTION C

#### ATTACHMENT "O"

New Jersey Department of Transportation
Automated Construction Engineering System
Item Summary Sheet
As of 06/19/1998

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#### DC790Rept

New Jersey Department of Transportation
Automated Construction Engineering System
Item Summary Sheet
As of 06/17/1998

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#### DC790Rept

New Jersey Department of Transportation
Automated Construction Engineering System
Item Summary Sheet
As of 06/19/1998

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### SECTION III SUBSECTION C

**ATTACHMENT "p"**

New Jersey Department of Transportation  
Automated Construction Engineering System  
Material Received Report  
as of 10/09/1998

Route: ORR ROAD  
Section:  
Item No. 0080  
Material No.: 01  
Description: CONCRETE IN SUBSTRUCTURES, ABUTMENT WALLS  
Units: CY  
Source of Supply #1: Silvi Concrete  
Date Material Questionnaire #1 Submitted: 08/15/1997

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Route: 29  
Section:  
Item No. 0037  
Material No.: 01  
Description: 375 MM REINFORCED CONCRETE CULVERT PIPE  
Units: LM  
Source of Supply #1: Kerr Concrete Pipe  
Date Material Questionnaire #1 Submitted: 09/06/1997

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Foundation Pile Record (Form DC-97) - A Foundation Pile Record shall be completed for each pile foundation after pile driving and other related operations are completed. The original completed form shall be inserted in the as-built records. A copy shall remain in the project records. All data recorded shall be taken from Daily Inspector's Reports (Form DC-29d).

In completing the Foundation Pile Record, piles shall be listed in the order that they were driven. The following information shall be recorded.

Standard Heading

Date - the date when pile driving was completed on each pile.

Pile No. - the number assigned to each pile in the foundation. Refer to the tracings or sketches of the pile plan for location and numbering.

Order length - for Test Piles, the length directed by the Resident Engineer. For permanent piles, the length designated by the Bureau of Bridge Design.

Actual length - the actual (measured) length of each pile driven.

Timber pile diameter - the actual diameter of the tip and butt of each timber pile. Refer to AASHTO Designation M 168 for requirements.

Splice data - the length of pile spliced to the original pile and the number of the pile from which the pile splice was the cut-off, if applicable. This is necessary to maintain control of the quantity of cut-offs ("no-pay") used as splices, and "pay" cut-offs.

Penetration - the length of pile remaining in the completed structure; the length of pile from the cut-off elevation to the tip of the pile.

Pay length - the penetration (except for test piles) which is paid for on a unit price basis or on the basis of the full length directed by the Resident Engineer. Refer to the specifications pertaining to quantity and payment. This information should be used in conjunction with AASHTO Designation M 168 for order length.

Cut-offs – "actual" shall be the actual (measured) length cut off. "Pay" shall be the length for which payment will be made.

Blows last 5 feet - the actual number of blows per foot for each of the last 5 feet of pile driving. This information is necessary for friction piles and may be required for other types (check with the Resident Engineer).

Blows last inch - the actual number of blows for the last 1 inch of pole driving.

Remarks - this space may be used to make pertinent notes relative to individual piles, such as the disposition of cut-offs used as splices on other piles or noting test piles.
# Tabulation of Working Days

**Region:** 

**Route:** 

**Section:** 

**Federal Project No.:** 

**Project Name:** 

**Contract Date for Starting:** 

**Contract Date for Completion:** 

**Work Actually Started:** 

**Extension Granted:** 

**Date Contract Completed:** 

**Adjusted Completion Date:** 

**Total Working Days Used:** 

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**Monthly Totals**

**Accumulative Totals**

**Symbols**

- **Sat.** - Saturday
- **Sun.** - Sunday
- **H.** - Holiday
- **WD.** - Working Day
- **H.** - Holiday
- **W.** - Wet
- **R.** - Rain
- **S.** - Snow

FOR MAINTENANCE FUNDED PROJECTS SUBMIT ONE COPY TO BUREAU OF MAINTENANCE ENGINEERING  

Resident Engineer
Form DC-34
CPH - SAMPLE
INSTRUCTION TO RESIDENT ENGINEER
Prepare this form, original and copies, from information supplied by the contractor, and distribute copies per the distribution list at the bottom of this form.

NOTE: When changes are made in key contract personnel, a revised DC-34 will be prepared and so labeled. Highlight the fields that have changed on the revised submittal.

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</thead>
<tbody>
<tr>
<td>UPC NO.:</td>
<td>JOB NO.:</td>
</tr>
<tr>
<td>D.P. NO.:</td>
<td>FEDERAL PROJECT NO.:</td>
</tr>
<tr>
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</tr>
<tr>
<td>FROM:</td>
<td>TO:</td>
</tr>
<tr>
<td>LOCATION (s) TOWN and COUNTY:</td>
<td>DATE PROJECT ACTUALLY STARTED:</td>
</tr>
<tr>
<td>ESTIMATED COMPLETION DATE:</td>
<td></td>
</tr>
</tbody>
</table>

CONTRACTOR Emergency Personnel

| PROJECT SUPERINTENDENT: | HOME PHONE: |
| 2ND HOME PHONE: |
| PAGER NO.: |
| CELLULAR: |
| 1ST ALTERNATE: | HOME PHONE: |
| 2ND HOME PHONE: |
| PAGER NO.: |
| CELLULAR: |
| TRAFFIC COORDINATOR (1): | OFFICE PHONE: |
| HOME PHONE: |
| PAGER NO.: |
| CELLULAR: |
| TRAFFIC COORDINATOR (2): | OFFICE PHONE: |
| HOME PHONE: |
| PAGER NO.: |
| CELLULAR: |

N.J.D.O.T. Personnel

| RESIDENT ENGINEER | TITLE: |
| HOME PHONE: |
| PAGER NO.: |
| RESIDENT ENGINEER ALTERNATE | TITLE: |
| HOME PHONE: |
| PAGER NO.: |
| FIELD OFFICE ADDRESS: | FIELD OFFICE PHONE: |
| FIELD OFFICE FAX: |
| FIELD MANAGER: | OFFICE PHONE: |
| HOME PHONE: |
| PAGER NO.: |

Other N.J.D.O.T. and CONTRACTOR Personnel

| REGIONAL CONSTRUCTION ENGINEER: | REGION: |
| OFFICE PHONE: |
| OFFICE FAX: |
| CONTRACTOR: | HOME OFFICE PHONE: |
| HOME OFFICE FAX: |
| CONTRACTOR FIELD OFFICE ADDRESS: | FIELD OFFICE PHONE: |
| FIELD OFFICE FAX: |
| N.J.D.O.T. PROJECT MANAGER: | OFFICE PHONE: |
| OFFICE FAX: |
| TRAFFIC OPERATIONS: | OFFICE PHONE: |
| OFFICE FAX: |
| PAGER NO.: |
| CELLULAR: |

DISTRIBUTION

- Original (Project File)
- Regional Construction Engineer
- Resident Engineer’s Field Manager
- Regional Maintenance Office
- Bureau of Construction Engineering
- Maintenance Crew Supervisor
- NJ State Police Coordinator
- Emergency Operations Central Trenton
- Project Manager
- Division of Civil Rights and Affirmative Action
- Bureau of Project Support & Engineering
- Regional Design Office (Field Survey)
- Municipalities & Police Departments
- Contractor
- Regional Electrical Supervisor
- Traffic Operations

Resident Engineer (Signature)
### SITE NO. 1

<table>
<thead>
<tr>
<th>LOCAL NAME AND/OR PROJECT DESCRIPTION</th>
<th>LOCATION(S) TOWN and COUNTY:</th>
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<td>TO:</td>
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### SITE NO. 2

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<td>FROM:</td>
</tr>
<tr>
<td></td>
<td>TO:</td>
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### SITE NO. 3

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<thead>
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<tr>
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<td>FROM:</td>
</tr>
<tr>
<td></td>
<td>TO:</td>
</tr>
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</table>

### SITE NO. 4

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF CONSTRUCTION:</td>
<td>MILE POSTS:</td>
</tr>
<tr>
<td></td>
<td>FROM:</td>
</tr>
<tr>
<td></td>
<td>TO:</td>
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</table>

### SITE NO. 5

<table>
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<tr>
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<td>MILE POSTS:</td>
</tr>
<tr>
<td></td>
<td>FROM:</td>
</tr>
<tr>
<td></td>
<td>TO:</td>
</tr>
</tbody>
</table>

### INSTRUCTIONS TO THE RESIDENT ENGINEER

1. Once information is supplied by contractor, immediately prepare and distribute this form.

2. When changes are made in the key personnel, a revised DC-34 form will be prepared, appropriate box marked with revision number and distribute highlight the fields that have changed on the revision submittal.

3. When the project is accepted by operations, a final DC-34 form will be prepared, the final (disregard) box marked, the field "Date project accepted by operation" filled and distribute.
ATTACHMENT "U"
SECTION III SUBSECTION C
NEW JERSEY DEPARTMENT OF TRANSPORTATION
PAGE 32 OF 32

REQUEST FOR FIELD SURVEY PERSONNEL

* NOTE - TO BE PREPARED IN TRIPlicate

DATE

MEMORANDUM

MR. ________________________________
Supervising Engineer, Field Survey

KINDLY SUPPLY FIELD SURVEY PERSONNEL TO WORK ON ROUTE _______ SECTION _______ , MILEPOST _______

THE WORK WILL CONSIST OF

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

THE FIELD SURVEY PARTY COORDINATOR WILL MEET MR. ________________________________ TITLE

AT __________ AM - __________ PM ON __________ Date

AT __________ Location

JOB/PROJECT CODE NUMBER ________________________________ , FUNCTION CODE -

APPROVED ________________________________ Supervising Engineer, Field Survey

REQUESTED BY ________________________________ TITLE

BUREAU/AGENCY ________________________________ SIGNATURE ________________________________ PHONE

DISTRIBUTION:
Copy for Supervising Engineer, Field Survey
Copy for Office File
Copy for Field Survey Coordinator

FOR FIELD PERSONNEL ONLY

COMPLETED ________________________________ Date

MEMBERS NO.
PARTY CHIEF
INSTRUMENT MAN
CHAINMAN/RODMAN
RODMAN/CHAINMAN
DRAFTSMAN
OFFICE ENGINEER

NO. OF CREWS X

NO. OF HOURS
DAYS
WEEKS
MONTHS

TOTAL MAN-HOURS =
1. A standard insurance certificate has been developed to document compliance with insurance provisions of the contract. (Form DC-175, "M D O T. INSURANCE CERTIFICATE", Attachment "A"). The form and instructions will be provided to the low bidder with the award of contract. The contractor will submit three copies of the completed forms including the "Certification to the Authorization of the Attorney in Fact" letter (Attachment "B") to the Region Construction Engineer at the preconstruction conference. After review and approval by the Region Engineer, the copies shall be distributed as follows:

1 - Regional Construction Engineer for regional project files
1 - Resident Engineer for the job site files
1 - Manager, Bureau of Construction Engineering

This form is the only acceptable certificate for insurance coverage required on every project. In addition to the DC-175, the contractor shall provide copies to the Resident Engineer of the declaration pages for each of the policies listed below:

107.23(1) Comprehensive General Liability
107.23(2) Comprehensive Automobile Liability
107.23(3) Contractors and Contractors Protective Liability
107.23(4) Workers’ Compensation and Employer’s Liability
Any applicable excess liability (umbrella) policies

Any policy renewal of these coverages should be documented on the DC-175. The forms should be obtained from the regional office and provided to the contractor at least sixty days prior to the expiration date of current policies. They should be completed in duplicate and distributed as noted above.

Proof of any other insurance required by the contract (marine, railroad and pollution) must be provided separately on forms satisfactory to the Department. The Contractor shall also provide copies of the declaration pages for any additional insurance. Distribution of these insurance forms shall be the same as noted above with the original kept in the job site files.
ATTACHMENT "A" SECTION III SUBSECTION D PAGES OF 6
CERTIFICATION

I hereby certify that I am an authorized representative and agent of each of the insurance companies listed on this insurance certificate. I further certify that the policies listed have been issued to the insureds and are in force at this time. All listed policies have been designed to include the companies' obligation to provide 30 days' written notice to the certificate holder printed on the front of this certificate in the event of cancellation or non-renewal. I further certify that the insurance policies listed on the previous page of this certification fully comply with the following requirements and criteria which I have read and understood.

Comprehensive General Liability Insurance. The minimum limit of liability shall be $1,000,000 per occurrence as a combined single limit for bodily injury and property damage together with excess coverage or umbrella coverage with the same terms and conditions as the primary underlying coverage (following terms and amount such that the primary and excess coverage or primary and umbrella coverage together equals or is greater than $10,000,000. Said excess or umbrella policy shall contain a clause stating that it takes effect (drops down) in the event the primary coverage is impaired or exhausted.

The above required Comprehensive General Liability Policy and Excess or Umbrella Policy shall name the State, its officers and employees as additional insureds.

The coverage to be provided under this policy shall be at least as broad as that provided by the standard basic amended and unamended Comprehensive General Liability Coverage Forms currently in use in the State of New Jersey, which shall not be circumscribed by an endorsement limiting the breadth of coverage. Moreover, such policy shall be endorsed so as to delete any exclusions applying to Property Damage Liability arising from explosion or arising from damage to underground utilities and collapse of foundations.

The insurance policy shall be endorsed to include Contractual Liability Coverage, Professional Liability Coverage, Products/Completed Operations Coverage, Broad Form Property Damage Coverage, Independent Contractor Coverage and Personal Injury Coverage.

NOTE: If there is a difference between the agent for the insurance companies, which are listed on the front of this insurance certificate, each agent must sign and submit a separate insurance certificate for the appropriate insurance company(ies) represented.

________________________________________
Name of Issuing Agency

________________________________________
Address

________________________________________
Original Signature of Authorized Representative

Date

Note: Proof of other insurance required by the contract must be provided separately. This insurance certificate shall be accompanied by a certification to the authorization of the attorney-in-fact to commit the issuing insurance agency.
ATTACHMENT “B”

(Letter to be on Insurance Company’s Letterhead)

Mr. Regional C. Engineer
Regional Construction Engineer
100 Region Office Avenue
Region Office, NJ 08888

SUBJECT: Letter of Fact

Policy Numbers - S34567-09
U89764-3
E89787-69

Dear Mr. Engineer,

This letter certifies that Joe Insurance of Lloyds Insurance Agency, Inc. of New Jersey is authorized to execute and renew insurance certificates on the behalf of Titanic Insurances.

Sincerely,

David B. Good, CPCU
Executive Director

(Notary Public Seal placed here)
Ima Notary
Notary Public of New Jersey
Notary No. 9999999
My Commission Expires 12/25/10
NEW JERSEY DEPARTMENT OF TRANSPORTATION
INSURANCE CERTIFICATE

This certifies that for the policies indicated below have been issued to the insured for the subject Contract for the policy period indicated, that the policies comply with the requirements of Section 152 of the New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction as amended by the Special Provisions, and that all information contained herein is true and accurate.

CONTRACTOR:

PROJECT NAME:

LOCATION:

DP FILE NO:

A  COMPREHENSIVE GENERAL LIABILITY INSURANCE

<table>
<thead>
<tr>
<th>Company Providing Coverage:</th>
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</thead>
<tbody>
<tr>
<td>Policy Number:</td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>Limit of Liability: $</td>
<td></td>
</tr>
<tr>
<td>Deductible: $</td>
<td></td>
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</table>

This policy names the State, its officers, employees and agents as additional insured.

Yes  No

B  COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE

<table>
<thead>
<tr>
<th>Company Providing Coverage:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Policy Number:</td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>Limit of Liability: $</td>
<td></td>
</tr>
<tr>
<td>Type of Coverage:</td>
<td>ALL OWNED AUTOS</td>
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C  OWNER’S AND CONTRACTOR’S PROTECTIVE LIABILITY INSURANCE

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Policy Number:</td>
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<td>Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>Limit of Liability: $</td>
<td></td>
</tr>
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</table>

This policy names the State, its officers, employees and agents as additional insured.

Yes  No

D  WORKERS’ COMPENSATION AND EMPLOYEES’ LIABILITY INSURANCE

<table>
<thead>
<tr>
<th>Company Providing Coverage:</th>
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<td>Effective Date:</td>
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</tr>
<tr>
<td>Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>Limit of Liability: $</td>
<td>Each accident</td>
</tr>
<tr>
<td></td>
<td>Disease, each employee</td>
</tr>
<tr>
<td></td>
<td>Disease, policy limit</td>
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</table>
**E EXCESS LIABILITY INSURANCE**

Company Providing Coverage: ____________________________
Policy Number: ____________________________
Effective Date: ____________________________
Expiration Date: ____________________________
Limit of Liability: $ ____________________________ per occurrence

Policy takes effect if the primary policy is impaired or exhausted and has the same terms and conditions as the primary underlying coverage for the following:

- [ ] A COMPREHENSIVE GENERAL LIABILITY
- [ ] B COMPREHENSIVE AUTO/MOBILE LIABILITY

**F MARINE LIABILITY INSURANCE** *(required only if construction operations require marine operations)*

Company Providing Coverage: ____________________________
Policy Number: ____________________________
Effective Date: ____________________________
Expiration Date: ____________________________
Limit of Liability: $ ____________________________ per occurrence

This policy names the State, its officers, employees and agencies as additional insured: [ ] Yes [ ] No

**G RAILROAD PROTECTIVE LIABILITY INSURANCE** *(if required by Special Provisions)*

Company Providing Coverage: ____________________________
Policy Number: ____________________________
Effective Date: ____________________________
Expiration Date: ____________________________
Limit of Liability: $ ____________________________ per occurrence, $ ____________________________ annual aggregate

**H POLLUTION LIABILITY INSURANCE**

Company Providing Coverage: ____________________________
Policy Number: ____________________________
Effective Date: ____________________________
Expiration Date: ____________________________
Limit of Liability: $ ____________________________ per occurrence, $ ____________________________ aggregate

Policy is written on the following basis:
- [ ] Occurrence form, and completed operations coverage to be provided for no less than 2 years after Acceptance
- [ ] Claims made, and Extended Reporting Provision coverage to be maintained for no less than 2 years after Acceptance

This policy names the State, its officers, employees and agents as additional insured: [ ] Yes [ ] No

---

**Certificate Holder**

NEW JERSEY DEPARTMENT OF TRANSPORTATION
REGIONAL CONSTRUCTION ENGINEER

Address: ____________________________________________

I certify that I am an authorized representative for each of the above indicated insurance companies, and that all policies have been endorsed to require written notice of cancellation or non-renewal to the named Certificate Holder, 30 days prior to cancellation or expiration of the policy.

Company: ____________________________________________
Address: ____________________________________________
Name: ____________________________________________

Phone: ____________________________________________

This insurance certificate must be accompanied by an attorney-in-fact letter from each insurance company certifying that the above is authorized to execute and renew policies on behalf of the company.
1. In accordance Subsection 103.05 of the Contract Specifications, a copy of the Report of Execution must accompany the paid bill when submitting payment for the performance bond and payment bond on the monthly engineer's Estimate.

The following is a sample "Report of Execution" that should be provided by the Surety Company.
PRODUCER NOTICE

CONTRACT BOND
01-15-2005

SAMPLE

ATTN:

BOND NO:
PRINCIPAL:
OBLIGEE:
DESCRIPTION:

BOND PERIOD: 02-15-2005 TO 02-15-2006
PREMIUM TERM: 02-15-2005 TO 02-15-2006
TRANSACTION END DATE: 02-15-2005
BOND AMOUNT: 250,690 CONTRACT PRICE: $250,690

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<tr>
<th>COVERAGE</th>
<th>MIN RATE</th>
<th>MAX RATE</th>
<th>PREMIUM</th>
<th>COMMISSION</th>
<th>COMMISSION</th>
<th>NET PREMIUM</th>
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<td>100,000</td>
<td>2.500</td>
<td>12.500</td>
<td>1.000</td>
<td>25.00</td>
<td>23.00</td>
<td>937.50</td>
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<td>150,690</td>
<td>0.500</td>
<td>10.000</td>
<td>7.070</td>
<td>25.00</td>
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<td></td>
<td></td>
<td>2.757</td>
<td>25.00</td>
<td>689.25</td>
<td>2,067.75</td>
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ISSUED BY:
PRODUCING BRANCH:
SURETY CENTER:
UNDERWRITER:
CONSTRUCTION PROCEDURES HANDBOOK

SECTION III

<table>
<thead>
<tr>
<th>SUBSECTION E</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSTRUCTION START UP</td>
<td>EMERGENCY CONTRACTS/ACCELERATED START-UP</td>
</tr>
</tbody>
</table>

The Regional Construction Engineer or designated staff shall contact the Bureau of Construction Services, Procurement on the day of bid and ascertain the name of the Apparent Low Bidder and verify that there are no known problems with the bids at this time. The Regional Construction Engineer or designated staff shall immediately contact the Apparent Low Bidder and request that a tentative Preconstruction Conference be scheduled as quickly as possible after the projected date of contract award.

The Regional Construction Engineer will convey to the Contractor the desire to start physical construction as soon as possible after the contract is executed. An offer should be made at this time to provide assistance or information the Contractor may need for preconstruction preparation including transmittal of the following list of preconstruction requirements:

a. Certificates of Insurance (Form DC-175)
   b. Acceptable Progress Schedule
   c. List of Proposed Subcontractors
   d. Completed DC-18 Sublet Forms
   e. List of Specialty Items and Costs
   f. Materials Questionnaires (Forms DC-2891)
   g. List of Key Contract Personnel (Form DC-34)
   h. Erosion Control Plan (If Required)
   i. Training Program (If Required)
   j. Name & Telephone Number for Contractor's 24 Hour Traffic Safety Contact
   k. Potential Field Office Locations and Date of Availability

The Regional Construction Engineer will encourage the Contractor to submit these completed documents on or before the Preconstruction Conference.

Regional Construction Engineer will monitor the contract's administration progress and problems in coordination with the Project Manager. On the Date of Contract Award, the Regional Construction Engineer will follow up on the above list of requirements with the Contractor and will schedule a Preconstruction Conference as soon as possible.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION III SUBSECTION F DATE
CONSTRUCTION START UP PROJECT SAFETY AND TRAFFIC CONTROL 05/15/06

ALSO, REFER TO SECTION VIII “WORK ZONE SAFETY”

NOTE: There will be no tolerance for any lack of professional performance required for Project Safety and Traffic Control. The Resident Engineer is required to immediately shut down any non-complying operation on a project and, if necessary, request State Police assistance for the shutdown.

1. TRAFFIC INTERFERENCE REPORT (TIR)

Refer to Section VIII-D Attachments “A” and “B” for sample TIR’s.

The Operations side of the Department owns the State’s roadway system and as such attempts to minimize traffic disruptions for the motoring public. Altering the Allowable Lane Closure Schedule is a change to the Traffic Control Plan (TCP) for a project and requires approval by Traffic Operations. Any other changes to the TCP require the approval of the Regional Traffic Engineer, Work Zone.

Prior to submitting a TIR for any action that would alter contractual lane closure duration’s or locations described in the project’s traffic control plan, it is the Resident Engineer’s responsibility to receive concurrence from the Regional Construction Engineer or his designee as to future considerations due from the Contractor. Following that concurrence, the Resident Engineer must receive verbal approval from Traffic Operations. Once verbal approval is received the change must be submitted on a TIR, recording the name of the approver on the TIR. Allow no time changes or adjustments to the TCP without an approved TIR. See Attachment “A” for sample TIR.

Simply issuing a TIR which is in non-conformance with the contract specified times on the TCP is not acceptable. The request to Traffic Operations for a modification must be made with sufficient lead-time so an approved TIR can be submitted a minimum of 72 hours in advance of the work. (For certain projects, due to proper notifications required to other parties, this approval can take up to one month to formally obtain.)

2. VARIABLE MESSAGE SIGNS

When Variable Message Signs are to be placed on a project, it is the responsibility of the Resident Engineer to notify, as appropriate, Traffic Operations North at (973) 770-5110 or Traffic Operations South at (856) 866-4886 prior to the placement of
the Variable Message Signs (VMS). Traffic Operations (North or South) will assist the Resident Engineer in the general placement, initial message schedule based on staging and other information deemed appropriate. Attached are Guidelines, Standards, Messages, Examples and Approved Abbreviations prepared by the Bureau of Traffic Operations to assist Construction personnel. (Refer to Attachment "A")

4. CHANGES TO THE TRAFFIC CONTROL PLAN

ALSO, REFER TO SECTION VIII-B paragraph 1.d.

Initiate changes in the Contract to adjust the Traffic Control Plan, as recommended in writing by the Regional Traffic Engineer, Work Zone. When contacting the Regional Traffic Engineer, Work Zone by telephone or FAX, a clear, well thought out suggestion will be of help to them. If the Regional Traffic Engineer, Work Zone is not available, contact the Manager, Bureau of Traffic Signal and Safety Engineering at (609) 530-2603 FAX (609) 530-4567. FAX transmittals of requests and approvals are acceptable.

5. TRAFFIC CONTROL PLAN REVIEWS

Deficiencies cited by the Traffic Control Plan Review Team will be corrected immediately. (See Note on Page 1). A report documenting the corrective action is to be sent to the Bureau of Construction Engineering member of the TCP Review Team within 2 workdays. If no corrective action can be taken immediately, the reason will be explained and a timetable established to correct deficiencies. Copies of these reports will be sent to the Resident Engineer's Field Manager and the Regional Construction Engineer. The Bureau of Construction Engineering member will forward a copy to the appropriate Review Team member.

6. REDUCTION IN SPEED REQUESTS

Construction projects where activities influence or are influenced by traffic are candidates for a change in speed limits. Speed Limit signs are regulatory and a reduced speed limit can only be established by the Bureau of Traffic Engineering and Investigation. The Resident Engineer will forward a written request to the Regional Traffic Engineer, Work Zone to investigate the need for a reduction in the regulatory speed limit. This request should be initiated at least twenty (20) working days in advance of the start of construction.

The Regional Traffic Engineer, Work Zone will investigate the matter and determine both the need for a reduced speed limit and what that speed limit should be. The results of that study will be made available to the Resident Engineer, in writing, within fifteen (15) working days of receipt of the request by the Regional Traffic Engineer, Work Zone, so that the proper signs can be fabricated and installed by the
Contractor. (Refer to Attachment "B").

Signs will be R2-1 (SPEED LIMIT) and R2-5a (REDUCED SPEED AHEAD).

Refer to the project's construction details or contact the Regional Traffic Engineer, Work Zone for the dimensions of the signs. Additional signs may be installed at the discretion of the Resident Engineer and approval of the Regional Traffic Engineer, Work Zone.

For legal purposes, it is necessary that the Resident Engineer maintain a record of the signs used, the times and dates that they are in effect, locations where they are installed and the specific times when the reduced speed limits are in effect. The Regional Traffic Engineer, Work Zone is to be copied on this record. Special care should be taken to ensure that normal speed limit signs and the temporary signs used during the construction period are not both visible to approaching motorists at the same time.

The Resident Engineer will notify the Regional Traffic Engineer, Work Zone and Manager, Bureau of Traffic Engineering and Investigation of the date that signs reducing speed limit are installed and removed. This notification must be accomplished by returning the memorandum authorizing the reduction in speed limit with notation indicating the date the signs were removed, to the Regional Traffic Engineer, Work Zone (Refer to Attachment "B"). The Resident Engineer shall send a copy of this notification to the Regional Construction Engineer.

These actions will be taken in addition to all other safety measures that are required by the contract safety provisions. Any exceptions will be documented for inclusion in the project records.
ATTACHMENT “A”

APPROVED ABBREVIATIONS TO BE USED ON VARIABLE MESSAGE SIGNS

The following abbreviations are acceptable.

<table>
<thead>
<tr>
<th>WORD</th>
<th>ABBREVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOULEVARD</td>
<td>BLVD</td>
</tr>
<tr>
<td>CENTER</td>
<td>CNTR</td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>EMER</td>
</tr>
<tr>
<td>ENTRANCE</td>
<td>ENT</td>
</tr>
<tr>
<td>EXPRESSWAY</td>
<td>EXPWY</td>
</tr>
<tr>
<td>FREEWAY</td>
<td>FRWY or FWY</td>
</tr>
<tr>
<td>HIGHWAY</td>
<td>HWY</td>
</tr>
<tr>
<td>INFORMATION</td>
<td>INFO</td>
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<td>LEFT</td>
<td>LFT</td>
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<td>MAINT</td>
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For the following abbreviations, studies have shown that the recognition of the abbreviation is based on the words with it, or the "Prompt" words. Use of any of these abbreviations must be done with the prompt word (if appropriate). The prompt word precedes the abbreviation except where marked by a *. Prompt words in lower case describe a type of prompt word and not the prompt word itself.

Note that some abbreviations change meaning based on the prompt word. For example, "RT" was accurately recognized as either "Route" or "Right" based on the prompt word used.
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<tr>
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<td>route or road name</td>
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VMS MESSAGES

Common Preprogrammed Variable Message Sign (VMS) Messages (If any of these messages are not preprogrammed on your VMS, you may program them in and use them. DO NOT USE PREPROGRAMMED MESSAGES IN SIGN UNLESS IT IS ON THIS LIST!)

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<td>&quot; - BUMP - AHEAD</td>
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CUSTOM MESSAGES

Custom Messages - These messages have been used on past construction projects and have been approved by Traffic Operations for future construction use. Please follow any directions that may be indicated in parentheses for the message. You may display NO MORE THAN two (2) messages on any one VMS without permission from Traffic Operations, so plan your display accordingly.

1. ONE LANE - CLOSED - XPM-YAM (X and Y are times; use AM or PM as appropriate. If time includes a half hour, i.e., 2:30PM, M's can be dropped from AM and PM)

2. MON-FRI - STARTING - OCT 26 (use 3 letter abbreviation for days of the week and for months; don't show dates in the form 12/25/93; if work is to take place within seven days, spell out day, i.e., FRIDAY. After work has begun, replace STARTING with UNTIL, and put in completion date. Modify this date on the sign as necessary as long as sign is in place.)

3. XXX LANE - CLOSED - XPM-YAM (XXX refers to LFT or RT, these abbreviations must be used in conjunction with LANE {on this message})

4. XXX LANE - CLOSED - AHEAD

5. ONE LANE - CLOSED - XXXX BND (XXXX refers to NORTH or SOUTH as appropriate, generally this message will be used in the opposite direction)

6. XPM - UNTIL - YAM (to be used when there is not enough room on previous board to put hours)

7. SLOW - TRAFFIC - AHEAD

8. TRUCKS - ENTERING - ROADWAY

9. STARTING - XX:X0 YM – ZZZ (to be used before work starts, X refers to appropriate time, Y refers to AM or PM, and ZZZ refers to day of the week, spelled out)
10. ONE LANE - CLOSURES - AT BRDG (see abbreviation list)

11. JUNE XX - UNTIL - JULY XX (spell out month if it fits, use three letter abbreviation if it doesn't)

12. MON-SUN - XPM-YAM

13. RT XXX Y – CLOSED (XXX refers to route, Y refers to direction. First board must contain information regarding start time and date.)

14. PLAN - ALTERNTE – ROUTE (to be used in conjunction with message #13 (generally during the time when work is not taking place). NEVER direct traffic to a particular alternate unless it is an NJDOT approved detour!)

15. FOLLOW - DETOUR – AHEAD (to be used in conjunction with message #13 (generally during the time when the detour IS in effect). Can be used ONLY when there is an NJDOT approved detour route.)

16. RAMPS AT - EXT YY – CLOSED (to be used in conjunction with a message that gives time(s) and if necessary, date(s). YY refers to Exit number.)

17. LEFT AND - CENTER - LANES

18. CNTR AND - RIGHT – LANES (for messages 17 & 18, next board must indicate what is going to happen to the affected lanes, i.e. closed, rough road, slippery, etc.)

19. SINGLE - LANE - CLOSED

20. 2 LANES - CLOSED - XXAM-YYPM

21. TRUCKS - OVER - XX' WIDE (used in conjunction with messages that describe a detour route for wide trucks.)

22. EXPRESS - LANES - CLOSED

23. LT LANE - LOCAL - CLOSED

24. XPM YYY - UNTIL - XAM YYY (messages 22-24 can be revised to describe any situation regarding Express and Local lane closures (Message 24 would go up before work started, a different message should be in place while work is on going). X refers to the hour, YYY refers to the day.)
25. LOCAL - XX LANES

26. EXPRESS - X LANES (used in conjunction with a message that describes the impact to happen, this message would be used on a sign in the opposite direction indicated (X = S or N). While Exp and Loc are indicated on these signs, any route or street can be referenced.)

27. TRAFFIC - FINES - DOUBLED IN - WORK - ZONE When VMS are not being used for Traffic Management purposes, these messages should be displayed.
ATTACHMENT "B"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MEMORANDUM

TO: ______________________, Resident Engineer
Region _____ Construction

FROM: _________________
Manager, Bureau of Traffic Engineering & Investigation

PHONE: __________________________

DATE: __________________________

SUBJECT: Construction Speed Limit LSC-77-1
Route ____ Section ______
Vic. M.P. ______ to Vic. M.P. ______
___________ Township, ___________ County

Date Signs Installed __________________________
Date Signs Removed __________________________

In accordance with your memorandum dated ______, we have reviewed the above-captioned project to determine the feasibility of reducing the existing posted speed limit within the project limits.

Based on the provisions of the attached regulation LSC-77-1, effective on February 24, 1977, it is recommended that the speed limit within the limits of the above-captioned project be posted at ___ MPH.

One sign, R2-5A (Reduced Speed Ahead), shall be installed 500 feet in advance of the first R2-1 (Speed Limit) sign at the approach ends of the project. Additional R2-1 signs shall also be installed at 1/2 mile intervals through the project. These signs shall also be installed in the median where the width of the median permits (signs to be 36" x 48" min.)

Reduction of the existing "Speed Limit" shall be in effect only when one or more of the following conditions exists:

1. Where hazards or obstructions are present and construction barriers are in use.
2. When workmen are on or adjacent to the traveled way.
3. When other conditions exist which are deemed potential safety hazards as determined by the Regional Traffic Engineer, Work Zone.

When none of the above conditions exist, the temporary construction zone signs R2-1 and R2-5A shall be removed or covered with an opaque material in a manner, and at such times, as approved by the Engineer. During periods when the temporary construction zone speed limit is not in effect, the permanent speed limit signs shall be visible.

c: Regional Construction Engineer
1. At or prior to the preconstruction conference, the contractor shall furnish the Resident Engineer, for approval, a progress schedule showing the order in which the contractor proposes to prosecute the work. The Resident Engineer will examine the schedule and verify that all items pertinent to the project have been accounted for. Progress should be accurately indicated in accordance with prescribed scheduling, staging or contract specified milestones and shall conform to contract specifications.

2. The progress schedule shall be one of the following depending on whether or not the progress schedule is a pay item:
   a. When the progress schedule is a pay item, it shall be prepared using the Critical Path Method (CPM) or a comparable network system conforming with the requirements outlined in the contract specifications.
   b. When the progress schedule is not a pay item, the schedule may be a bar chart or similar type acceptable to the Resident Engineer as to form and substance.

3. Listed below are some items that the Resident Engineer should watch for during a review of the Progress Schedule and what course of action to take.
   a. An overly optimistic progress schedule providing for a projected completion date well in advance of the contract completion date. This may be a “set-up” for a future claim by the Contractor. The Resident Engineer with concurrence from the Project Manager may approve such a schedule by stating, in a letter to the Contractor, that no claim for additional time or compensation shall be brought against the State as the result of failure to complete the work by the earlier date shown on the progress schedule.
   b. A completion date beyond that specified as the contract time. The Resident Engineer must write to the Contractor and, in his letter, inquire why the Contractor is proposing to work beyond the completion date and what efforts are going to be made in the way of overtime, increased manpower, and/or additional or more productive equipment in order to attempt to meet the completion date.
   c. If the Contractor’s response indicates that he now anticipates that he can meet the completion date, the progress schedule should be returned to him for revision.
   d. If the Contractor’s response indicates that he still anticipates that he will not meet the completion date, and his reasons are factual, the Resident Engineer with concurrence from the Project Manager may approve such a schedule by stating, in a letter to the Contractor, that liquidated damages will be assessed for any overrun beyond the contract time.
e. If the Contractor's response indicates that he still anticipates that he will not meet the completion date, and his reasons are not factual or partly non-factual, the Resident Engineer should consult with the Project Manager. A meeting with the Contractor may be warranted.

f. Lack of any time allotments for utility work. This is grounds for rejection. Unless there are clear indications to the contrary, the schedule should anticipate that the utilities will need the maximum time allowance as stated in the Project Specifications. A "preliminary" progress schedule, to be followed up with a final progress schedule after the utility work is accomplished, is not recommended.

g. Working times which conflict with local ordinances, e.g., the Contractor's schedule may show work on weekends in a locality where it is forbidden. This is grounds for rejection.

h. No time allowance for working drawing approval is grounds for rejection.

i. No time allowance for trial batching of concrete when such trial batching for concrete mix design is specified in the Specifications. This is grounds for rejection.

j. No listing of the quantity and kinds of equipment and character of the labor force, or a listing which is unreasonable is grounds for rejection. This listing should be consistent with the scheduling. In other words, the work force should be increased to allow for weather, and peak and slack work periods. This can be critical in defending claims for extensions of time.

k. Required staging not shown is grounds for rejection.

l. Too general is grounds for rejection.

m. The showing of continuous work on items which cannot be continuous is grounds for rejection.

n. Project specific restraints in the contract, e.g., Environmental permit conditions, curb construction between November 1 and March 15 and latex modified concrete overlay between November 15 and March 15.

4. When the Resident Engineer completes the review, the Resident Engineer will send a letter to the Contractor noting all of the deficiencies and then schedule a meeting with the Contractor to discuss and resolve the deficiencies within five (5) working days and copy the Project Manager.
The Resident Engineer should reject any progress schedule deemed unacceptable and no work should be allowed to start until an acceptable schedule is obtained.

5. When a progress schedule has met with satisfactory review, it will be stamped, dated, signed, and distributed. Below is an example of what information is required on the stamp.

REVIEWED FOR
GENERAL CONFORMITY
WITH PLANS AND SPECIFICATIONS

Resident Engineer ________ Date ________
(Signature)

Project Manager ________ Date ________
(Signature)

6. The Resident Engineer will obtain from the Contractor sufficient copies of the progress schedule, and distribute as follows:
   Regional Construction Engineer (1)
   Project Manager (1)
   Bureau of Project Support Services (1)
   Bureau of Materials (only on projects with Bridge Items) (1)
   Regional Office of the Bureau of Materials (1)
   Federal Highway Administration (Full Oversight projects) (1)
   Contractor (1)

7. The Contractor will submit updates to the Progress Schedule as required by the Specifications. They will be reviewed in the same manner as the original schedule. In reviewing the updates, the Resident Engineer should watch for the following:

   a. A major shift in the sequence of operations or staging from that shown on the originally approved progress schedule. The Contractor should be questioned as to why there is a deviation. For example, if the Contractor is changing his sequence of operations due to a problem he is experiencing with a supplier, such as slow delivery, a letter in the files indicating this could be useful to the Department should the Contractor protest the assessment of liquidated damages at some future date.
b. Work items shifted into times of anticipated unfavorable weather. The Contractor should be questioned on how he intends to accomplish same and still meet the requirements of the plans and specifications.

c. Work items shifted into times which do not meet the specifications such as curb construction between November 1 and March 15 (see Subsection 605.07). This is grounds for rejection of the progress schedule.

d. Starting and stopping dates which are not reasonable based on the Contractor's proposed equipment and labor force. The Contractor should be questioned on how he intends to meet these dates based on the equipment and labor he has indicated he will use.

On contracts which permit bar charts (or similar) rather than CPM's, a revision or update may be required if there are any major deviations from the approved progress schedule.

8. If at anytime during the progress of the project, Contractor-induced work delays are incurred resulting in the contract completion date being behind schedule by a month, a letter to the Contractor will be required as per the example letter in accordance with Standard Specifications Subsection 108.04 (see Attachment "A").

NOTE: If an extension of time that would affect the interim completion date is under consideration, the matter should be discussed with the Field Manager and Project Manager. Whereupon the Project Manager will evaluate the relative merits of the extension of time being considered and determine if the delay notice should be sent to the Contractor. Generally, a delay notice should not be sent if damages for constructive acceleration could be incurred.

9. The progress schedule should be a topic discussed at all project meetings.
ATTACHMENT "A"

Date

Contractor
2 Close Street
Hopewell, New Jersey 08698

Attention: Mr. Turtle (Company's President)

Subject: Project’s Name
         Project’s Completion Date

Dear Mr. Turtle:

This project’s (progress schedule or activities) indicate(s) that over a month’s delay has been incurred which may result in a failure to meet the project’s (original or adjusted) completion date. Within the next two weeks, a plan is required from your firm detailing what actions will be used to improve the work progress so as to meet the contract completion date of (correct contract completion date) which is time of essence.

Failure to respond within the next two weeks may result in a suspension of all work and will affect your firm's rating on the DC-83 form.

In accordance with Specifications, Subsection 108.04(d), your corrective actions to regain control of the project so as to successfully complete on time shall not incur any additional costs to the State. Failure to make these necessary adjustments to ensure the contract completion date could result in default and termination of this contract.

Sincerely,

Signature of Resident Engineer

c: Regional Construction Engineer
   Project Manager
   Field Manager
   Manager, Bureau of Construction Engineering
CONSTRUCTION PROCEDURES HANDBOOK

SECTION III SUBSECTION G-1

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<th>CONSTRUCTION START UP</th>
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<tr>
<td></td>
<td>PROGRESS – Projects using B. (CPM) 05/06</td>
</tr>
</tbody>
</table>

1. TO UNDERSTAND AND FOLLOW THIS PROCEDURE, YOU WILL NEED TO REFER TO THE FOLLOWING:

- Standard Specifications 108.04 “Progress Schedule and Prosecution of the Work”
- Project’s Special Provisions 105.15 “Field Office” Paragraph a. (e)
- NJDOT Primavera template project containing the latest standard coding.

(The manual and template are available from the Management Services.)

2. In accordance with the requirements of Standard Specifications 108.04 “Progress Schedule and Prosecution of the Work”, the Contractor shall furnish the Resident Engineer a Projected Activity Chart (PAC) and (CPM) schedule. The Project's Special Provisions, Subsection 105.15 “Field Office” Paragraph a. (e), will specify one of the following CPM or equivalent software programs that is to be utilized on the Project:

- Primavera, SureTrak or equivalent software, latest version.
- Primavera, Primavera P3 (P3), or equivalent software, latest version.
- Primavera, Project Planner for the Enterprise (P3e) or equivalent software, latest version.

The CPM schedule shall be developed utilizing the most current NJDOT Capital Program Management Construction Scheduling Standard Coding and Procedures for Design and Construction Contractors Manual and the NJDOT Primavera template project containing the latest standard coding.

The CPM schedule shall consist of a PRELIMINARY SCHEDULE, a BASELINE SCHEDULE, and MONTHLY/BI-MONTHLY UPDATES. The requirements of all CPM schedule and Prosecution of the Work”.

The Preliminary Schedule. In accordance with the time frames and requirements in
Standard Specifications 108.04 “Progress Schedule and Prosecution of the Work” the Contractor shall submit, no later than twenty-one (21) days after execution of the Contract, six copies of the Preliminary CPM Schedule to the Resident Engineer for review and approval or rejection, and return the Preliminary schedule.

1) The Resident Engineer will review the Preliminary CPM Schedule in accordance with the documents listed in Paragraph (b) (1.) and send a copy of the preliminary CPM schedule to the Resident Engineer Subject Matter Expert (SME) for review. The Resident Engineer shall review the schedule and advise the Resident Engineer with ample time so that the Resident Engineer may respond back to the Contractor. The Resident Engineer is to respond back in writing approving or if rejecting noting all of the deficiencies within five (5) Business Days of receipt. If needed, the Resident Engineer will schedule a meeting with the Contractor to discuss and resolve the deficiencies.

2) Work shall not begin until the Preliminary Schedule has been approved.

b. Baseline CPM Schedule - In accordance with the time frames and requirements in Standard Specifications 108.04 “Progress Schedule and Prosecution of the Work” the Contractor shall submit Baseline CPM Schedule documents depicting the Contractor’s work plan for the entire Contract.

1) The Resident Engineer will review the Baseline Schedule in accordance with the documents listed in Paragraph (1.) (see page 1.) and send a copy of the Baseline CPM schedule to the Regional Progress Schedule SME for review. The Resident Engineer shall review the schedule and advise the Resident Engineer with ample time so that the Resident Engineer may respond back to the Contractor. The Resident Engineer will respond back to the Contractor approving or noting all of the deficiencies within five (5) Business Days of receipt. If needed, the Resident Engineer will schedule a meeting with the Contractor to discuss and resolve the deficiencies. The Resident Engineer will review the revised baseline submittals within five (5) Business Days of receipt. Schedules that are not approved shall be resubmitted by the Contractor until the Engineer’s approval is received.

2) Any changes to the requirements of Standard Specifications 108.04 “Progress Schedule and Prosecution of the Work” and The NJDOT Capital Program Management Construction Scheduling Standard, listed below are some items that the Resident Engineer should watch for during a review of the Progress Schedule and what course of action to take.
a) An overly optimistic progress schedule may be a perceived completion date well in advance of the contract completion date. This may be a "set-up" for a future claim by the Contractor. The Resident Engineer with concurrence from the Project Manager may refuse such a schedule by stating, in a letter to the Contractor, that he will not approve a claim for additional time or compensation should he bring forward the date as the result of failure to complete the work at the time shown on the progress schedule.

b) A completion date beyond the specified contract time. The Resident Engineer must write to the Contractor and, in his letter, inquire why the Contractor is requesting an extension of the completion date and what efforts are going to be made to reduce the loss of overtime, increased manpower, and/or additional delay in the use of equipment in order to attempt to meet the specified completion date.

i. If the Contractor's response indicates that he now anticipates that he can meet the completion date, the progress schedule should be returned with revisions.

ii. If the Contractor's response indicates that he still anticipates that he will not meet the completion date, and his reasons are factual, the Resident Engineer with concurrence from the Project Manager may approve such claim. The Resident Engineer should state, in a letter to the Contractor, that additional costs will be assessed for any overrun beyond the contract time.

iii. If the Contractor's response indicates that he still anticipates that he will not meet the completion date, and his reasons are not factual or valid, the Resident Engineer should consult with the Project Manager. A meeting with the Contractor may be warranted.

A check of the time allotments for utility work. This is grounds for rejection. If the information indicates that the utilities will need the maximum time allowance as stated in the Project Specifications. A "preliminary" progress schedule, to be followed up with a final progress schedule after the utility work is as approved, is not recommended.

The allowance for working drawing approval is grounds for rejection.

No time allowance for trial batching of concrete when such trial batching or concrete mix design is specified in the Specifications. This is grounds for rejection.
f) No listing of the quantity and kinds of equipment, or labor force, or a listing which is unreasonable in light of the schedule. This listing should be consistent with the schedule. Whether to increase the work force should be adjusted to allow for weather, and peak and slack work periods. This can be critical in determining claims for extensions of time.

h) Required staging not shown is grounds for rejection.

i) The showing of continuous work on items which cannot be continuous is grounds for rejection.

3) When a progress schedule has met with satisfactory review, it will be stamped, dated, signed, and distributed. Below is an example of what information is required on the schedule.

PURSUANT TO CCC SECTION 108.04

Resident Engineer: __________________ Date __________

4) The resident engineer will distribute copies of the schedule as follows:

Projects Management Office (1)
Design Project Management (1)
Surveying, Support Services (1)
Bureau of Materials (on projects with Bridge Items) (1)
Regional Office, Bureau of Materials (1)
Regional Highway Administration (Full Oversight projects) (1)
Dependent Agencies

Only when the CPM is approved, the Resident Engineer will forward an electronic copy to the Department Management Services and the Regional SME.

Upd. and Revisions. The Contractor shall update the CPM schedule monthly in accordance Standard Specifications 108.04 “Progress Scheduling and Prosecution of the Work” whether or not the Engineer has accepted the schedule, to reflect actual activity progress.
1) The update shall include the historical record of actual start and finish dates for activities in progress, or completed, current resource utilization based on the amount of workdays required to complete the activities.

2) The Resident will review the schedule in accordance with the documents listed in paragraph 1. (see page 1.) and send a copy of the CPF Schedule to his Regional Progress Schedule SME for review. The Resident SME shall review the schedule and advise the Resident Engineer ample time so that the Resident Engineer may respond back to the Contractor in accordance with the specified time frame.

3) The schedule will be reviewed in the same manner as the original schedule. In reviewing the updates, the Resident Engineer should watch for the following:

   a) A major shift in the sequence of work or phasing from that shown on the originally approved progress schedule. The Contractor should be questioned as to why there is a deviation. For example, if the Contractor is changing his normal rate of operations due to a problem he is experiencing with his supplier, such as slow delivery, a letter in the files indicating this could be fulfilled, the Department should the Contractor protest the assessment of daily delays at some future time.

   b) Work is delayed at times of anticipated unfavorable weather. The Contractor should state in his letter how he intends to accomplish same and still remain in the time frame of the plans and specifications.

   c) Work items which do not meet the specifications such as construction between November 1 and March 15 (see schedule) is grounds for rejection of the progress schedule.

4) Once the CPF Update schedule is approved the Resident Engineer will forward it to Quality Management Services and the Regional SME.

If at any time during the progress of the project, Contractor-induced work delays or issues resulting in the contract completion date being behind schedule by a month or longer to the Contractor will be required as per the example letter in accordance with Standard Specifications Subsection 108.04 1.h.(5) (see Attachment
NOTE: If an extension of time that would affect the intended construction date is under consideration, the matter should be discussed with the Project Manager and Project Manager. Whereupon the Project Manager will evaluate the relative merits of the extension of time being considered and determine if the delay notice should be sent to the Contractor. Generally, a delay notice should not be sent if changes for constructive acceleration could be incurred.

4. Changes and Delays. To ensure that the CPM schedule continues to accurately reflect the Contractor's plan for the Work and to permit incorporation of the impact of all changes and delays as soon as the Work schedule is delineated, the Contractor shall use the procedure described in Standard Specifications 108.04 “Progress Schedule and Prosecution of Work” to incorporate changes and delays. When Extra Work or a change is proposed or necessary, the Contractor shall submit a Time Impact Evaluation form, DC-186/02, to the Engineer.

5. Monthly/Bi-Monthly progress meetings shall be held. The updated CPM schedule shall be the basis for the monthly/Bi-Monthly progress review meetings. Activity progress shall be prepared in advance of the meeting. At this meeting, attended by the Engineer, all progress during the calendar month shall be presented and reviewed for incorporation in the schedule by the Contractor. Within a period of ten State Business Days from the date of this progress meeting, the Contractor shall submit the schedule update to the Engineer with the agreed upon changes.
Date

Contractor
2 Close Street
Hopewell, New Jersey 08698

Attention: Mr. Turtle (Company's President)

Subject: Project's Name
         Project's Completion Date

Dear Mr. Turtle:

This project's (progress schedule or activities) indicates that over a month's delay has been incurred which may result in failure to meet the project's (original or adjusted) completion date. Within the ten business Days, it is required from your firm detailing what actions will be used to improve the work progress so as to meet the contract completion date of (insert contract completion date) which is time of essence.

Failure to respond within the time set forth will result in a suspension of all work and will affect your firm's ability to earn fees.

In accordance with Specifications Subsection 08.04(d), your corrective actions to regain control of the project such as to successfully complete on time shall not incur any additional costs. The Executive (for) may take these necessary adjustments to ensure the contract completion is achieved to avoid default and termination of this contract.

Sincerely,

Signature
President Engineer

cc: Project Manager
    Field Manager, Bureau of Construction Engineering
ATTACHMENT "B"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

TIME IMPACT EVALUATION (TIE)

PROJECT: ____________________________

PREPARED BY: _______________________ DATE: _________

DESCRIPTION:

ACTIVITIES AFFECTED:

TYPE OF IMPACT:

INCREASE IN: ___________________ AMOUNT: _________

DELAY IN COMPLETION OF WORK: __________________________________________

FRAGMENTATION:

EVALUATION RESPONSIBILITY:
CONSTRUCTION PROCEDURES HANDBOOK

SECTION III | SUBSECTION H | DATE

CONSTRUCTION START UP | CONSTRUCTION FIELD OFFICE, MATERIALS LABORATORIES & TELEPHONE SERVICE | 05/15/06

1. SELECTION OF FIELD OFFICE LOCATION

Subsection 105.15 of the Specifications states that the Construction Field Office shall be: "... located on or in the immediate vicinity of the Project..."

The Resident Engineer is responsible for the location/selection of the Field Office and must see that the specifications are enforced and carried out. Regional Management (Field Manager and Regional Construction Engineer) must see that this is adhered to uniformly.

For any Construction Field Office location to be more than ½ mile beyond the limits of the project as shown on the key map, the Resident Engineer must provide the Regional Construction Engineer, for his approval, a memorandum justifying the location based on operational needs. If the Regional Construction Engineer agrees with the Field Office location/selection, the Director of Construction Services and Materials will then be contacted for approval. If the Director of Construction Services and Materials agrees with the Field Office location/selection, the Regional Construction Engineer will advise the Resident Engineer by memorandum that the location/selection has been approved and any conditions the approval has.

The Regional Construction Engineer and the Director of Construction Service and Materials must approve acceptance of any field office, which does not meet the requirements of Specifications Subsection 105.15.

The foregoing provisions will also apply to the Materials Field Laboratory (Specifications, Subsection 106.06) and the Curing and Storage Facility (Specifications, Subsection 106.07) items, if they are required by the contract except that approval will be by the Regional Materials Field Manager.

2. OFFICE EQUIPMENT INVENTORY

For internal control purposes, the Resident Engineer will establish an inventory receipt of all contractor furnished equipment per Specifications Subsection 105.15 and maintain this receipt in the Field Office Set-up item folder. Attachment A is an example of the receipt. A copy of the receipt will be sent to the Contractors Home Office and the Regional Construction Office, with a copy to the Field Manager.
A copy of the inventory receipt will be used at the end of the project to have the Contractors representative sign that they are picking up the equipment when it is no longer needed by the Resident Engineer.

Should any equipment, such as a computer, pager, cellphone or file cabinet be moved from the field office to another field office, (i.e., close-out the project) a transfer receipt signed by both the Resident Engineer and the Contractor, if applicable, shall be completed and distributed. A final pickup receipt will then be made out when the equipment is returned to the Contractor.

3. TELEPHONE SERVICE AND USAGE

A. INSTALLATION

1. Separate payment for telephone installation shall not be made under Telephone Service based on the 1996 Standard Specifications and as amended by the 1998 Supplemental Specifications. Costs for telephones, installation and activation are included in Field Office Set-Up payment. Only telephone call charges and the monthly service charge shall be paid under the Telephone Service item on projects which do not contain a change in the Special Provisions.

2. On projects bid after January 1, 2000, refer to the Project’s Special Provisions Subsection 105.15, "Field Office". These provisions change the method of payment for the fixed monthly service charges and the payment for monthly cellular phone usage charges. Maintenance of the construction field and survey field office or other facilities shall include the cost of telephone fixed monthly service charges, cellular phone plan fixed monthly service charges for the plan specified and pager service. Separate payment for telephone service will be made only for the actual cost for the monthly land-line toll call charges and related taxes. Separate payment will also be made for actual cellular phone use charges and related taxes for the time exceeding the quantity allowable in the service plan specified.

B. MONTHLY TELEPHONE SERVICE PAYMENT

Upon receipt of the telephone bills, the Resident Engineer will review the phone bill to make sure that all calls are justified. The Resident Engineer will prepare and sign the DC-29a making payment for the applicable monthly telephone service charges in accordance with the projects specifications. The Resident Engineer will also identify personal calls. The Resident Engineer will notify the person/persons making the personal calls as to the amount they owe and those persons will make out a check in that amount payable to the Department of Transportation per Department Policy No. 1.3031. The Resident Engineer will keep a copy of the checks with the phone bill.
C. PERSONAL TELEPHONE CALLS

Personal Telephone Calls are defined as a telephone call not necessitated by an employee’s work. Should the employees expected work hours get changed during the day, a short call home is justified. Also a short call home due to sickness in the family would also be permissible and not be considered personal. Each NJDOT employee should:

1. Confine personal telephone calls to lunch and break periods unless urgent personal situations arise.
2. Use a coin-operated telephone or personal calling cards or call collect whenever practical and feasible.
3. Make as few calls as possible, short in length, as described above. Excessive number of call(s) for excessive length of time may be considered personal.
4. Only phone calls, which may be questioned as being personal or not should be logged on an AD-47 (Record of Toll Calls) with an explanation for the phone call under remarks. This will help the Resident Engineer determine whether it was personal or not.

D. CELLULAR TELEPHONE USAGE

The use of cellular phones by Construction Services & Materials personnel must be strictly limited to construction related business. Resident Engineers and Field Managers will closely monitor the use of these phones. It is important to remember that there is a cost for incoming calls as well as outgoing calls so all calls should be kept short and to the point. In addition, all cellular phones will remain in the off mode until the engineer/inspector is contacted via pager. Once the person is paged, he can then return the call with the cellular telephone if deemed urgent or wait until he reaches the field office to return the call. (Normal conversation between the Resident Engineer and the Contractors Superintendent on non-critical work or non-emergency situations is deemed non-urgent).

Upon receipt of the monthly cellular telephone bill, if the Resident Engineers review reveals personal telephone calls, reimbursement to the Department by the employee making the call shall be made in accordance with Department Policy No. 1.3031 as described in 3B “Monthly Telephone Service Payment”.

E. TELEPHONE AUDITS

The Field Manager for a project will audit the telephone bill records for each project twice yearly and supply a copy of that audit to the Regional Construction Engineer. This also applies to Regional Materials Engineers audit of Materials Field Laboratory and Curing and Storage Facility Telephone bills.
NEW JERSEY DEPARTMENT OF TRANSPORTATION
CONTRACTOR SUPPLIED EQUIPMENT TRANSFER

Project:  

Date  Region  

Field Office Location:  

Contractor:  

Contractor’s Main Office Location:  

Field Office Type (Check one)  

Field Office Type (Check one)  

Field Office Type (Check one)  

Field Office Type (Check one)  

Field Office Type (Check one)  

Does the Project have a Material Laboratory/Curing Facility?  

Yes  No  If yes, a separate form needed  

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>QUANTITY</th>
<th>TYPE(S) AND/OR CONDITIONS(S)</th>
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<tbody>
<tr>
<td>TELEPHONE</td>
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<td>CELL PHONE</td>
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<td>PAGER</td>
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<tr>
<td>DESK WITH CHAIR</td>
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<td>TABLE</td>
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<td>CHAIR</td>
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<td>SUPPLY CABINET</td>
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<td>PLAN-RACK</td>
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<td>PLAN FILE</td>
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<td>RE-RESIST. DRAWER CABINET(S)</td>
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<td>DRAFTING TABLE</td>
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<tr>
<td>LEGAL-SIZE FILE CABINET</td>
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<tr>
<td>FIRE extinguisher</td>
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<tr>
<td>COOLER AND BOTTLED WATER</td>
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<td>ELECTRONIC CALCULATOR</td>
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<td>TYPEWRITER</td>
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<td>COPY MACHINE</td>
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<td>FAX MACHINE</td>
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<tr>
<td>FIRST AID KIT</td>
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<tr>
<td>COMPUTER SYSTEM</td>
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<td>SOFTWARE</td>
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<td>OTHER (List)</td>
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List Microcomputer System, Software and Other Equipment Required by the Project Special Provisions: (Attach Copy of the SPECIAL PROVISIONS as a Checklist)

Equipment Supplied:  

Contractor Signature  Date  

Equipment Received:  

Resident Engineer Signature  Date  

Equipment Returned:  

Resident Engineer Signature  Date  

Equipment Received:  

Resident Engineer Signature  Date  

Equipment Received:  

Contractor Signature  Date  

\[c: Region Office\]  

Contractor’s Main Office  

Field Manager
1. Regional Construction Engineer

   a. For all NJDOT contracts, the Regional Construction Engineer shall receive from
      the Contractor, the “Request for Approval to Sublet,” Form DC-18, completed
      with all required information, and the identification and certification of the actual
      dollar amount of the subcontract (Attachment “A”). The Contractor shall attach
      to that form a certified copy of the executed subcontract between the Contractor
      and the subcontractor.

      NOTE: To assist the Contractor in eliminating common causes for DC-18
      rejection at the Regional level, the Regional Construction Engineer will provide
      the Contractor a copy of the Contractor DC-18 checklist, (Attachment “B”).

   b. Before the subcontractor is allowed to do any work on the project, the Regional
      Construction Engineer shall:

      1) Review the Form DC-18 and the executed copy of the subcontract agreement
         to make sure that all required information is included and that all required
         certifications are properly signed and sealed by Notary. Particular note
         should be taken to insure that the actual dollar amount of the subcontract is
         clearly identified. The actual dollar amount of the subcontract to be shown on
         Parts III, IV if necessary and Part IX of Form DC-18 is the amount to be paid
         to the subcontractor for the sublet work to be performed.

      2) Compare the proposed items, disadvantaged business enterprises firm, and
         amount of the subcontract against the Contractor’s approved D/WBE
         Utilization memorandum from the Division of Civil Rights/Affirmative Action, to
         verify compliance. If D/WBE is not being utilized as per memorandum by the
         Division of Civil Rights/Affirmative Action, DC-18 will be disapproved unless a
         letter from the Division of Civil Rights/Affirmative Action is attached approving
         the change. The D/WBE Utilization memorandum must agree with the actual
         dollar amount. If a disagreement between the actual amount of subcontract
         and the amount on the DBE forms exists, resolution of these amounts must
         occur before forwarding to Construction Services. The form “A” amount
         should equal the actual amount.

      3) Using contract bid prices, make sure that the Contractor is performing with its
         own organization the dollar amount of work as specified in Subsection 108.02
         of the Project’s Specifications.

      4) When the Contractor intends to assign additional work to a subcontractor for
         which there is already an approved subcontract on file, the processing of
         Form DC-18 “Request for Approval to Sublet” remains unchanged. This
         applies to additional items of work not previously assigned, or Extra Work
items, not minor quantity changes due to field conditions. The submittal shall include:

a) Properly executed DC-18
b) Certified contract indicating the additional work to be performed and the actual dollar amount to be paid to the subcontractor.
c) Copy of the Department's original letter of approval to sublet.

The certified copy of the executed contract for renewals will not be required to include the required contract provisions. Only the information that amends the original certified subcontract will be required.

The following will be added to the regional memorandum submitted with the Request for Approval to Sublet, Form DC-18.

5) If Form DC-18 does not conform to these requirements, the Regional Construction Engineer shall send it back to the Contractor for correction.

When the Regional Construction Engineer is satisfied that the Form DC-18 sublet request conforms to the specification requirements, he shall sign for regional approval and submit the request to Manager, Bureau of Construction Services, Procurement for final approval.

2. Manager, Bureau of Construction Services, Procurement

a. If the Regional Construction Engineer's transmittal is in order and the subcontracting application is acceptable, the Manager, Bureau of Construction Services, Procurement, shall notify the Contractor by letter that his "Request for Approval to Sublet," Form DC-18 has been approved and shall send a copy to the Regional Construction Engineer, Division of Civil Rights/Affirmative Action with attached copy, Bureau of Construction Engineering, and Division of Accounting and Auditing with original submission.

**NOTE #1** - The subcontractor shall not be allowed to start work on the project before this, except for "emergency situations," when it is not possible to submit all the paperwork to the Bureau of Construction Services and have it approved before work must start. The Regional Construction Office will be responsible for determining whether or not an emergency exists before employing the preliminary approval process. It will also be responsible for insuring that this procedure is not abused. For such situations, the Bureau of Construction Services can grant preliminary written approval only as follows:
Emergency Situations

1) “Emergency” approvals will only be considered for emergencies and are to be verified by the Regional Construction Office through the Resident Engineer.

2) The required number of copies of Forms DC-18 must be in the Regional Construction Office and reviewed and found in compliance with contract documents by regional personnel.

3) Emergency request for approval to sublet will be faxed using the request form supplied by the Manager, Bureau of Construction Services (Attachment “C”).

3. Once the Bureau of Construction Services, Procurement has the above information, they will review it.

   a. If approved, they will post all DC-18 sublet approvals in spreadsheet format on the web page at http://www.nj.gov/transportation/business/procurement/ConstrServ/subcontracting.shtm. The mailed distribution to the contractor and regional offices will be eliminated. The listing will be updated weekly, each Thursday morning, to coincide with project advertisement posting.

   b. If not approved, they will notify the Region by phone, FAX or E-Mail within 24 hours as to why they cannot approve it.
NEW JERSEY DEPARTMENT OF TRANSPORTATION

REQUEST FOR APPROVAL TO SUBLET
To be completed by Contractor
Note -- Forward one original and three copies.

DATE ______________________

PART I:

In accordance with terms of our contract,

(Contractor) ______________________ (Address) ______________________ (NJDOT Contractor ID)

Contractor for the construction of ______________________

(Project Description or Route & Section, Federal Project No., DP No.)

requests approval to sublet to ______________________

(Subcontractor) ______________________ (Address) ______________________ (NJDOT Subcontractor ID, if known)

the following contract item(s):

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>QUANTITY</th>
<th>ITEM</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Attach additional sheets if needed</th>
<th>Subtotal of above</th>
<th>$</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Subtotal from additional sheets</td>
<td>$</td>
<td></td>
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</tr>
<tr>
<td>TOTAL SUBCONTRACT $ AMOUNT AT CONTRACT UNIT PRICES</td>
<td>$</td>
<td>$</td>
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</tr>
</tbody>
</table>


TO BE COMPLETED BY CONTRACTOR
CERTIFICATION OF INCLUSION OF REQUIRED CONTRACT PROVISIONS

The undersigned contractor hereby certifies that all applicable Required Contract Provisions including, but not limited to, the following:

<table>
<thead>
<tr>
<th>FOR FEDERAL PROJECTS</th>
<th>FOR WHOLLY STATE FUNDED PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order #11246)</td>
<td>• Payroll Requirements for 100% State Projects</td>
</tr>
<tr>
<td>• Notice of Requirement for Affirmative Action to Ensure Equal Opportunity (Executive Order #11246)</td>
<td>• Small Business Enterprise Utilization Attachment for 100% State Funded Contracts (March 2004)</td>
</tr>
<tr>
<td>• State of New Jersey Equal Employment Opportunity For Contracts Funded by FHWA</td>
<td>• Minority/Female Outreach &amp; Training Program for Wholly State Funded projects</td>
</tr>
<tr>
<td>• Disadvantaged Business Enterprise Utilization Attachment - FHWA Funded Contracts or Emerging Small Business Enterprise Utilization Attachment</td>
<td>• Americans with Disabilities Act 100% State Funded Contracts</td>
</tr>
<tr>
<td>• Special Contract Provisions for Investigating, Reporting, and Resolving Employment Discrimination and Sexual Harassment Complaints</td>
<td>• Training Reimbursement</td>
</tr>
<tr>
<td>• Incentive Program Disadvantaged Business Enterprise Utilization - Attachment for FHWA Funded Contracts</td>
<td>• New Jersey Department of Labor Prevailing Wage Rate Determination</td>
</tr>
<tr>
<td>• Training Special Provisions</td>
<td>• New Jersey Department of Transportation Code of Ethics for Vendors</td>
</tr>
<tr>
<td>• General Wage Determinations Issued Under the Davis-Bacon and Related Acts</td>
<td>• Subsection 107.03 of the said Standard Specifications as amended or supplemented.</td>
</tr>
<tr>
<td>• New Jersey Department of Labor Prevailing Wage Rate Determination</td>
<td></td>
</tr>
<tr>
<td>• New Jersey Department of Transportation Code of Ethics for Vendors</td>
<td></td>
</tr>
<tr>
<td>• Subsection 107.03 of the said Standard Specifications as amended or supplemented.</td>
<td></td>
</tr>
</tbody>
</table>

have been included in, and made a binding part of, a written, signed agreement represented by this Form DC-18 between:

____________________________________________________________________ AND ______________________________________________________________________

(Contractor)                                                                                     (Subcontractor)

In addition, the following information pertinent to this subcontract is submitted:

Estimated Subcontract Work Start Date _____ / _____ / _____  Estimated Subcontract Work Completion Date _____ / _____ / _____
PART III:

TO BE COMPLETED BY CONTRACTOR
FOR DBE/ESBE/SBE SUBCONTRACTORS ONLY

TO BE COMPLETED FOR DBE/ESBE PROGRAM SUBLET APPROVAL REQUESTS FOR FEDERAL PROJECTS

1) Total Project DBE/ESBE Goal ________%

2) Subcontractor percentage this sublet = Actual subcontract $ amount = $ ____________ X 100 = ________%

3) Previous DBE/ESBE participation ________% + Line 2 ________% =

Accumulative DBE/ESBE % participation this project: _________%

4) Previous DBE/ESBE sub actual $___________ + $___________ = Total Current Actual DBE/ESBE $__________

Actual subcontract amount

TO BE COMPLETED FOR SBE PROGRAM SUBLET APPROVAL REQUESTS FOR 100% STATE FUNDED PROJECTS

1) Project targets SBE Category 4 ________%; SBE Category 5 ________%

2) Subcontractor % this sublet Actual subcontract amount = $ ____________ X 100 = ________%

Total $ contract bid amount

3) Previous SBE Category 4 participation ________% + Line 2 ________% = Accumulative SBE Category 4 ________%

Previous SBE Category 5 participation ________% + Line 2 ________% = Accumulative SBE Category 5 ________%

4) Previous SBE Category 4 sub actual $___________ + $___________ = Total Current Actual SBE Category 4 $__________

Actual subcontract amount

Previous SBE Category 5 sub actual $___________ + $___________ = Total Current Actual SBE Category 5 $__________

Actual subcontract amount
TO BE COMPLETED BY CONTRACTOR
POST AWARD MINORITY CERTIFICATION

PROJECT DESCRIPTION

(Contractor)

HEREBY CERTIFIES, IN ACCORDANCE WITH THE

DEPARTMENT OF TRANSPORTATION'S PROVISIONS FOR UTILIZATION OF MINORITY AND FEMALE OWNED
BUSINESS ENTERPRISES THAT:

1. SAID CONTRACTOR NOTIFIED THE PROJECT RESIDENT ENGINEER IN WRITING ON
   _______ OF THE TYPE OF WORK SUBJECT TO SUBLET, AND THE APPROXIMATE
   VALUE THEREOF.

2. SAID CONTRACTOR GAVE MINORITY AND FEMALE FIRMS AT LEAST EQUAL CONSIDERATION
   WITH NON-MINORITY FIRMS IN NEGOTIATIONS FOR ANY SUCH SUBCONTRACT.

3. PENDING APPROVAL, SAID CONTRACTOR INTENDS TO SUBLET, AS FOLLOWS:

   (Item numbers)

   IN THE AMOUNT OF $ _______ UNDER AN AGREEMENT REACHED
   (Actual subcontract amount)
   WITH
   _______
   (Subcontractor)

The undersigned hereby furnishes and certifies that all of the information in Parts I - IV for the subcontract represented by the
attached Form DC-18 is true and correct:

Sworn and subscribed to before me on this

________ day of ____________.

Notary Public
(Not an Officer of the Firm)

By
Signature of an Officer
Title
TO BE COMPLETED BY SUBCONTRACTOR

We are/I am fully acquainted with the Standard and Supplementary Specifications (as amended) and Special Provisions issued by the New Jersey Department of Transportation, in accordance with which a contract was awarded for the construction of the project known as:

(Project Description, Route & Section, Federal Project No. etc.)

and particularly with Subsection 108.02 of the said Standard Specifications which provides (in part):

The consent to the subcontracting of any part of the Work shall not be construed as an approval of the said subcontract or of any of its terms, but is to operate only as an approval of the Contractor's request for the making of a subcontract between the Contractor and its chosen subcontractor. It is understood that any consent of the Commissioner for the subcontracting of any Work of the Contract in no way relieves the Contractor from its full obligations for all Work under the Contract, nor the surety of its obligations under the bond. The Contractor shall at all times give its personal attention to the fulfillment of the Contract, and shall keep the Work under control. The Contractor shall be responsible for all work of subcontractors, which work shall conform to the provisions of the Contract Documents.

Pursuant to the above, the undersigned agrees that if __________________________ enters into a subcontract with __________________________ (Contractor), the contractor for the above-named contract, for the performance of a part of the work covered by the said contract then the subcontractor shall be bound by all provisions of the said contract and further agrees that the subcontractor shall make no claims against the Commissioner or its agents or employees, for any Work performed or thing done by reason of the said subcontract or for any other cause that may arise by reason of the relationship created between the contractor and the subcontractor by the subcontract.

PART VI: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, DISQUALIFICATION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

The undersigned subcontractor hereby certifies that neither the individual, partnership, corporation, or limited liability corporation applying to do subcontract work nor any of its corporate officers, stockholders, partners, or members are collectively or individually suspended, debarred, proposed for debarment, disqualified, declared ineligible, or voluntarily excluded from doing business by this or any State or sub-division thereof or the Federal Government.

PART VII: FOR FEDERALLY FUNDED CONTRACTS ONLY CERTIFICATION OF INCLUSION OF REQUIRED CONTRACT PROVISIONS

The undersigned proposed subcontractor hereby certifies that the applicable Required Contract Provisions, Federal Aid Contracts, as stated in PART II of this DC-18, have been received and have been made a part of the proposed subcontract which is to be executed with the contractor and the provisions contained in Notice to Prospective Direct Federal and Federal Aid Contractors and Subcontractors, Equal Employment Opportunity have been received, if included in the Project's Specifications, and have been made part of the proposed subcontract which is to be executed with the contractor.

PART VIII: CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO THE EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS

The proposed subcontractor hereby certifies that it has ___ has not ___ (check one) participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246, and that it has ___ has not ___ (check one) filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.
"CHECKLIST"

Parts I to IV to be completed by Contractor

Part I  Complete name, address, and contractor ID number and project description. Include subcontractor name, address and contractor ID number. List all item numbers with description, unit price and total. Include all subtotals from additional sheets (if needed) and properly total the item prices.

Part II  Complete names of firms and estimate start and completion dates.

Part III  Complete ONLY IF THE SUBMITTED FIRM IS A DBE/ESBE/SBE, etc. and is being used to satisfy the participation % on the project. If Federally Funded, complete top portion. Line 1 is goal established in Contract and Bond. Line 2 is actual amount divided by the total contract bid amount as a percentage. Line 3 is an accumulation of prior line 2 percentages. Line 4 is prior DBE/ESBE dollars added to this actual amount and accumulated. If 100% State funded, then complete bottom portion with the appropriate split of SBE 4 or 5 dollars and sum as above.

Part IV  Complete only for subcontracts not included on the original Form A submitted by the contractor prior to award. Complete project description and contractors name. Date resident engineer notification. List all item numbers, include the actual subcontract amount, subcontractor name. Sign, date, and notarize.

Parts V to IX to be completed and/or certified to by the Subcontractor

Part V  Complete project description and firm name.

Part VIII  For Federally Funded contracts, check Equal Opportunity Clause participation.

Part IX  Complete subcontractor name, address. Current Prequalification Classification and Rating and Expiration Date, if any. Telephone number, Employer Identification Number and Actual Subcontract Amount. Fax Number, Email Address, Incorporation Date Complete Contract Schedule in full, add extra sheets if necessary. Complete EEO information, sign and notarize.

Subcontractor, have you?

- Attached proof of your valid business registration issued by the Division of Revenue in the New Jersey Department of Treasury, pursuant to P. L. 2001, c.134 (N.J.S. 52:32-44).

- Attached proof of permits/licensing/certifications registry required by law. Current affected work types are: electrical, blasting, asbestos abatement, landscaping and lead abatement.

  Attached proof of Pesticide Applicator Business and designated Licensed Commercial Pesticide Applicator is required for contractor performing any combinations of Landscape works, per NJDEP Pesticide Control Program N.J.A.C. 7:30-1-13.

- Attached proof of current “Public Works Contractor Registration” issued by the New Jersey Department of Labor, Division of Wage and Hour Compliance, pursuant to P. L. 2003, c.91 (N.J.S. 34:11-56.48).
Give full information about all of your contracts, whether prime or subcontracts; whether in progress or awarded but not yet begun; or where you are low bidder pending formal award of contract.

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NJDOT DC – 18 CHECKLIST

To the Contractor: This checklist is being provided for your use in completing the DC-18’s for this project. It has been developed as a GUIDE to follow in order to eliminate the common causes for DC-18’s to be rejected on the Regional level. It is not necessary to submit this checklist with your submission. Be advised that sublet requests take a MINIMUM of three weeks to process. A subcontractor MAY NOT begin work on a project until the sublet is approved. Any work done prior to approval is subject to non-payment. “Emergency” approvals will only be considered for EMERGENCIES, as approved by the Resident Engineer. The Department is not obligated to process DC-18’s on an emergency basis. Plan your submissions in a timely manner to avoid “emergencies.”

- **GENERAL:** Submit clean and legible forms. Submit ONE DC-18 on the original forms supplied to you by the Department. Submit additional four (4) copies of the DC-18. The copies may be photocopies of the original form; however, all signatures on the original copy must be original. Submit two certified copies of the subcontract agreement. The subcontract is deemed to be “certified” either by containing original signatures from both parties or by accompaniment of a notarized letter certifying that “the agreement is true and valid.” The dollar value of the subcontract must equal the dollar value shown in the DC-18 in Part III, IV if necessary and Part IX, “actual subcontract amount.”

- The subcontractor’s name must match exactly on each Part of the DC-18 form. If applicable, it must also match the name registered with the Department’s prequalification list.

- On Part I, the Item Number, Item Name, and Unit Price must correspond exactly with the proposal (see exceptions in the paragraph below).

- For Lump Sum Items, Specialty Work Items, Sign Support Structure Items, and SIP Forms, the quantity and unit price may reflect the value stated in the subcontract agreement. The Part I Total Dollar Value must equal the “Actual Subcontract Amount” on Part IX.

- For Partial sublet requests for lump sum items, Part I must indicate what work the sublet consists of and on what basis payment will be determined.

- For Lump Sum Items partially sublet to more than one subcontractor, the total of the sublets may not exceed the total contract bid price for the item.

- For Stay In Place Forms only sublets, on Part I, list the Item Number being partially sublet, but for the Item name, state “Stay in Place Forms Only.”

- On Part II, the date you indicate for the subcontractor start date will be used to determine the priority with which your DC-18 is processed. Please be certain to enter a date that reflects your actual plan to utilize that subcontractor.

- Part III must be submitted, even if it is blank. Part III is to be completed if the DBE goal is other than 0%. Part III is required to be filled out for this project, the DBE goal shown on Part III, line (1), must match the DBE goal for the contract, as reflected on Form A in the contract. The actual subcontract on line (2), Part III, must equal the actual subcontract and the amount shown on Part IX.

- Part IV, at the bottom of the page must be notarized and signed.

- Part IX must be notarized and signed.

- For Third Tier Sublets, in all locations, references to “Prime Contractor” will be filled in with the name of YOUR SUBCONTRACTOR, and the references on the form to “subcontractor” will be filled in with the name of the 3rd tier subcontractor. A letter from the Prime, stating that he is aware of and does not object to the Third Tier Sublet is required to be submitted with Third Tier DC-18’s.

- Certification for Federal Aid Contracts, Part VIII, is required if the subcontract is over $100,000.00.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION III                                  SUBSECTION J                                DATE
CONSTRUCTION START UP                        TEMPORARY STRUCTURES/FACILITIES on NJDOT CONSTRUCTION PROJECTS 05/15/06

The following Department of Community Affairs (DCA) requirements are being provided as clarification to the Standard Specifications Subsection 107.03 "Laws to be Observed", 107.10 "Sanitary, Health, and Safety Provisions" and 107.11 "Public Convenience and Safety": A Trailer used as a field office or materials laboratory is considered a temporary structure.

1. Located on State Property:

   a. Where structures/facilities are CONSTRUCTED on state property and are not connected to public water and sewer, the Contractor shall obtain a permit from DCA for the temporary electrical service only. The Contractor will also provide for compliance with the applicable requirements of the Uniform Construction Code and acceptance by the NJDOT.

   b. Where the structure/facility is also CONNECTED to public water and sewer, the Contractor shall obtain a permit from DCA for the temporary electrical service and all plumbing work.

   c. Where the structure/facility is a TRAILER, the Contractor shall obtain a permit only for the temporary electrical service and the temporary water and sewer connection (if any).

2. Located off State Property:

   a. Where the structure/facility is PROVIDED in leased space off the State Right of Way and alterations of the space are undertaken, the Contractor must obtain permits for all construction work from the municipality in which the leased space is located.

   b. When the structure/facility is erected on property not owned by the State or where the contract does not provide for the demolition/removal of the structure/facility at the end of the work, the Contractor shall obtain a full construction permit from DCA and the proper permits from the local municipality.
The Contractor is required to notify the Department in writing of the intended start of construction operations at least 21 days in advance of performing any work on the project site. This includes activities such as performing layout/survey, placing signs, setting up an onsite field office, mobilizing equipment or material to the project site. The Contractor may provide the notice after Award of the Contract. The purpose of this notice is to provide Department’s Office of Communications sufficient time to inform local officials and community residents. If the first construction operation being performed has a traffic impact, a 28-day advance notice must be provided as required in CPH Section VI.O. In advance of the Preconstruction Conference, the construction start notice may be sent to the Regional Construction Engineer. Subsequent to the Preconstruction Conference, the notice should be sent to the Resident Engineer.

1. The Resident Engineer must ensure that the Contractor does not perform any construction operations in advance of the date provided in the Contractor’s notice.

2. Upon receipt of the Contractor’s notice, the Resident Engineer will immediately send an e-mail to the Traffic Impact Coordinator (TIC) at tic@dot.state.nj.us with the following information:

   a) Project name (Route and Section)
   b) Location (Municipalities, Counties, and Mile Posts)
   c) Planned start date
   d) A general description of the work (e.g. resurfacing, drainage, bridge reconstruction)
   e) Anticipated impacts on the traveling public
   f) Anticipated impacts on the local community (e.g. noise from night work, access issues for local businesses)

   With a copy to the following individuals:

   a) Director of Construction Services & Materials
   b) Regional Construction Engineer
   c) Field Manager

3. The TIC is responsible for forwarding the information to the Director of Communications and the Assistant Commissioner for Government and Community Relations, via e-mail, with copies to:

   a) Assistant Commissioner, CPM
   b) Director of Construction Services & Materials
   c) Regional Construction Engineer
d) Director of Project Management  
e) Program Manager  
f) Project Manager  
g) Traffic Operations Center (North/South)  
h) Area Community Relations representative  

4. The Department *may* permit construction operations to begin with less than 21 days notice, if the Department has already informed local officials and community residents. Contractor requests to perform work with less than a 21 day notice, must be forwarded from the Resident Engineer with concurrence from the Field Manager to the Regional Construction Engineer for concurrence and then to the Director of Construction Services and Materials. The request must provide a description of the activities that the Contractor wants to start with less than 21 days notice, with an anticipated start date for each activity.

5. The Director of Construction Services and Materials will discuss requests to start with less than 21 days notice with Assistant Commissioner for Government and Community Relations, and respond to the Resident Engineer, Field Manager, Regional Construction Engineer and inform the TIC.
SECTION IV - CONSTRUCTION CHANGES

SUBSECTION - A  CHANGED FIELD CONDITIONS

SUBSECTION - A-1  BUY AMERICAN REQUIREMENTS

SUBSECTION - B  CONSTRUCTION ORDERS

SUBSECTION - C  RESOLUTION OF DISPUTES AND CLAIMS

SUBSECTION - D  DEFAULT AND TERMINATION OF CONTRACT
CONSTRUCTION PROCEDURES HANDBOOK

SECTION IV  SUBSECTION A  DATE

CONSTRUCTION CHANGES  CHANGED FIELD CONDITIONS  05/15/06

1. DESIGN CHANGES BY REGIONAL CONSTRUCTION ENGINEER/ FORCES
   a. When a field design change is required and that is within Construction’s approval authority, the Resident Engineer will:

   1) Fill out an “Authorization for a Change in Design” Form DC-150 (see Attachment “A”), in triplicate, and obtain written approval (memo, email) through the chain of command to the highest level of authorization required, including sketches and other appropriate backup material. (See General Note #1)

   2) File one copy and submit it, original plus one copy through the chain of command to the highest level of authorization required, based on the following limitations of responsibility and authority for design changes in the field:

<table>
<thead>
<tr>
<th>HIGHEST APPROVAL LEVEL</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Engineer</td>
<td>$0 TO $25,000.00 *</td>
</tr>
<tr>
<td>Field Manager</td>
<td>$25,000.01 TO $50,000.00 *</td>
</tr>
<tr>
<td>Regional Construction Engineer/ Project Manager (See Note 1)</td>
<td>$50,000.01 TO $250,000.00</td>
</tr>
<tr>
<td>Change Control Board (See Note 2)</td>
<td>OVER $250,000</td>
</tr>
</tbody>
</table>

   * Level of approval is provided only if the cost of the change is within the funded contingency amount approved and still available.

   Note #1: The Regional Construction staff must discuss the change and obtain concurrence of the Project Manager to establish a funding ceiling and scope prior to negotiation with the Contractor. The Regional Construction Engineer has approval authority for the final value of the change within the ceiling negotiated with the Project/Program Manager for that issue.

   Note #2: The Resident Engineer and/or Field Manager should be in attendance when a presentation is made to the Change Control Board.

   b) Only changes included in the following tabulation and subject to the listed physical limitations and levels of approval are permissible:
<table>
<thead>
<tr>
<th><strong>CATEGORY OF CHANGE</strong></th>
<th><strong>LIMITATIONS</strong></th>
<th><strong>LEVEL OF CONSTRUCTION ENGINEERING APPROVAL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision to encase or Cradle drainage pipe.</td>
<td>Original design may be modified but only or in conflict with utilities or other structures.</td>
<td>Resident Engineer with approval from any affected Utility Company (as conduits encased or otherwise)</td>
</tr>
<tr>
<td>Relocation and addition of inlets or manholes.</td>
<td>Only minor changes to meet field conditions.</td>
<td>Resident Engineer</td>
</tr>
<tr>
<td>Permitting private drainage connections, (such as: roof drains, cellar drains, commercial, industrial, county or municipal systems) to highway drainage. No new private drainage connections to highway drainage systems.</td>
<td>Flow from drain proposed for tie-in must be minor. Construction personnel will immediately consult with Resident Permit Engineer for determination.</td>
<td>Resident Engineer</td>
</tr>
<tr>
<td>Addition or deletion of fence to meet local conditions and/or to provide continuity.</td>
<td>Utilization up to 4 feet of fence as long as control of access remains unchanged.</td>
<td>Resident Engineer</td>
</tr>
<tr>
<td>Lateral limits of pavement to meet existing conditions.</td>
<td>Modification not involving a major change in concept.</td>
<td>Level of Approval required based on dollar value of change. Except for Maintenance Funded projects. Refer to CPH IV.B.</td>
</tr>
<tr>
<td>Within the Manual on Uniform Traffic Control Devices, the traffic control plan and the supplementary specifications, alter the location and type of barriers, lights and signs in order to adapt to field conditions.</td>
<td>No limitation.</td>
<td>Resident Engineer (Refer to CPH Sec. III-F)</td>
</tr>
<tr>
<td>Erosion Control - Adjustment to erosion control items as necessary to meet field conditions.</td>
<td>No limitation.</td>
<td>Resident Engineer (see 1.a.5) below)</td>
</tr>
<tr>
<td>Relocate electrical pull boxes or light fixtures.</td>
<td>Construction permitted to make such move up to 10 feet.</td>
<td>Resident Engineer</td>
</tr>
<tr>
<td>Relocation of Traffic Signal standard foundations</td>
<td>Construction permitted to move up to 3 feet</td>
<td>Resident Engineer or Regional Electrical Engineer</td>
</tr>
<tr>
<td>Relocation of highway lighting standard foundations</td>
<td>Construction permitted to move up to 5 feet</td>
<td>Resident Engineer or Regional Electrical Engineer</td>
</tr>
<tr>
<td>CATEGORY OF CHANGE</td>
<td>LIMITATIONS</td>
<td>LEVEL OF CONSTRUCTION ENGINEERING APPROVAL</td>
</tr>
<tr>
<td>--------------------</td>
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<td>--------------------------------------------</td>
</tr>
<tr>
<td>Relocation of Department lighting system wood poles (e.g., behind guide rail). Pole is to be free of all other utility facilities other than the Department's lighting system.</td>
<td>Construction permitted to move up to 5 feet.</td>
<td>Resident Engineer or Regional Electrical Engineer with input from T&amp;EE.</td>
</tr>
<tr>
<td>Additions to or deletions from earthwork and decisions regarding wet excavation, stripping, topsoil and unsuitable material.</td>
<td>No limitation</td>
<td>Level of approval required based on dollar value of change.</td>
</tr>
<tr>
<td>Removal and extension of curb and sidewalk for continuity and meeting existing field conditions.</td>
<td>Only changes to meet existing field conditions, where access will not be changed.</td>
<td>Resident Engineer.</td>
</tr>
<tr>
<td>Relocation of plant material (landscaping)</td>
<td>Planting material may be moved up to 10 feet</td>
<td>Resident Engineer (see 1.a.5) below</td>
</tr>
<tr>
<td>Elimination of unused and unneeded curbs.</td>
<td>No limitations.</td>
<td>Refer to CSH Section W.1.</td>
</tr>
</tbody>
</table>

**NOTE #3.** Should the proposed changes require a modification to the existing environmental permits (e.g., stream encroachment, freshwater wetlands, etc.) no work shall be authorized until approval from the applicable permitting agency is obtained. The Project Manager shall secure said approvals with input from the Environmental Team (E-Team).

5) Any changes in original plans that involve items which were originally governed by permit (e.g., stream encroachment, freshwater wetlands, etc.) shall not be authorized without the prior concurrence of the Project Manager. The Project Manager will have the responsibility for supplying and updating all permit documents for Construction.

6) With the preceding limitations, Construction forces should communicate with the Project Manager on all changes.

**Note #4:** Design Immunity applies only to design changes approved by any approval authority prior to actual construction. The Resident Engineer should obtain any required design approval (either from the Project Manager, Design Services, or if within the above noted restrictions from the required approval level of Construction Engineering) before the change is constructed.
b. Upon receipt of an "Authorization for a Change in Design" form and backup information, each level in the chain of command, as indicated on the form, up to the highest level required, will review the form and either approve, request additional information or revision, or disapprove.

1) If approved, the highest level of approval will send one copy of the executed form back through the chain to the Resident Engineer and retain the original.

2) If additional information or revision is needed at any level of approval, that level will send everything back through the chain to the Resident Engineer with a written explanation of what is required for resubmittal, and retain a copy.

3) If disapproved, the disapproving level will send the original form back through the chain to the Resident Engineer with a written explanation of this disapproval, and retain a copy.

c. When the Resident Engineer gets back an approved "Authorization for a Change in Design" form, he/she will prepare and process a Construction Order, if one is necessary. If a Construction Order is not necessary, the design change may be implemented immediately.

d. The Resident Engineer will note any field changes in design on the as-built plan sheets.

e. When the Resident Engineer gets back a disapproved "Authorization for a Change in Design", he/she will file it and go no further.

**NOTE #5:** When the highest approval level, the Resident Engineer, he will fill out the DC-150 or alternate form of communication in triplicate, retain one copy for file, and mark the other, "Information Only!" and forward one to his Field Manager and one to the Project Manager.

2. **DESIGN CHANGES REQUIRING DESIGN APPROVAL BY DESIGN SERVICES OR THE PROJECT MANAGER:**

a) When the Resident Engineer determines a need for a design change which is beyond Construction's authority, the Resident Engineer will:

   1. Prepare a written request for a design change to the Project Manager. The request should include a description of the problem, any known field data, and a proposed solution, if available. The request should note if a formal Change-of-Plan is required. Also the request should also indicate any anticipated scheduling impacts (critical path relationship) or priority the resolution of the situation has.
2) Follow up with the Project Manager on the time frame that it will take to receive an approved change. Keep the Contractor and the Field Manager informed.

3) Once the approved change is received from the Project Manager, incorporate the change of plan into the contract using the appropriate Construction Order.

b. When a Resident Engineer receives a written request from the Contractor for a field change and/or a major conceptual change of plan, specification, or other requirement of the contract, he/she will:

1) Ensure the request is complete, including a clear description of the problem, and what the proposed change is, with a cost estimate, including time adjustment, if appropriate.

2) Investigate and determine the merits of the request in coordination with the Field Manager. Make telephone contact with the Project Manager to advise him/her of the request and be prepared to offer opinions and/or suggestions. If the request has no merit or will not be granted, inform the Contractor of the Department's position in the request, in writing.

3) If the request meets the criteria for a Design Change by Regional Construction Engineering forces, follow the procedure for that type of change and inform the Contractor accordingly.

4) If the change requires further investigation by the designer, follow the procedure listed in paragraph 2 a. above.

3. DESIGN CHANGES REQUESTED BY THE CONTRACTOR [Including stage changes or changes in detour]

a. If the Contractor requests a design change that is not considered a Value Engineering Request, the Resident Engineer will forward the request along with any comments or recommendations to the Project Manager.

b. The Resident Engineer should confer with the Field Manager to discuss any design changes being considered. The Contractor's request must contain a request, a due date by which a decision by the Department is needed. The Department will review reasonable requests for design changes. If the time and costs of the Department for a review are prohibitive, after obtaining the Project Manager and Field Manager's concurrence the Resident Engineer may reject the request on that basis.

c. If the requested change involves a detour or a change in detour, the Resident Engineer will incorporate the requirements outlined in Department Policy 901, including: Providing written notice that local officials and police forces who have jurisdiction for the proposed detour have been contacted and that the Contractor has arranged for an agreement permitting the use of the roads, and furthermore is responsible for the use, maintenance and restoration of the roads.

d. The Resident Engineer will inform the Contractor if the request is approved or rejected. If the design change is approved, the Resident Engineer will inform
the Contractor that the approved with any required conditions including that the change results in no additional cost to the Department.

4. VALUE ENGINEERING REQUESTS BY THE CONTRACTOR.

Refer to CPH Section VI-F-5.

5. DEPARTMENT REQUESTED CHANGES TO THE CONTRACT.

a. The Resident Engineer will incorporate into the contract, using the appropriate Construction Order, at the direction of the Project Manager, any of the following types of changes:

1) A change in specifications being implemented in all existing contracts.

2) Extra or additional work being added (change in scope), within the project limits, through a change of plan approved by the Department’s Change Control Board.

3) A change in design to mitigate unforeseen traffic impacts. This type of change also requires the approval of the Bureau of Traffic Engineering and Investigation.
NEW JERSEY DEPARTMENT OF TRANSPORTATION

AUTHORIZATION FOR A CHANGE IN DESIGN

PROJECT: ________________________________  SECTION: ________________________________  FED. PROJ. NO.: ________________________________

LOCATION: ________________________________

DESCRIPTION AND LOCATION OF CHANGE: ________________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

REASON FOR CHANGE: ________________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

ESTIMATED IMPACT ON TIME OF COMPLETION: ________________________________________________________________

__________________________________________________________

__________________________________________________________

ESTIMATED COST: __________________________  HIGHEST APPROVAL LEVEL: ________________________________

THIS FIELD AUTHORIZATION IS IN ACCORDANCE WITH THE CONDITIONS AND LIMITATIONS STATED IN THE CONSTRUCTION PROCEDURES HANDBOOK SECTION IV A

APPROVED

RESIDENT ENGINEER: __________________________ (Signature)  (Print)  (Date)

FIELD MANAGER: __________________________ (Signature)  (Print)  (Date)

REGIONAL CONSTRUCTION ENGINEER: __________________________ (Signature)  (Print)  (Date)

PROJECT MANAGER: __________________________ (Signature)  (Print)  (Date)
The "Buy American" requirements on Department projects are classified as either Federal or State funded. If there are any Federal funds involved, the project is classified as Federal Funded. If there are no Federal funds involved, the project is classified as State Funded. The requirements for the two types of projects are as follows:

1. FEDERAL FUNDED PROJECTS

The Federal requirements for Buy American are based on steel and iron products and steel and iron coatings which are not to be manufactured in the project. This requirement does not apply to the use of temporary use and are not required to be listed in the project plans. All steel products on Federal funded projects must be manufactured in the United States. NAFTA does not affect these requirements.

2. STATE FUNDED PROJECTS

The State requirements prohibit the Contractor from using materials which are produced or manufactured outside of the United States on any public works. The statute is silent on the issue of components, it has been interpreted as to apply to end products only. This has given rise to some controversy on whether a given product is a component or an end product. To clarify its position, the Department has made a determination that products that are delivered to a job site for permanent incorporation into a project must have been produced or manufactured within the United States. For example, reinforcing steel to be used in a bridge deck, pre-cast concrete items, portland cement, concrete and permanent traffic signs, since they are delivered as a unit to be incorporated into a project, must all be manufactured in the United States. Some or all of the components in these items, however, may be manufactured outside of the United States. NAFTA does not affect these requirements.

3. WAIVER

It is necessary to request a waiver regarding the use of foreign materials on Wholly State Funded and Federal Funded Projects in accordance with Subsection 106.08 (1.) and (2.), respectively, of the Standard Specifications. The following procedures shall be followed for requesting waivers from the Buy American requirements.
a. State Funded Projects

The Commissioner under Standard Specifications Subsection 106.08 may allow exceptions to the prohibition. The process in obtaining the Commissioner waiver is:

1) The Contractor must submit a written request to waive the Buy American requirements of Subsection 106.08 (1) to the Resident Engineer of the project. The request must have accompanying documentation supporting the request such as insufficient availability of domestic sources, unreasonable domestic costs, etc. (Refer to text in Subsection 106.08 (1)).

2) The Resident Engineer will transmit a request to the Manager, Bureau of Materials for review and concurrence.

3) Bureau of Materials will determine if the request meets the criteria for an exception and upon concurrence, will then be forwarded for approval by the Commissioner.

4) Upon receipt of approval/disapproval, the Bureau of Materials will notify the Resident Engineer with copies to the Register, Construction Engineer; Director, Construction Services and Materials Manager, Bureau of Construction Engineering and the project and quality managers.

5) A Construction Order shall be written incorporating any waivers approved into the contract.

**NOTE:** If a material is found to repeatedly receive the Commissioner’s waiver, the Bureau of Materials will seek a blanket approval for all projects.

b. Federally Funded Projects

Exception may be permitted upon approval by the Federal Highway Administration. The process for obtaining an exception is:

1) The Contractor must submit a written request to waive the Buy American requirements of Subsection 106.08 (2) to the Resident Engineer of the project. The request must have accompanying documentation supporting the request such as insufficient availability of domestic sources, unreasonable domestic costs, etc., and the following information:
a) The cost (delivered) of the steel or iron product.
b) The total contract cost.
c) The intended use of the item, and if it is for a permanent or temporary application.
d) The origin of the material.
e) For steel sheet piling, the required section modulus must be.

2) The Resident Engineer will transmit requests to the Materier, Bureau of Materials for review and concurrence.

3) Bureau of Materials will determine if the request meets the criteria for an exception and upon concurrence, will then be forwarded for approval by the FHWA.

4) Upon receipt of approval, the Resident Engineer will notify the Regional Construction Engineer; Director, Construction Services and Materials; Manager, Bureau of Construction Engineering, and the Project and Field Engineers.

5) A Construction Order shall be written incorporating any waivers approved into the contract.

NOTE: Hot rolled steel sheet piling has received waivers because there are limited domestic sources. There are domestic sources of cold-formed steel sheet piling, but there are problems with cold formed steel sheet piling joints when a watertight closure is necessary. There is a domestic source of the type and size sheet piling needed. It should be used and a waiver should not be requested.
1. CONSTRUCTION ORDER DOCUMENTS

a. A Construction Order, Form DC 173 A & B, shall be initiated for the following reasons:

1) Field Changes or Design Changes
2) Specification Changes
3) Supplementary Agreements
4) Force Accounts
5) Field Orders
6) Adjusting estimated quantities to as-built quantities or whenever an item or group of items requires an adjustment, increases or decreases, or an item or group of items is eliminated.
7) Extensions or Reductions of Contract Time.
8) Implementation of a decision of the Department in resolving a DC-161 Dispute, a settlement of litigation, or a court decision or judgment.

NOTE: For individual changes over $250,000.00, the Project Manager must present the change to the Change Control Board. If it is determined that a Change Control Board meeting is required, the Resident Engineer and/or Field Manager will attend the meeting with the Project Manager.

b. Construction Order Tracking System

1) As part of Capital Program Management’s Strategic Goal to improve the quality of designs and reduce the impact of Construction Orders on Capital Program funds, the Department established a computerized Construction Order Tracking System.
2) The Construction Order Tracking System requires a Construction Order Catalog form (attachment “H”) be completed and submitted with all Construction Orders prepared and sent to the Regional Office.
3) The Resident Engineer shall fax the Construction Order Catalog form for Construction Orders addressing Design or Scope Changes to the Project Manager for their initial review. The Construction Order Catalog form includes a line where the Project Manager is to sign, date and note if they agree or disagree with the description of change selection. The Project Manager is to return this form to the Resident Engineer. The catalog form is for the Project Manager’s information and does not require the Project Manager’s approval.
However, if the Project Manager disagrees with the Resident Engineer’s description of change selection, the Regional Construction Engineer will be contacted to determine the most appropriate change selection.

4) The Resident Engineer will submit the Project Manager’s response copy of the Construction Order catalog form along with the Construction Order to the Regional Office. The Regional Construction Order Reviewer will check the Construction Order Catalog along with the Construction Order for uniformity and conformance with tracking system requirements.

c. Construction Order Guide

The Construction Order Guide, maintained as a separate document from the Construction Procedures Handbook (CPH), was put together to assist the Resident Engineer and establish uniformity in preparing Construction Orders according to current Department Policies. In addition to establishing standards that Resident Engineers are required to follow, the guide seeks to explain the rationale behind good Construction Order composition, documentation, sample statements and execution, and thus expedite an Order’s approval. The Construction Order Guide includes a checklist that may be used by the Resident Engineer for that purpose.

2. FIELD ORDERS

a. Purpose of Field Orders:

1) To make minor changes in the work that does not involve a Supplementary Agreement or a time adjustment, in accordance with CPH Section IV-A paragraph 1. (Design Changes by Regional Construction Engineering Forces).

2) To increase, decrease, or eliminate items due to field conditions.

3) For a specification change not requiring a price or time adjustment.

4) To direct the Contractor to proceed with work that requires a Change Order or Supplementary Agreement that has not been issued yet. All negotiations, quantities, and time adjustments are to be included in a Change Order or Supplementary Agreement, which should be issued within 30 days of the Field Order. Examples of this are:

a) To direct the Contractor to begin work on a change of plan, which requires further negotiations to establish a Supplemental Agreement.

b) To direct the Contractor to proceed with work to be done on a Force Account basis. (An estimate of the additional cost should be prepared by the Resident Engineer and forwarded to the Project Manager for approval prior to directing the Contractor.)
c) To direct the Contractor to proceed with emergency work.

b. Preparation of Field Orders

NOTE: A Field Order can be a letter sent to the Contractor by certified mail or hand delivered with a receipt, directing the Contractor to proceed with work which changes the original contract. This letter is to advise the Contractor that the direction contained is a “Field Order” and in accordance with 104.02 of the Project’s Specifications, the Contractor shall comply. This letter is to include clear direction, and to advise the Contractor that a Construction Order will be issued as soon as practicable to address the required changes.

1) The Resident Engineer will contact the Project Manager by telephone when a need for a Field Order is recognized. The Resident Engineer and the Project Manager will discuss or dismiss whether the Field Order is a result of a Design Error and Omission. If so, the Project Manager will begin procedures to recoup the cost incurred by the Error and Omission, if appropriate, and if approved by the Program Manager.

2) In the case of a Design or Scope change the Resident Engineer will fax a copy of the Nature and Reason of the Order to the Project Manager for review and comment. The Project Manager will advise the Resident Engineer by telephone that he agrees with the Nature and Reason and if applicable, that the funding is available.

3) The Resident Engineer shall prepare in final form (on ACES, if quantity adjustments are included) all Field Orders relative to the project, assisted by the Construction Field Manager, when necessary, and with concurrence of the Project Manager.

4) Field Orders (on ACES) are to be prepared in duplicate, with original signatures and dates on both copies. (Refer to Attachment “A”, Field Order process flow chart)

   a) Each Order shall have a sequential order letter, regardless of the type of Construction Order.

   b) The box marked "Field Order" shall be checked off.

5) Nature and Reasons for a Field Order shall be the same as those listed for change orders except no extra work items can be included.

6) A DC-174 Cost Sharing Distribution form shall be included as detailed under Change Orders.
c. Processing of Field Orders Prepared on DC-173 A & B Forms. (on ACES)

1) Authority Limitations (Field Orders over $50,000.00 become Change Orders)

   a) Before any Field Order is issued to change the work, it will have to be signed by the appropriate Department officials referenced in CPH Section IV-A paragraph 1.a.

   b) On projects with full FHWA oversight, the Resident Engineer shall attempt to obtain the FHWA Area Engineer's concurrence. Verbal approval must be secured prior to commencement of any extra work over $10,000. (For an extra work item less than $10,000, prior approval is not necessary.)

2) One original signature copy of Field Order shall be submitted through the Field Manager to the Regional Construction Engineer. A Field Order for FHWA Alternate Procedure Projects shall be approved for participation by the Regional Construction Engineer. The Regional Construction Engineer will approve ACES Field Orders on the mainframe and forward the original signature copy to the Bureau of Capital Program Coordination. The second original signature copy shall be given to the superintendent (Specifications Subsection 101.03) and a signed and dated receipt (see Attachment "D") of delivery will be secured by the highest level of signature authority referenced in CPH Section IV-A paragraph 1.a. (Transmittal may be made by Certified Mail, return receipt).

3) Protested Field Orders shall be handled in the same manner as described under Change Orders (below).

4) The Regional Construction Engineer shall distribute approved copies to the Resident Engineer, the Project Manager, and others as described under Change Orders, once processing is completed.

3. CHANGE ORDERS  (Refer to Attachment "B", Change Order process flow chart)

   a. Preparation of Change Orders (Form DC-173A & B)

      1) Initiation

         a) The Resident Engineer will contact the Project Manager by telephone when a need for a Change Order is recognized. The Resident Engineer and the Project Manager will discuss or dismiss whether the Change Order is a result of a Design Error and Omission. If so, the Project Manager will begin procedures to recoup applicable costs incurred by the Error and Omission, if appropriate, and if approved by the Program Manager.
b) In the case of a Design or Scope change the Resident Engineer will fax a copy of the Nature and Reason of the Order to the Project Manager for review and comment. The Project Manager will advise the Resident Engineer by telephone that he agrees with the Nature and Reason and if applicable, that the funding is available.

c) The Resident Engineer, with the concurrence of the Field Manager and the Project Manager, shall prepare in final typewritten form, using the ACES software, all Change Orders relative to the project (with the exception of those for utility agreements).

d) They are to be prepared in duplicate, (3 copies for final Change Orders) with original signatures and dates on all copies. An extra copy will be prepared for the Regional Office review.

i. Each Order shall have a sequential order letter, regardless of the type of Construction Order.

ii. The box marked "Change Order" shall be marked off.

2) Nature and Reason of Order

a) An introductory statement explaining the condition(s) that warranted the Order, relative to the plans and specifications, shall be given. Any adjustments made by a Resident Engineer due to changes in design should be fully explained.

b) An adjustment of lump sum item, an adjustment of $25,000.00 or more for any single item, a quantity adjustment greater than 100 percent and exceeding $10,000.00, or an adjustment of a plan quantity item shall require a full explanation. If an item has been adjusted on two or more Orders, the explanation shall be included on the document that causes the total adjustment to exceed $25,000.00.

c) An explanation shall also be given for how the Construction Order affects the completion date, regardless of whether an extension, reduction, or no time adjustment is necessary.

d) The Resident Engineer will incorporate a statement into the Order, which indicates the Project Manager's concurrence and document whether it is verbal, written or electronic. A copy of the Order will be printed from ACES after it is sent to the mainframe. This copy will then be faxed to the Project Manager. If the Order requires subsequent revisions, the revised Order is to be faxed to the Project Manager.

3) Cost Sharing Distribution

a) A Form DC-174, Cost Sharing Distribution, shall accompany all Orders on cost sharing projects, showing to whom the cost is chargeable. If there is
multiple participation in the order being processed, a listing shall be included, indicating what items or portions of items are chargeable to the various Federal Project Designations and/or other agencies. This listing can be included in the body of the Order or by attachment.

b) Information necessary for proper cost distribution will be derived from the "Project Cost Sharing Agreement" with accompanying back up material as submitted to the Region in accordance with Department Procedure 3.124.

NOTE: A Construction Engineering (CE) cost is any cost charged to a specific project after the Award of Contract whose worth is not incorporated into the project. Examples of CE costs are construction field office, field office maintenance, and telephone service. For extra work items considered CE cost items (e.g., partnering, and credit for failing samples), the percentage of Federal participating amounts must be included on the DC-174, Cost Sharing Distribution form. The CE cost is to be entered on the DC-174 as Contract CE Cost and the original dollar amount to be entered on the Participation Summary section of the form, is obtained from the Project's Cost Sharing Agreement.

c) On cost sharing projects, the following steps shall be taken:

i. Federal Highway Administration (Full Oversight Projects).

- The Resident Engineer shall attempt to obtain the FHWA Area Engineer's concurrence by means of a telephone call or a project meeting (at the discretion of the FHWA Area Engineer). Verbal approval must be secured prior to commencement of any extra work over $10,000. [For an extra work item less than $10,000, prior approval is not necessary.]

- If the Resident Engineer cannot reach a mutual agreement with the FHWA Area Engineer, he shall inform the Project Manager of the unresolved issue so that he/she reaches an administrative conclusion.

- The Order, including one of the following concurrence statements, will be submitted to the Regional Construction Engineer.

FULL AGREEMENT

"This Order has been discussed with (FHWA Area Engineer) of the Federal Highway Administration on (Date), is mutually agreed upon, and has tentative approval for both content and financial participation, dependent upon the submittal of supporting documentation."
PARTIAL AGREEMENT

"This Order has been discussed with ______ (FHWA Area Engineer) _______ of the Federal Highway Administration on ______ (Date) ______, is mutually agreed upon, and has tentative approval for both content and financial participation with the exception of ________________________________ (Explanation) ________________________________.

TOTAL EXCEPTION

"This Order has been discussed with ______ (FHWA Area Engineer) _______ of the Federal Highway Administration on ______ (Date) ______, who takes exception to both content and financial participation because of ________________________________ (Explanation) ________________________________.

- Confidential information should be put into a memorandum to the Project Manager. This memorandum is to be included in the backup information for the Order, including details of any exception to mutual agreement. The Project Manager will attempt to resolve the issue with the FHWA Area Engineer.
- If the Project Manager cannot obtain mutual agreement, he will advise the Program Manager and the Regional Construction Engineer of the decision. The Regional Construction Engineer will approve the Order as non-participating or reject the order.

ii. Federal funded projects under Alternate Procedures

FHWA concurrence is not required, but the Resident Engineer is encouraged to contact the FHWA if there are any questions. The Regional Construction Engineer will assume the review function of the FHWA, and if there are any questions on Federal Policies, participation levels, or regulations, the FHWA should be consulted immediately. After a thorough review, the Regional Construction Engineer will sign and date the Construction Order in the normal area, and then sign and date the Construction Order in the box reserved for Alternate Procedures Projects, indicating the status of participation approval.

NOTE: The following is a representative list of those construction items that are typically considered ineligible for participation with Federal funds. This list is not all-inclusive, and on occasion, the Resident Engineer may encounter items, which are questionable. The FHWA suggests the Resident Engineer have a
prior discussion with them in such instances. The FHWA will participate on a case-by-case basis, if deemed project beneficial.

As a general rule, the following items would not be eligible:

- Any items associated with normal maintenance activities, for instance, cleaning drainage system.
- Payment for re-doing faulty work.
- The value of additional or extra work resulting from a design error or omission for which the Department could seek reimbursement from the design consultant.
- Traffic damaged items.
- Time extensions and additional costs incurred due to utility delays and unavailability of right-of-way.
- Payment for added survey cost for work added to the contract where the bid items provide for the proration of the survey bid based on the final contract cost.
- Spare parts.
- Material and parts not incorporated into the project and turned over to Maintenance.
- Material not meeting contract specifications but incorporated into the project.
- Additional work resulting from unapproved change of plan.
- Claims, as noted in paragraph 4.b.3) b) below.

All non-participation is to be explained in the body of the Construction Order or by memorandum of record referenced in the Construction Order.

**NOTE:** The FHWA will participate on salvage credit on a case-by-case basis. Prior approval from the FHWA must be received before federal participation in the item can be shown, regardless of the project’s oversight category. This does not include the non-participating items listed above.

iii. Third Party Participation - Check provisions of agreement to see if prior approval of third party is required.

- For all other cost sharing agencies (New Jersey Transit, New Jersey Highway Authority, New Jersey Turnpike Authority, Port Authority of New York & New Jersey, Municipality, Utility Companies, etc.), the Resident Engineer shall contact the appropriate representative of the agency to obtain concurrence, if required by agreement, and shall include a concurrence statement in the Order.

- If prior approval is required by the Third Party and the Resident Engineer cannot reach a mutual agreement with the Third Party, he
shall inform the Project Manager of the unresolved issue so that he/she reaches an administrative conclusion.

- The Third Party's concurrence signature on the transmittal letter will be in lieu of their signature on the Change Order. Submittal of these orders will be done by the Regional Construction Engineer utilizing the example transmittal letter (see Attachment "E"). The Regional Construction Engineer will be responsible for ensuring that the transmittal letter is returned by the cost sharing party. The Project Manager will be responsible for resolving any disagreements between parties.

- The signed transmittal letter will be forwarded by the Regional Construction Engineer to the Bureau of Capital Program Coordination, with a copy to the Regional Construction Engineer.

iv. NJDOT Maintenance Funded Contracts

For NJDOT Maintenance Funded Contracts, the Resident Engineer must notify the Manager, Bureau of Maintenance Engineering prior to processing any Construction Order regardless of the monetary value.

b. Processing of Change Orders

1) The Resident Engineer shall submit the Change Order in its final typewritten form through the Field Manager to the Regional Construction Engineer for review, his recommending signature and approval on behalf of the Department, and for further processing. The Change Order is to be sent to the computer mainframe by the Resident Engineer prior to review by the Regional Construction Engineer. The Regional Construction Engineer will adjust the contract amounts and number the Change Order. For the final Construction Order, the Regional Construction Engineer will be responsible to insure that the DC-174 Cost Sharing Distribution correctly reflects the as-built participation.

NOTE 1: All signers of the hard copy of Construction Orders (Field Orders, Change Orders, and Supplementary Agreements) shall have their name typed or neatly printed below their signature.

2) After approval by the Regional Construction Engineer, an original signature copy shall be sent to the Bureau of Capital Program Coordination.

3) The second original signature copy shall be sent to the Contractor. A signed, dated receipt (see Attachment "D") of delivery to the Superintendent must be secured. Transmittal of the Order to the Contractor may be made by return receipt, Certified Mail.
4) The Regional Construction Engineer shall distribute copies of the approved Change Order to the Resident Engineer, Project Manager, and others as required.

5) The Regional Construction Engineer is to respond back to the Contractor for Protested Change Orders. The Regional Construction Engineer may consult the Resident Engineer prior to preparing this response. If a specific written protest is received from the Contractor, a copy shall be sent by the Regional Construction Engineer to The Bureau of Capital Program Coordination, the Project Manager and the Resident Engineer.

   a) A general protest - one that is not specific or one that does not have a detailed statement of the points of disagreement - shall be rejected by the Regional Construction Engineer, and the Contractor shall be given 5 days to respond to the rejection.

   b) The receipt of a specific written protest shall not relieve the Contractor from performing the work according to the Order.

**NOTE 2:** It is currently required for the Regional Construction Engineer to submit all final Construction Orders for a project in duplicate to Capital Program Coordination.

4. **SUPPLEMENTARY AGREEMENTS** (Refer to attachment “C”, Supplementary Agreement flow chart)

   a. Initiation of Supplementary Agreement Orders (Form DC 173 A & B).

      1) The Resident Engineer will contact the Project Engineer by telephone when a need for a Supplementary Agreement is recognized. The Resident Engineer and the Project Manager will discuss or dismiss whether the Supplementary Agreement is a result of a Design Error and Omission. If so, the Project Manager will begin procedures to recoup applicable costs incurred by the Error and Omission, if appropriate, and if approved by the Program Manager.

      2) In the case of a Design or Scope change, the Resident Engineer will fax a copy of the Nature and Reason of the Order to the Project Manager for review and comment. The Project Manager will advise the Resident Engineer by telephone that he agrees with the Nature and Reason and if applicable, that the funding is available.

      3) The Resident Engineer, with concurrence from the Project Manager, shall determine if new and unforeseen work essential to the completion of the contract is covered all or in part by any or a combination of contract items. Any remaining portion shall be classified as Extra Work.

Negotiations shall begin to establish a Supplementary Agreement to perform the Extra Work. The Contractor shall, upon request, furnish the Resident
Engineer with adequate detailed cost for such item(s) of work. The strict Force Account format does not always have to be used for the submission of Supplementary Agreements for Extra Work. A simple quotation for commonly encountered items of work will often be sufficient. The Resident Engineer can then use a comparison to recently bid projects on weighted averages as justification for acceptance. On FHWA Full Oversight Projects, the justification memorandum and the supporting documentation is to be sent with the Construction Order to the FHWA for all items over $10,000.

4) If the Contractor's submission is unacceptable, the Department may require the Contractor to proceed under Specifications Subsection 109.03 (see Paragraph 5, Force Accounts, below) by issuance of a Change Order or Field Order. The Regional Construction Engineer or designee shall determine the adequacy of the "detailed cost data" furnished by the Contractor.

**NOTE:** Both the Contractor and the NJDOT must agree on the conditions of the Supplementary Agreement prior to preparing the Order. Supplementary Agreement Orders can not be processed with a protest; however, the Order can agree to disagree on a specific aspect of the change.

5) If the Contractor's submission is acceptable, a Supplementary Agreement Construction Order shall be prepared which shall be conclusive as to all questions of compensation and time adjustments relative to the subject of the agreement (Specifications Subsection 104.02).

b. Preparation of Supplementary Agreement Orders

1) The negotiated agreement shall be processed on Form DC-173 A & B in duplicate, with original signatures and dates on all copies. An extra copy will be prepared for the Regional Office review.

   a) Each Order shall have a sequential order letter, regardless of the type of Construction Order.

   b) The box marked "Supplementary Agreement" shall be checked off.

2) Nature and Reasons for a Supplementary Agreement Order shall be the same as that listed for Change Orders. The following special provisions shall also be addressed in a Supplementary Agreement Order:

   a) A statement why the work is considered to be essential to the contract, that the work is not covered by existing contract items (an explanation why the Contractor is being reimbursed through a supplemental item), and reference to appropriate contract provisions.

   b) The Resident Engineer will submit a memorandum of justification for acceptance to the Regional Construction Engineer. Since Supplementary Agreements are the result of negotiations between the Department and
the Contractor, the Resident Engineer’s cost estimate can be used as part of the justification. The justification will also include a statement that the price submitted has been reviewed by the Resident Engineer and has been found reasonable and acceptable as explained.

c) In some instances when an agreement cannot be reached, preliminary funds need to be established so that the Contractor commences work immediately and payment can be made. The estimated Force Account amount is to be readjusted on final review of the actual cost documents.

d) When a Supplementary Agreement is initiated to resolve disputes, solve contract problems, grant an extension of time, or to reach a mutual agreement on issues, the Order must specifically identify and address the event, problem, issue, or dispute which is being resolved in the body of the Supplementary Agreement. Examples of these issues are utility delays, environmental impacts, ROW availability, delays, extensions of time, etc. Additionally, it is necessary to attach to the Construction Order a “Potential Claim Release” form (see Attachment “G”), if a DC-161 has been filed.

3) Potential Claim Release

a) For any Construction Order initiated to resolve disputes for which a DC-161 Form has been filed, a “Potential Claim Release” form shall be attached (See Attachment “G”) with the Construction Order, and must be signed by the Contractor prior to execution of the Order by the Regional Construction Engineer. Therefore the Order must be processed as a Supplementary Agreement.

b) The FHWA will not participate:

i. If it has been determined that NJDOT employees, officers, or agents acted with gross negligence, or participated in intentional acts or omissions, fraud, or other acts not consistent with usual State practices in project design, plan preparation, contract administration, or other activities which gave rise to the claim;

ii. In such cost items as consequential or punitive damages, anticipated profit, or any award or payment of attorneys’ fees paid by the State to an opposing party in litigation; and

iii. In tort, inverse condemnation, or other claims erroneously styled as claims “under a contract.”

iv. For the value of additional or extra work resulting from an errors or omission for which the Department could seek reimbursement from a consultant.
4) A DC-174 Cost Sharing Distribution form shall be included as detailed under Change Orders.

c. Processing of Supplementary Agreement Orders

1) The Resident Engineer submits the Supplementary Agreement to their Field Manager and the Project Manager. The package shall contain the initial concurrence from the Project Manager that funds are available if over $50,000.

2) After the Field Manager’s review and Project Manager’s concurrence that funds are available, it is reviewed by the Regional Construction Engineer. The Resident Engineer will send the Construction Order to the computer mainframe prior to the Regional Construction Engineer’s review. If it is acceptable, the Regional Construction Engineer sends the Order to the Contractor by mail (see Attachment “F”).

3) The two original signature copies shall be sent to the Contractor for acceptance. For Supplementary Agreements initiated to resolve disputes for which a DC-161 has been filed, a signature on the “Potential Claim Release” form is also required (see Attachment “G”).

4) After the Contractor returns the two signed Supplementary Agreements, the Regional Construction Engineer will adjust the contract amounts, add the Construction Order Number, sign both copies of the Order approved, approve it on the mainframe on behalf of the Department, and forward one original to the Bureau of Capital Program Coordination.

**NOTE:** A Supplementary Agreement is a bilateral agreement and acceptance should be expected. However, if the agreement is rejected, the Contractor may be required to do the work on a Force Account basis (see Paragraph 5, Force Accounts, below). By Specification, protested Supplementary Agreements can not be processed.

5) The second original signature copy shall be sent to the Contractor by the Regional Construction Engineer. Transmittal of the Order shall be made by return receipt, Certified Mail.

6) The Regional Construction Engineer shall distribute copies of the approved Supplementary Agreement to the Resident Engineer, Project Manager, Program Support Services and others as required.

5. **FORCE ACCOUNT**

a. Initiation of Force Account Construction Orders. (Form DC-173 & DC-174)

1) The Resident Engineer, with concurrence from the Project Manager, shall determine if new and unforeseen work, essential to the satisfactory
completion of the contract, is covered all or in part by any or a combination of contract items. Any remaining portion shall be classified as Extra Work. Where the Contractor and the Resident Engineer cannot negotiate a Supplementary Agreement in accordance with Paragraph 4 SUPPLEMENTARY AGREEMENTS above, for Extra Work, the Department may require the Contractor to do such work on a Force Account basis in accordance with Specifications Subsection 109.03.

When a price cannot be agreed upon, preliminary funds need to be established so that the Contractor commences work immediately and payment can be made. The estimated amount is to be readjusted based on the final review of the actual cost documents. The Construction Order containing these preliminary funds does not require the Contractor’s signature prior to execution. For FHWA Full Oversight Projects, contact the FHWA prior to commencement if the amount of the Force Account work exceeds $10,000.

2) Payment adjustments for major contract items (Specifications Subsection 104.05) that are increased or decreased by more than 25% from estimated quantities may be made by force account, as provided in Specifications Subsection 109.03.

3) Payment for any appropriate compensation because of eliminated items (Specifications Subsection 104.06) will be made by Force Account as provided in Specifications Subsection 109.03. However, no profit will be allowed.

4) Payment for Contractor’s expenses during delays will be made as provided in Specifications Subsections 109.03 and 109.04.

b. Preparation of Force Account Construction Orders

1) A Field Order may be used to direct the Contractor to proceed with Force Account work. This must be followed as soon as possible by a Change Order establishing the estimated cost and time adjustment, if any, in duplicate, with original signatures and dates on all copies. In all cases a Change Order must be submitted to establish an estimated cost for a Force Account, which may require adjustment when the work is completed.

   a) Each Order shall have a sequential order letter assigned, regardless of the type of Construction Order.

   b) Check off box marked "Change Order" or "Field Order", as applicable.

2) Adjustments to Force Account work costs shall be made by Change Order only. The Change Order shall adjust payment for the actual cost incurred, as determined by Specifications Subsection 109.03, or 109.04. An explanation must be included in the Change Order if the adjustment (over or under)
exceeds $25,000.00. The adjustment shall be treated as an increase or decrease.

3) Nature and Reason for a Force Account Order shall be the same as those listed for Change Orders, except the listing of items shall be as follows:

a) When establishing the Force Account, the work shall be listed as Extra. Each item shall include:

   Item Number
   Description
   Force Account (FA)
   Cost (estimated)

b) When adjusting the Force Account, the work shall be listed as an Increase or Decrease. Each item shall include:

   Item Number
   Description
   Force Account (FA)
   Cost

Also, the statement "This Change Order is subject to audit by the Department in accordance with Subsection 109.03 or 109.04 of the Contract's Specifications" is to be included.

c. Processing of Force Account Construction Orders shall be the same as detailed under Change Orders.
CONSTRUCTION
FIELD ORDER PROCESS

PM TO VERIFY THE FUNDING
IN CASE OF A DESIGN OR SCOPE CHANGE
RE WILL FAX A COPY OF THE NATURE AND
REASON TO THE PM FOR REVIEW AND
COMMENT

CONTACT THE
PM, DISCUSS OR
DISMISS
WHETHER THE
CO IS A RESULT
OF DESIGNER
ERROR OR
OMISSIONS

RE DETERMINES
THAT THE
CHANGE OF
WORK
REQUIRES A
FIELD ORDER
(PREPARE IN
DUPLICATE WITH
ORIGINAL
SIGNATURE)

AMOUNT > $25,000

AMOUNT > $50,000

FIELD MANAGER REVIEWS

RE TRANSMITS
TO MAINFRAME

RE OR PM
DETERMINES
NEED OF A
CHANGE

FOR FHWA FULL OVERSIGHT
PROJECTS
IF THE WORK
OVER $10,000
CONCURRENCE OF THE
FHWA REQUIRED BEFORE
STARTING

FHWA CONCURRENCE

PM TO RESOLVE
DISPUTE WITH
FHWA

NEEDS TO BE PROCESSED
A CHANGE ORDER

ORIGINAL

BUREAU OF CAPITAL
PROGRAM COORDINATION

(ORIGINAL)
RCE REVIEW,
SIGNS
ADD TO NO# AND
APPROVES
ON MAINFRAME

Fax COPY OF CO TO PM

TO CONTRACTOR
ONE ORIGINAL VIA
RECEIPT RECEIPT
CERTIFIED MAIL

IF PROTESTED
RCE Responds
TO PROTEST

LEGEND
CO Construction Order
RE Resident Engineer
FM Field Manager
PM Project Manager
RCE Regional Construction Engineer
FHWA Federal Highway Administration
CONSTRUCTION CHANGE ORDER PROCESS

START

CONTACT THE PM, DISCUSS OR DISMISS WHETHER THE CO IS A RESULT OF DESIGNER ERROR OR OMISSIONS

CONCURRENCE OF FM

RE OR PM DETERMINES THE NEED OF A CHANGE (SUBSECTION 104.02)

FOR FHWA FULL OVERSIGHT PROJECTS

IF EXTRA WORK OVER $10,000, CONCURRENCE OF FHWA REQUIRED BEFORE STARTING CONSTRUCTION OF EXTRA WORK

RE DETERMINES THE CHANGE IN WORK REQUIRES A CHANGE ORDER (PREPARE IN DUPLICATE WITH ORIGINAL SIGNATURES)

FIELD MANAGER REVIEWS & SIGNS

RE TRANSMIT TO MAINFRAME

FAX COPY OF CO TO PM

REVIEW BY THE REGION CHANGE ORDER ENGINEER

IF REJECTED RETURN TO FM FOR CORRECTIONS

FHWA CONCURRENCE

PM TO RESOLVE DISPUTE WITH FHWA

ORIGINAL

CONTRACTOR VIA RETURN RECEIPT CERTIFIED MAIL

ORIGINAL *

BUREAU OF CAPITAL PROGRAM COORDINATION

COPY

RESIDENT ENGINEER

COPY

PM

2-ORIGINALS FINAL CO - 3 ORIGINALS FOR FHWA PROJECTS

RCE REVIEW, SIGNS, ADD CO NO# AND APPROVES ON MAIN FRAME

IF PROTESTED RCE RESPONDS TO PROTEST

LEGEND

CO Construction Order
RE Resident Engineer
FM Field Manager
PM Project Manager
RCE Regional Construction Engineer
FHWA Federal Highway Administration
CERTIFIED MAIL
RETURN RECEIPT

Date

Contractor
9 Doe Lane
Asbury Park, New Jersey 07924

Re:  Route 66, Section 3X
     Fed. Proj. No. AB-OOOS(000)
     D.P. No.: 96240

Attention: (Contractor's Authorized Representative)

Enclosed is one original signature copy of Construction Order letter ______
dated ______________, which has been issued in accordance with Subsection 104 of
the Specifications relative to the subject project.

THIS IS BEING SENT FOR YOUR RECORDS. CONTRACTOR'S SIGNATURE IS
NOT REQUIRED ON CHANGE ORDERS OR FIELD ORDERS. DO NOT SIGN AND
RETURN.

Subsection 104.04 of the Specifications describes the procedure and time frame for
presenting a written, specific protest concerning the enclosed Construction Order
should there be a disagreement. The Resident Engineer must be copied on all
protests.

Sincerely,

Regional Construction Engineer

Enclosure

c: Bureau of Capital Program Coordination (w/original)

___________, Resident Engineer (w/attachment)
Project Manager

file
ATTACHMENT "E"

Full Project Name
Federal Project No.

STANDARD SPECIFICATIONS (YEAR)

Attention Participating Agency:

The attached executed Construction Order, Letter ( ), for the above captioned project, revises the estimated amount of participation for your organization in this project.

Please review these documents and signify your concurrence with the revised estimated participation by signing this transmittal letter and returning the original to:

Regional Construction Engineer
(Address of Regional Construction Office)

Sincerely,

_____________________________________
Regional Construction Engineer

Attachments

"In my capacity as an authorized representative for (Organization Name), I have reviewed the above-mentioned documents and concur with the revised estimated participation quantities."

_____________________________________
Signature

_____________________________________
Date

_____________________________________
Print or Type Name

_____________________________________
Title
ATTACHMENT "F"

Date

Contractor
9 Doe Lane
Asbury Park, New Jersey 07924

Re: Route 66, Section 3X
AB-OOOS(000)
D.P. No.: 96240

Attention: (Contractor's Authorized Representative)

Enclosed are two original signature copies of Supplementary Agreement letter _____, dated ________________, relative to the subject project.

PLEASE SIGN, DATE, AND PRINT SIGNER'S NAME IN THE SPACE PROVIDED ON ALL COPIES AND RETURN THEM TO ME AT THE ABOVE ADDRESS.

You will receive a fully signed copy of this Supplementary Agreement after it is fully executed. In accordance with Subsection 104.02 of the Contract Specifications, Protested Supplementary Agreement Orders can not be executed.

Your expeditious reply is requested.

Sincerely,

Regional Construction Engineer

Enclosure

c: __________________, Project Engineer
    __________________, Resident Engineer
    file
ATTACHMENT "G"

CONTRACTUAL NOTICE FORM (DC-161) RELEASE

Project and Section
Federal Project Number

In consideration of payment as stipulated in the attached Construction Order (Form DC-173A) letter________ dated __________, we hereby release the State of New Jersey, the State Commissioner of Transportation, his employees and his agents from all liability and claims set forth with the Contractual Notice Form filed on (date) __________ regarding (subject) _______________________. I hereby acknowledge that I am authorized to execute this release and bind the Contractor.

DATE: ___________________ NAME OF FIRM: _______________________

WITNESS: _______________ (TYPE or PRINT) SIGNATURE ____________________

______________________________________________________________
Company Title
Representative
CONSTRUCTION ORDER CATALOG

DP # Route Section Change Order Letter
Description

The DATE OF CHANGE column shall be the date problem was first encountered in the field.

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<th>DATE OF CHANGE</th>
<th>DESCRIPTION OF CHANGE</th>
<th>AREA OF CHANGE</th>
<th>TIME ADJUST</th>
<th>NET COST</th>
<th>DC-161 DISPUTE RESOLUTION</th>
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DESCRIPTIONS OF THE TYPES OF CHANGES  No more than six (6) types of changes can be included in each order. Descriptions with * must also specify the area of change (see list below). Only one description can be used per change, the INITIAL CAUSE is the key factor.

A. * Changes Authorized by Construction in accordance with CPH Sec 4-A (including as-builts), which are not in any other description of change.
D. Traffic impact modification or safety enhancement.
E. Additional work for Corrective Action comment, including work after completion date.
F. * Project Management change to add or delete work (scope change).
G. Change to address a Right of Way issue.
H. Change to address a Utility issue.
I. Change to address an Environmental issue.
J. * Change to address an error or omission in the Contract.
K. * Any other Project Management change based on field conditions.
L. Change in Specification by the Department (Specify Subsection ---.-).
M. Change in Material by the Department and/or Contractor.
N. Implementation of a Value Engineering proposal.
O. * Implementation of a Contractor requested change (except VE or Material).
P. * Implementation of any Third Party initiated change (including elected officials).
Q. Only a Time Adjustment and/or mitigation of a delay (No Quantities).
U. Unused or Deleted Item Material Purchase (i.e. Pile Cutoffs).
V. Partnering Payments
W. Incentive/Disincentive Payments (including bonus and penalty).
X. Unique Situations, including Force Majeure (Enter the reason in the space provided. Specify: Act of God, fire, flood, strikes, accident, etc.).

AREAS OF CHANGE  (For those descriptions with * use word after letter)

a) Drainage  b) Roadway  c) Bridge  d) Electrical  e) Landscape

DC-161 DISPUTE RESOLUTION DESCRIPTION CHANGES

1. DC-161 Claim Submittal for Extra Work.
2. DC-161 Claim Submittal for Specification and/or Plan Interpretation.
3. DC-161 Claim Submittal for Delay.

Project Manager ___________________________ AGREE ___ DISAGREE ___ Date ________

(FAX THIS FORM BACK TO THE R.E.)
Revised: March 1, 2001
INSTRUCTIONS FOR THE CONSTRUCTION ORDER CATALOG FORM

1. Enter the Project's DP number on form.

2. Enter the Route and Section or Description of the Project, if no Route and Section.

3. Enter the Construction Order letter.

4. Enter the date the Order was sent to the Project Manager the first time to gain preliminary approval.

5. For each type of change included in the Order (up to 6), enter:
   - The date the problem was *first* encountered in the field. For as-builts, this date should be the date the as-built quantities were sent to the Contractor for approval.
   - The letter from the list of Descriptions of the Types of Change. The major or root *cause* of the change is the key factor, should the change fit into more than one description.
   - For those Types of Change with asterisks, enter each different area of change from the list of Areas of Change.
   - If a Specification Subsection is involved, enter the Subsection number in the space for area.
   - The Code for time adjustment associated with this change:
     TA = Time adjustment included for this change
     NONE = No time adjustment required by the change
     TBD = Time adjustment to be determined in future order
   - The calculated net cost, including extra work, increases, and decreases, associated with this change.
   - If the Construction Order includes a DC-161 Dispute Resolution, enter the appropriate number.

6. The Construction Order Catalog form is to be faxed to the Project Manager for their review.

If there is any question as to the Type of Change to be used for a particular situation, contact the Regional Construction Order Engineer in the Region Office for assistance.
1. THE CONTRACTUAL CLAIM RESOLUTION PROCESS

a. The Contractual Claim Resolution Process is detailed in Subsection 107.02 of the Contract Specifications. The process is sequential in nature and is composed of four (4) steps: (See Flowchart on Page 2 for Steps 1 thru 4).

- **STEP 1** - REVIEW BY THE RESIDENT ENGINEER PROJECT MANAGER
- **STEP 2** - REVIEW BY THE REGIONAL DISPUTE BOARD
- **STEP 3** - REVIEW BY THE DEPARTMENT CLAIMS COMMITTEE
- **STEP 4** - NONBINDING MEDIATION

No dispute will be recorded at a particular level of review unless the dispute has been reviewed at the preceding level and the Contractor rejects the decision in writing within the time period specified.

b. The Contractor must file the necessary Contractual Notice Form (DC-161), as required by Specifications Subsection 107.02, in order to provide notice and enter the Contractual Claim Resolution Process. The Contractor must also notify the Resident Engineer in writing that all documentation in support of the claim has been provided to the Resident Engineer and that the Contractual Claim Resolution Process should begin. No formal action will be taken by the Resident Engineer until this written notification is received. The documentation provided to the Resident Engineer shall serve as the basis for evaluating the Contractor’s position regarding the claim throughout the Contractual Claim Resolution process.

Specifications Subsection 107.02 contains a list of the minimum information to be supplied by the Contractor to constitute a complete claim. Incomplete forms are to be rejected noting the missing items not included in the package. Unless specifically requested by the Department, the submission of additional information by the Contractor at any step of the review process shall cause the process to revert back to Step 1.

At any step in the process a claim is resolved, the Contractor must sign an unconditional release as to any and all matters arising from the claim. (See Attachment “A”). If a portion of the claim is resolved, a conditional release detailing what issues or costs are unresolved must be signed by the Contractor. A conditional release must be carefully tailored to restrict the nature and extent of the unresolved portion of the claim. Resident Engineers should confer with
2. PRESTEP 1 - DC-161 SUBMITTAL BY CONTRACTOR

   a. The Resident Engineer, upon receipt of a Form DC-161 shall review the submittal to ensure that it is complete and in accordance with Specifications Subsection 107.02. If it is not, the Resident Engineer will notify the Contractor within 15 days what information is missing, and that the Contractor must re-notify the Resident Engineer when all documentation in support of the claim, and in accordance with the minimum requirements in Subsection 107.02, has been provided and that the Contractual Claim Resolution Process should begin. The Resident Engineer will copy the Project Manager, the Field Manager, the Regional Construction Engineer and the Bureau of Construction Engineering on all claim related correspondence and ensure that adequate field documentation on the disputed issues is maintained in a separate project file. The Resident Engineer will copy the FHWA on all notice of claims (Form DC-161) for all federally funded projects.

   b. At this point, the Resident Engineer will initiate the appropriate analysis of the claim. The Project Manager and Field Manager shall be involved in the Resident Engineer's analysis as the resulting Department position is to be a joint effort.

   c. If during the Prestep 1 review the Resident Engineer finds that the act or event for which the Contractor is providing contractual notice was caused or contributed to by the Design Consultant, the Resident Engineer is to notify the Project Manager of the potential involvement of the Design Consultant so that the Project Manager can give notice to Consultant in accordance with the Consultant Agreement. Likewise if the act or event for which the Contractor is providing notice was caused or contributed to by a Construction Inspection Consultant, the Resident Engineer is to notify the Regional Consultant Coordinator so that the Regional Consultant Coordinator can give notice in accordance with the Consultant Agreement.

3. STEP 1 - REVIEW BY THE RESIDENT ENGINEER/PROJECT MANAGER

Upon receipt of a complete package in accordance with Subsection 107.02, and a written notice from the Contractor to proceed with the Contractual Claim Resolution Process, the Resident Engineer will conduct a documented meeting and/or negotiation session with the Contractor. The Resident Engineer will then render a written decision regarding the matter in dispute within 30 State Business days of the Contractor's notification that the Contractual Claim Resolution Process should begin. This written decision should be the position of the Department regarding the claim, and must have the concurrence of the Construction Field Manager, Project Manager and anyone else listed on the chart in Section IV-A paragraph 1.a.2). The Field Manager and Project Manager will be part of the meeting with the Contractor.
and ensure a unified Departmental support and a complete analysis of the claim. If additional time is needed for proper analysis and review of the Contractor's claim, the time may be extended by mutual agreement.

For FHWA Full Oversight projects, the Resident Engineer shall also discuss the claim with the FHWA Area Engineer to keep the FHWA informed for financial participation purposes (See CPH Section IV-B) and if the claim is rejected, the Resident Engineer will send a copy of the rejection letter from the RE to the Contractor) to the FHWA Area Engineer.

The Contractor shall, within 15 State Business days of the receipt of the decision by the Resident Engineer, either accept or reject the decision in writing. If the Contractor neither accepts nor rejects the Resident Engineer's decision within 15 State Business days of its receipt, the claim will be considered withdrawn from the Contractual Claim Resolution Process and there will be no further review of the claim. A letter stating same will be sent to the Contractor when the 15 State Business day period expires.

If the Contractor accepts the decision of the Resident Engineer, the Resident Engineer will initiate a Construction Order to implement the resolution of the claim, in accordance with CPH Section IV-B, which will include the unconditional release as to any and all matters arising from the claim. This Construction Order cannot be processed without a Contractor executed and signed "Claim Release” form.

If the Contractor rejects the decision of the Resident Engineer, and provides a written request for the claim to be forwarded to Step II, the Resident Engineer will forward the claim and supporting information (4 copies) to the Regional Construction Engineer and request a review by the Regional Dispute Board (copies sent to all three members). This information shall also include a fact sheet, prepared by the Resident Engineer, which incorporates a description of the Contractor's claim, the Department's field facts as related to the claim, the supporting basis and documents for the Department's position at STEP I, including documentation of the Step I meeting and any calculations of how the settlement offer included in the decision was arrived at. The fact sheet shall also contain the Resident Engineer's calculation of the documented value of the claim based on field records of the work performed, should the Department's position be altered at a higher level.

4. STEPS FOR REVIEW BY THE REGIONAL DISPUTE BOARD

The Regional Dispute Board is a three-member board comprised of the Program Manager for the project, an Engineer from the Bureau of Construction Engineering, and the Regional Construction Engineer (chairperson).

The Regional Dispute Board will, within 30 State Business days of receipt of the claim information from the Resident Engineer, schedule and hold a meeting with the Contractor to review the claim. This time limit may be extended by mutual
agreement of the parties. A meeting with the DOT staff may be necessary before and/or after the Contractor meeting to formulate the Department’s position and the disposition of the claim.

For all federally funded projects, FHWA participation must be obtained before a settlement offer is made. The Regional Construction Engineer will send a copy of the Regional Dispute Board’s meeting date letter to the FHWA Area Engineer. The Regional Construction Engineer will send a copy of the Regional Dispute Board’s determination letter (from the Chairperson to the Contractor) to the FHWA Area Engineer.

The Chairperson of the Regional Dispute Board will, within 20 State Business days of the meeting, issue a written decision with reasons to the Contractor signed by all three members.

The Contractor shall, within 15 State Business days of receipt of the decision from the Regional Dispute Board, either accept or reject it in writing. If the Contractor neither accepts nor rejects the Regional Dispute Board’s decision within 15 State Business days, the Contractual Claim Resolution Process will be considered concluded, and there will be no further review of the claim. A letter stating same will be sent to the Contractor when the 15 State Business day period expires.

If the Contractor accepts the decision of the Regional Dispute Board, the Regional Construction Engineer will forward the decision and backup documentation to the Resident Engineer who will issue a Construction Order to implement the resolution of the claim, in accordance with CPH Section IV-5, that will include the unconditional release as to any and all matters arising from the claim. This Construction Order cannot be processes with a Contractor protest or an unsigned “Claim Release” form.

If the Contractor rejects the decision of the Regional Dispute Board and the value of the claim is more than $20,000, the contractor may request review by the Department Claims Committee. If the value of the claim is less than $20,000, the Regional Dispute Board is the final review level.

5. REVIEW BY THE DEPARTMENT CLAIMS COMMITTEE

The Contractor may request, in writing to the Secretary of the Department Claims Committee, with a copy to the Director, Construction Services and Materials, that any claim or claims unresolved after review by the Regional Dispute Board, be scheduled for review by the Department Claims Committee, if any one of the following applies:

a. The claim or combination of claims exceed $250,000.

b. It is mutually agreed to by the Contractor and the Department
However, if the project is 75% complete by contract time or dollar amount, all unresolved claims at step II will be reviewed at a single session of the Department Claims Committee after Completion of the Work.

On all federally funded projects, the Secretary of the Department Claims Committee will keep the FHWA advised of all meetings and determinations. For all federally funded projects, FHWA participation must be obtained before a settlement offer is made.

At the time of issuance of the Proposed Final Certificate, the Contractor may request, in writing, a review by the Department Claims Committee of all unresolved claims which have gone through the first two steps of the Contractual Claim Resolution Process and which have not already been presented to the Department Claims Committee. The Contractor’s written request must accompany its conditional release of the Proposed Final Certificate, with a copy sent to the Secretary of the Department Claims Committee, and shall be made within 30 State Business days of the issuance of the Proposed Final Certificate.

The Secretary of the Department Claims Committee will, within 45 State Business days of the receipt of the Contractor’s written request, schedule a Claims Committee meeting to review the claim. This time limit may be extended by mutual agreement of the parties.

The Department Claims Committee will, within 45 State Business days of the meeting, notify the Contractor in writing of its decision of the claim(s), giving reasons for its decision.

The Contractor shall, within 15 State Business days of the receipt of the Department Claims Committee decision, either accept or reject it in writing. If the Contractor neither accepts nor rejects, the Department Claims Committee decision within 15 State Business days of its receipt, there will be no further automatic review of the claim and will be considered withdrawn from the Contractual Claim Resolution Process.

If the Contractor accepts the decision of the Department Claims Committee, the Secretary of the Claims Committee will initiate the required administrative steps to implement the decision if one is required.

7. STEP 4 - NON-BINDING MEDIATION

At any time during the project, but no later than 30 State Business Days after issuance of the Proposed Final Certificate, the Contractor may request a non-binding mediation hearing. The Department may reject the request.
The Contractor must:

a. Enter into a Non-Evidential Agreement as prepared by the DAG.

b. Enter into a Cost Sharing Agreement to equally share the costs for non-binding mediation in accordance with Department issued forms.

The Contractor must execute these forms within 10 State Business days.

The Department will select an acceptable Mediator from a list of names provided by the Contractor, or upon mutual consent an individual proposed by the Department.

Prior to the Non-Binding Mediation hearing, both parties will confer with each other to resolve the format for the presentation. The Secretary of the Department Claims Committee will schedule a meeting within 30 State Business days of the return of the Non-Evidential and Cost Sharing Agreements.

The Assistant Commissioner will appoint a Negotiations Team to participate in the Non-Binding Mediation hearing. Prior to the mediation hearing, the Negotiations Team will discuss the claim with the FHWA to determine the FHWA’s position regarding federal participation towards a potential settlement offer. The Secretary of the Department Claims Committee will keep the FHWA advised of all meetings and determinations.

If an agreement is reached at the Non-Binding Mediation hearing, the Secretary of the Department Claims Committee will initiate the required administrative paperwork to implement the decision, if one is required.

8. LITIGATION

At any time after filing the Contractual Notice Form, DC-161, the Contractor has the right to institute litigation in Superior Court in lieu of using the Contractual Claim Resolution Process to resolve contract disputes and claims. Once litigation is filed, management of the litigation is by the Division of Law, Transportation Section, the Contractual Claims Resolution Process is terminated and all negotiations or settlement discussions with the Contractor must cease, unless advised otherwise by the Deputy Attorney General assigned to the litigation.
ATTACHMENT "A"

CONTRACTUAL NOTICE FORM (DC-161) RELEASE
"CLAIM RELEASE"

Project and Section ______________________________
Federal Project Number __________________________

In consideration of payment and/or terms and conditions stipulated in the attached Construction Order (Form DC-179A) No. ______________________ dated ______________________, I hereby release the State of New Jersey, the State Commissioner of Transportation, his employees and his agents, from all liability and claims set forth in the Contractual Notice Form filed on ______________________ regarding ______________________. Furthermore, I acknowledge that I have all power and authority to execute this release and bind the Contractor and that all approvals and actions necessary in connection with my execution of this release have been obtained and are in full effect as of the release execution date.

DATE (Type or Print) __________________________

NAME OF FIRM (Type or Print) __________________________

OFFICER (Type or Print) __________________________

WITNESS (Type or Print Name) __________________________

OFFICER TITLE (Type or Print) __________________________

SIGNATURE (Witness) __________________________

SIGNATURE (Officer) __________________________
1. INITIATION OF THE PROCEDURE

The Resident Engineer is responsible for initiating the procedure to be followed for Default and Termination of Contract per the Standard Specifications for Road and Bridge Construction, Subsection 108.17.

2. THE RESIDENT ENGINEER will follow these steps:

a. Discuss with his/her Field Manager, the Project Manager, and the Regional Construction Engineer the reasons for notifying the Contractor of a possible default.

NOTE: Notification of possible default should only be reserved for instances where all other efforts to achieve compliance have been exhausted.

b. After receiving concurrence from the Construction Field Manager, the Project Manager and the Regional Construction Engineer, prepare the Notice of Possible Default letter and have it reviewed and approved by the Project’s Field Manager and Regional Construction Engineer. The letter shall be sent to the Contractor by certified mail (return receipt requested), with a copy to Surety Company also by certified mail (return receipt requested), giving the specific subsection(s) of specifications not complied with, which provide(s) the basis for notifying the Contractor of a possible default. The letter should outline the methods of correction and specify a time period for the correction(s) to be made, with the expectation that the listed violations will not reoccur.

1) If the Contractor complies with the initial directive, no further action is required.

2) If the Contractor does not comply, proceed to Step c.

3) If the Contractor complies and after a period of time reverts back to a status of non-compliance for the same violation(s), proceed to Step c.

c. Prepare a memorandum to the Regional Construction Engineer recommending that the Contractor be declared in default, and give specific reason(s) for such action. Supply a complete package of all correspondence and information pertaining to the default, including all actions taken to date, with a copy to the Field Manager and the Project Manager. Forward a copy of the complete package to the FHWA if the project is federally funded (mark package in bold letters: ATTN: DEFAULT AND TERMINATION); arrangements should be made to deliver the package by the following workday.
3. THE REGIONAL CONSTRUCTION ENGINEER

Will comply with the following steps upon receipt of the recommendation of default memorandum from the Resident Engineer.

a. Review, within three days, the Resident Engineer's recommendations for declaring the Contractor in default. If not in concurrence, notify the Resident Engineer and the Project Manager in writing, specifying what actions the Resident Engineer should take. If in concurrence, proceed to Step b.

b. Seek advice and counsel from the Deputy Attorney General's office, documenting same. If in concurrence, proceed to Step c.

c. Request concurrence from the FHWA, if the project is federally funded; document same and proceed to Step d.

d. Consult with the Director of Construction Services and Materials, and the Assistant Commissioner for Capital Program Management for concurrence. If in concurrence, proceed to Step e.

e. Notify the Contractor of Department's intent to proceed with default action and forward a copy to the Surety Company; use certified mail (return receipt requested) in each case.

1) Contractor corrects the ground(s) for default, no further action is required.

2) Contractor does not comply with the directive within 10 days, proceed to Step f.

3) The Contractor complies and after a period of time reverts back to a status of non-compliance for the same violation(s), proceed to Step f.

f. Consult with the Director of Construction Services and Materials and the Program Manager, and if there is concurrence prepare Department Action Slip (AD-12) as per current Procedure 1.302; forward with related documentation and recommendation to the Director of Construction Services and Materials with copies to Bureau of Construction Services and FHWA, if project is federally funded.
4. THE DIRECTOR OF CONSTRUCTION SERVICES AND MATERIALS

Will review with the Director of Project Management the Default and Termination action, and if in concurrence sign default request and forward it to the Assistant Commissioner for Capital Program Management. If they do not concur, the action will be returned to Regional Construction Engineer with an explanation or instructions on how to proceed.

5. THE ASSISTANT COMMISSIONER FOR CAPITAL PROGRAM MANAGEMENT

Will review the action, and if in concurrence, sign and forward to Department Secretary.

6. THE REGIONAL CONSTRUCTION ENGINEER

Will upon receipt of copy of executed Department Action Slip, prepare letters to the Contractor and Surety Company notifying both that the Contractor has been declared in default of contract. Send copies to the Resident Engineer, Field Manager, Project Manager, Attorney General's office, and to the FHWA if project is federally funded.

7. THE BUREAU OF CONSTRUCTION SERVICES

Will, upon notification of default, proceed with current Procedure 3.1021 (Debarment, Suspension, and Disqualification of a Contractor).
SECTION V - CONSTRUCTION AFFIRMATIVE ACTION

SUBSECTION - A  CONTRACTOR'S COMPLIANCE WITH LABOR, EEO, AND TRAINING REQUIREMENTS

SUBSECTION - B  D/ESBE AND SBE SECTION PROGRAM IMPLEMENTATION
CONSTRUCTION PROCEDURES HANDBOOK

SECTION V  SUBSECTION A  D. A.

CONSTRUCTION AFFIRMATIVE ACTION  CONTRACTOR’S COMPLIANCE WITH LABOR, EEO, AND TRAINING REQUIREMENTS  05/15/05

1. Postings

The following information from the Division of Civil Rights and Affirmative Action (hereafter DCR/AA) must be posted by the Resident Engineer in the DCF field office and by the Contractor in conspicuous locations on the project. The Resident Engineer must periodically verify that the Contractor has the required information posted.

a. New Jersey Department of Labor’s “Prevailing Wage Rate Determination” (required on all projects)
b. New Jersey Department of Law & Public Safety’s “Equal Employment Opportunity” posters (required on all projects, in English and Spanish)
c. United States Department of Transportation’s “Wage Rate Information” posters (required on Federal Participation Projects, in English and Spanish)
d. United States Department of Labor’s “Wage Determination Decision” (required on all Federal Participation Projects)
e. United States Department of Labor’s “Equal Employment Opportunity” posters (required on all Federal Participation Projects)
f. United States Department of Transportation’s “Fraud Posters” (required on all Federal Participation Projects)
g. New Jersey Department of Transportation’s Policy No. 208 “Sexual Harassment on NJDOT Construction Projects” (required on all projects)

2. Wage Rate Inspections (Form DC-126)

On all projects, the Resident Engineer or staff shall conduct wage rate inspections each month. The Inspections shall be made on at least one employee per craft for each Contractor/Subcontractor working during the month on the project. Information relative to the inspections shall be recorded on Form DC-126.

a. Completion of Form DC-126 “Wage Rate Inspection” (CPH Section III-C, Attachment “L”):

1) Part 1 shall show information obtained from the employee.
2) Part 2 shall be the specific classification of the work that the employee was observed performing immediately preceding the Wage Rate Inspection (during the course of the interview it should be determined if the employee is working at his normal work classification; if he is not, his normal work
classification should also be noted as such within this section.

3) Part 3 shall show the required rates of pay for the classification listed.

4) Part 4 shall show information obtained from the Contractor's payroll.

5) The form shall be signed by the engineer or inspector completing each part of the form.

b. Review and Disposition by the Resident Engineer

1) If review indicates that there may be discrepancies or violations of the labor regulations, the Resident Engineer shall attempt to resolve the matter with or through the prime Contractor. If the matter still remains unresolved after ten working days, the Resident Engineer shall notify the Wage Rate Unit of the DCR/AA by memorandum and present any pertinent documents, for determination as to the appropriate withholding to be made on the monthly estimate.

2) The completed Wage Rate Inspection forms are to remain in the project's files as part of the project record, although copies may be submitted to the Wage Rate Unit with payrolls providing they are clearly marked as copies.

3. Certified Payrolls and Statements of Compliance

a. Submission by Contractor

1) Each week, on all projects, the Contractor must furnish the Resident Engineer with an original (to be maintained in the project files) and one copy of a certified payroll and a weekly statement (see par. 3.b.b.2) for the Contractor, each Subcontractor, each sub-subcontractor, each truck owner-operator, each equipment owner-operator, each on-site truck supplier (if drivers are provided), and each rental equipment supplier (if operators are provided) who worked on the project that period (see Attachment “A”). The payroll and weekly statements must be furnished to the Resident Engineer within ten days of the date of the payment covered thereby.

2) Since the New Jersey Department of Labor has the authority to sanction Contractors for the late submission of certified payrolls, the Resident Engineer, at the least, should maintain a log of payrolls that are not submitted on a timely basis. If an entity (Contractor, Subcontractor, etc.) is habitually late in submitting payrolls, the Resident Engineer shall notify the Wage Rate Unit of the DCR/AA by memorandum and include a copy of all pertinent documentation.
b. Review by Resident Engineer

1) Payrolls

The Resident Engineer or staff shall review each payroll and its supplemental sheets to make sure that:

a) the project routes, section, or other description, and federal project number, if applicable, is correct.
b) the number of employees on the payroll appears to be correct.
c) the number of employees being paid overtime appears to be correct.
d) the basic hourly rate and overtime rate for each classification are not less than the New Jersey Department of Labor’s prevailing wage rate and, where applicable, the United States Department of Labor’s minimum wage rate promulgated for the project (If codes are used for work classifications or deductions a code key must be attached to each payroll).
e) the employee’s Social Security number and address are shown the first time his/her name is included on a payroll.
f) the daily and weekly hours are shown for each employee.
g) the deductions are itemized and properly identified (by name, not amount).
h) specific work classifications are used.

2) Weekly Statements

Entities (Contractors, Subcontractors, etc.) required to submit certified payrolls must use the weekly certification set forth on United States Department of Labor Form WH-346 or the same certification appearing on the reverse of the optional United States Department of Labor Form WH-347 “PAYROLL” (see Attachment “B”), or any form with identical wording such as New Jersey Department of Transportation Form FA-7 “Statement of Compliance”.

The Resident Engineer’s staff shall review the weekly statement to determine that the required information has been entered on the form by the contractor, especially that:

a) payroll deductions are identified (by name, not amount).
b) the method for paying hourly benefits is indicated.
c) the form is signed by the one whose name appears in the first paragraph.
c. Discrepancies and Violations

1) Clerical Errors or Discrepancies

If the review of a payroll or Statement of Compliance indicates that there are clerical errors or discrepancies, the Resident Engineer shall inform the Contractor of the errors or discrepancies and request a corrected or supplemental payroll or a corrected weekly statement, which the Resident Engineer shall then attach to the original documents. The original payroll should not be returned to the Contractor.

2) Violations

If the review of a payroll indicates that there may be violations of the labor regulations, the Resident Engineer shall attempt to resolve the matter with or through the prime Contractor. If the matter still remains unresolved after ten working days, the Resident Engineer shall notify the Wage Rate Unit of the DCR/AA by memorandum and present any pertinent documents.

d. Submission of Payroll Documents by the Resident Engineer (DC-127)

Each month, a Form DC-127, “Monthly Summary of Contractor’s Payrolls”, (see Attachment “C”), shall be compiled, signed by the Resident Engineer, and forwarded to the Wage Rate Unit of the DCR/AA along with one copy of all satisfactory payrolls, supplemental sheets, and weekly statements. (Payroll and weekly statements are not required of an entity for weeks in which it did not perform contract work.) These forms should be forwarded to the Wage Rate Unit on the same date used for submission of the monthly estimate. (The Department’s courier service should be used whenever possible.) A copy of the entire submission, which should include the original payrolls and weekly statements, shall be kept in the project’s files. (EEO forms may be included in this submission provided they are separated by binder clips and are clearly labeled.)

Via the explanatory section of Form DC-127, the Resident Engineer shall certify that to the best of his knowledge, all employees working on the project during the reporting period have been included on a payroll and all payrolls submitted therewith comply with the requirements of the project’s specifications. Any exceptions to this statement shall be brought to the attention of the Wage Rate Unit of the DCR/AA in an explanatory memorandum attached thereto. (The signing of this form eliminates the need for stamping and signing each payroll.)
e. Project Completion Notification to DCR/AA

In order to prevent the closing of projects with outstanding labor violations, the Resident Engineer will send a memorandum of notification, immediately following the completion date of the project, to the supervisor of the Wage Rate Unit, DCR/AA. This notification shall include the following:

1) the date of actual completion.
2) if applicable, a statement to the effect that there are unresolved labor violations at the field level.
3) if applicable, a list of approved Subcontractors that were not utilized on the project.

The Wage Rate Unit will confirm that all known labor violations have been fully resolved and forward the Resident Engineer a memorandum of notification to the Bureau of Agreement Accounting. The Bureau of Agreement Accounting will include the memorandum as part of the final voucher preparation process.

4. Equal Employment Opportunity

a. Resident Engineer’s EEO File

On all projects, the Resident Engineer shall maintain a separate Equal Employment Opportunity file for the prime Contractor and each Subcontractor having a subcontract value $10,000.00 (Federal/aid contracts) or $2,500 (State contracts). The file shall contain all instruction and supporting documents about the Contractor’s compliance with the EEO requirements, as outlined in the “Resident Engineer’s EEO Checklist” (see Attachment “D”) and the Project’s Special Provisions. The Resident Engineer shall keep entries up to date in the Checklist to determine the Contractor’s EEO compliance posture.

b. Submission by Contractor

The Contractor must timely submit to the Resident Engineer, copies of all required documentation, which will demonstrate the good faith efforts made to comply with the EEO requirements. Such documentation shall also include efforts to comply with the “10 Affirmative Action Steps” of the Standard Federal EEO Construction Contract Specifications (section 6 a.-p.) and the EEO Special Provisions for State funded contracts.

A Form T-AD-1276 “NJDOT Monthly Project Manning Report” (see Attachment “E”) shall be submitted to the Resident Engineer by the fifth day after the end of
each month by the prime Contractor and Subcontractors for each month (or portion) that it is working on the project until the project is completed. **NOTE 1:** A Form CC-257 “United States Department of Labor Monthly Employment Utilization Report” may be substituted for Form T-AD-1276 with approval from the DCR/AA. **NOTE 2:** A special Form FHWA-1391 “Federal Aid Highway Construction Contractors Annual [July] EEO Report” shall be submitted to the Resident Engineer by August 5 by all prime and Subcontractors who performed any work during the month of July on federal-aid projects (see attachment “F”). This report replaces the Form T-AD-1276 Report for July on federal-aid projects.

The FHWA-1391 July report is of special interest to the Department and FHWA; therefore it must be submitted to the Resident Engineer not later than 5 calendar days following the end of July. Payments due the Contractor will be reduced by $100 per day for each day after August 5 that the 1391 form has not been submitted. This is in accordance with the project’s specifications EEO Special Provisions. The Resident Engineer will review each report for accuracy and completion and will notify the Contractor in writing of any violations of minority and female work goal requirements and will direct the Contractor to comply with these requirements. Failure of the Contractor to comply or provide a good faith effort after a reasonable time period shall result in the Resident Engineer notifying the Manager of the Contract Compliance Unit, DCR/AA...

c. Resident Engineer’s Monitoring and Enforcement

The Resident Engineer will notify the Contractor in writing of any violations of the EEO requirements and will direct the Contractor to comply with these requirements. Failure of the Contractor to comply after a reasonable period of time shall result in the Resident Engineer notifying the DCR/AA by memorandum and presenting pertinent documents for their review for determination as to the appropriate withholding to be made on the monthly estimate. The DCR/AA is to be copied for all documentation relative to compliance by the Contractor.

5. Training Program

a. The TRAINING SPECIAL PROVISIONS of the Supplementary Specifications will state the number of trainees to be trained under the specific contract and contract item with estimated training hours. It is intended that the number of trainees stated will be the number of trainees to complete an approved training program or receive maximum training on the project. A “Training Certificate (For Reporting Hours To NJDOT)” (see Attachment “G”) will be provided by the Contractor upon a trainee’s completion of an approved training program or receipt of maximum available training on a project.
b. At or after the Preconstruction Conference and prior to the start of work, the Resident Engineer shall require the Contractor to submit a proposed training program for the specific number of trainees specified in the contract. The proposed training program must delineate specific information under the following headings:

1) Training Positions
2) Standard Program Hours Per Position
3) Minimum Available Hours Per Position
4) Estimated Starting Date Per Position
5) Training to be provided by Subcontractor(s)
6) Training Guidelines for all Positions.

c. Prior to the start of work in the training position(s) identified by the Contractor, the Resident Engineer shall review the Contractor’s proposed training program to ascertain if it is realistic and consistent with the scope of the project work.

d. The Resident Engineer shall forward the program, with appropriate comments, to the DCR/AA for review and approval. The DCR/AA will advise both the Resident Engineer and the Contractor, in writing, of the training program approval and provide appropriate instructions for implementing the Training Special Provisions (see Attachment “H”).

e. Once the Training Program is approved, it will not be changed without first notifying and receiving approval for such change from the DCR/AA.

f. Contractors shall not receive credit for any trainee until such trainee has been approved by the DCR/AA. Contractors must provide the Resident Engineer with an accurate and complete “Apprentice/Trainee Approval Memorandum” (see Attachment “I”).

g. The Resident Engineer will submit the above information to the DCR/AA by fax and receive approval or disapproval of the proposed trainee. Written confirmation of each decision will be forwarded to the Resident Engineer by the DCR/AA.

h. The Resident Engineer or staff will use a DC-29(a) “Daily Inspector’s Report” to provide on-site monitoring of the type of training being provided to each trainee. At a minimum, an a.m. and a p.m. notation will be made daily on the DC-29(a) indicating the type of training each trainee was observed receiving. (Example: 10:30 a.m. --- Pipe layer trainee J. Jones observed laying pipe at location “X”.)
i. The DG-29(a) reports will be cross-checked with the Contractor's Biweekly Reports and a notation made on the Biweekly Reports that this cross-check was made and by whom.

j. The following reporting procedure for the "NJDOT DCR/AA Contractor's 1409 Quarterly Training Report" (see Attachment "J") will be utilized by the Resident Engineer on projects which contain a training requirement.

1) The DCR/AA shall provide copies of the Contractor’s 1409 Quarterly Training Report to the Resident Engineer.
2) The Contractor’s EEO Office shall complete quarterly, one (1) copy of Form 1409 for each trainee who has received training during the quarter ending March 31, June 30, September 30, and December 31. The original of each report shall be furnished to the trainee and one (1) copy submitted to the Resident Engineer in accordance with the specifications by April 10, July 10, October 10, and January 10.
3) The Resident Engineer will review each report for accuracy and completion and will forward one (1) copy of each report to the Regional Coordinator within five (5) days.
4) After review, the Regional Coordinator will transmit these reports to the DCR/AA within five (5) days.

k. The Contractor is also required to submit to the Resident Engineer an "NJDOT DCR/AA Biweekly Training Report" (see Attachment "J") documenting training provided to each trainee in accordance with the approved training guideline. At a minimum, the following information will be required:

1) Employee
2) Route and Section (or project description)
3) Period ending (biweekly)
4) Category of Training
5) Hours trained in each category
6) Name of Trainer
7) Training Program
8) Employee’s Signature/Apprentice’s or Trainee’s Signature
9) Crew Start Date

l. The Resident Engineer will notify the Contractor in writing of any violations of the training requirements and will direct the Contractor to comply with these requirements. Failure of the Contractor to comply after a reasonable period of time shall result in the Resident Engineer notifying the DCR/AA by memorandum and presenting pertinent documents for their review and action. The DCR/AA is to be copied on all documentation relative to compliance by the Contractor.
ATTACHMENT “A”

OWNER-OPERATOR TRUCKERS
AND
EMPLOYEES OF OWNER OPERATORS

WAGE RATES

A truck driver performing a function which is an integral part of the contractor's work obligation, must be paid the prevailing wage rate for his type of truck. A truck driver delivering material from an off-site source which is used exclusively or nearly exclusively for the project must also be paid the applicable prevailing wage rate.

A driver delivering material for a bona fide supplier is not subject to the prevailing wage provisions unless he performs work on the project, other than normal methods of unloading the material.

PAYROLL

The Department of Labor Manual indicates that payrolls must be submitted showing the owner-operators and the employees or owner-operators. The payroll information must be shown on the payroll of the owner-operator employer or on the payroll of the Contractor or Subcontractor for whom the trucking work is performed.

The information shown on the payroll for the owner operator need be only the notation “owner-operator” along with daily hours while the information for any employees must be the same as that required for all other laborers and mechanics working on the project.
### PAYROLL

(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

<table>
<thead>
<tr>
<th>PAYROLL NO.</th>
<th>FOR WEEK ENDING</th>
<th>PROJECT AND LOCATION</th>
<th>PROJECT OR CONTRACT NO.</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE</th>
<th>WORK LOCATION</th>
<th>OCCUPATION</th>
<th>AMT. HRS.</th>
<th>GROSS AMOUNT EARNED</th>
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</table>

<table>
<thead>
<tr>
<th>AMT. WAGE</th>
<th>DEDUCTIONS</th>
<th>NET WAGES PAID FOR WEEK</th>
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The Copeland Act (40 U.S.C. 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) Regulations 29 CFR Part 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. Compliance with these requirements is mandatory. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

We estimate that it will take an average of 56 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D. C. 20210.
1. (Name of Signatory Party) (Title) do hereby state:

(1) That the pay or supervision and payment of the persons employed by

(Contractor or Subcontractor)

(Building or Work) for the work of the stated period from the

day of __________________, 2006, to the day of __________________, 2006,

all persons employed on said project have been paid at the weekly wages earned, that no deductions have been or will be made either directly or indirectly to return back of said

(Contractor or Subcontractor)

weekly wages earned by any person, and that no deductions have been made other than that from the full

weekly wages earned by any person, for the purpose of making or indirectly

from any other wages earned by any person, and that the permissible deductions described in regulations, Part


(2) That no payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, and the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ – in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ – Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

<table>
<thead>
<tr>
<th>EXCEPTION (CRAFT)</th>
<th>EXPLANATION</th>
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</table>

REMARKS

NAME AND TITLE

SIGNATURE

THE WILLFUL FALSE STATEMENT OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 31 OF THE UNITED STATES CODE.
<table>
<thead>
<tr>
<th>ROUTE</th>
<th>SECTION</th>
<th>DESCRIPTION</th>
<th>REGION</th>
<th>FEDERAL PROJECT NO.</th>
<th>DP NO.</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME OF EMPLOYER</th>
<th>CONTRACTOR</th>
<th>SUBCONTRACTOR</th>
<th>DATE OF LAST PAYROLL SUBMITTED TO THIS REPORT</th>
<th>DATES OF PAYROLLS SUBMITTED WITH THIS REPORT</th>
<th>NUMBER OF WAGE RATE INSPECTIONS (EMPLOYEES INTERVIEWED) THIS MONTH</th>
<th>TOTAL WAGE RATE INSPECTIONS THIS MONTH</th>
</tr>
</thead>
</table>

I certify that, to the best of my knowledge, all employees working on this project during this period have been included on a payroll and all payrolls submitted herewith comply with the requirements of the Project’s Specifications, except as noted (attach explanatory memorandum). Furthermore, I certify that the Contractor has the required posters displayed in conspicuous locations.

RESIDENT ENGINEER (Signature)
INSTRUCTIONS

List the names of each employer for which payrolls are being forwarded with this summary.

Check whether the employer is the contractor, a sub-contractor, a sub-sub-contractor, or another category.

Show the week ending date of each payroll which was previously submitted, if any, for each employer.

List the week ending dates of each payroll which is being submitted with this report.

Show the number of Wage Rate inspections which were made during this month for each employer.

A Wage Rate Inspection shall be interpreted to mean interviewing one (1) employee.
<table>
<thead>
<tr>
<th>Submissions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sublet Approval Date</td>
<td></td>
</tr>
<tr>
<td>D/M/WBE Status</td>
<td></td>
</tr>
<tr>
<td>EEO/AA Plan</td>
<td></td>
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<tr>
<td>EEO/DBE Letter of Appointment</td>
<td></td>
</tr>
<tr>
<td>EEO/DBE Officer Posting</td>
<td></td>
</tr>
<tr>
<td>Letters to Referral Agencies</td>
<td></td>
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<tr>
<td>Letters to Unions</td>
<td></td>
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<tr>
<td>EEO Legend</td>
<td></td>
</tr>
<tr>
<td>On site EEO Posters</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td></td>
</tr>
<tr>
<td>EEO/Orientation Meeting</td>
<td></td>
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<tr>
<td>Subcontract Agreements</td>
<td></td>
</tr>
<tr>
<td>Training Program</td>
<td></td>
</tr>
<tr>
<td>Revised DBE Form &quot;A&quot; (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Certified Payrolls</td>
<td></td>
</tr>
<tr>
<td>Bi-Weekly Training</td>
<td></td>
</tr>
<tr>
<td>EEO On-Site Inspection</td>
<td></td>
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<tr>
<td>Minority/Female Log</td>
<td></td>
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<tr>
<td>Walk-in Log</td>
<td></td>
</tr>
<tr>
<td>Workforce Report (AD-1276)</td>
<td></td>
</tr>
<tr>
<td>Monthly DBE Utilization Report (AD-267)</td>
<td></td>
</tr>
<tr>
<td>Union Follow-up Letters/Actions</td>
<td></td>
</tr>
<tr>
<td>Reference Agency follow up</td>
<td></td>
</tr>
<tr>
<td>Letter Actions</td>
<td></td>
</tr>
<tr>
<td>Form 1409 Report</td>
<td></td>
</tr>
<tr>
<td>EEO Follow up Meetings</td>
<td></td>
</tr>
<tr>
<td>FHWA-1391 July Report</td>
<td></td>
</tr>
<tr>
<td>Final DBE Report (AD-268)</td>
<td></td>
</tr>
</tbody>
</table>

March 2001
NEW JERSEY DEPARTMENT OF TRANSPORTATION

RESIDENT ENGINEER’S CHECKLIST FOR CONTRACTORS EEO, DBE & TRAINING SUBMITTALS

1) COMMENTS/EXPLANATIONS:

a) This form replaces the current RE checklist for monitoring contractors’ compliance with EEO, DBE, and Training contract provisions.

b) All Federal-Aid ($10,000.00 or more) and Wholly State contracts ($2,500.00 or more), are covered by this checklist.

c) All contractors are required to submit complete, accurate, and timely documentation in accordance with the above implementation schedule.

d) All changes to the prime contractor’s approved DBE Program must be submitted to the Division of Civil Rights/Affirmative Action for approval via a Revised Form “A”.

e) Contractors using DBE suppliers, pennants, and equipment lessors must submit copies of purchase orders, invoices, delivery tickets, and cancelled checks to the Resident Engineer.

f) Resident Engineers must review and sign the Bi-weekly and 409 training reports prior to filing.

g) Resident Engineers should consult the Construction Procedures Handbook, the Equal Opportunity Affirmative Action Guidelines (16 Affirmative Action Steps) and/or the Civil Rights Office for assistance as needed.

If there is not substantial contractor compliance with the contract EEO and Training requirements, the Resident Engineer should consider withholding appropriate monthly estimates pursuant to the contract EEO Special Provisions.
New Jersey Department of Transportation
Monthly Project Manning Report

Form T-AD-1276
2/81

Section V Subsection A
Page 16 of 30
05/15/06

Reported Period
From __________ To __________

I.D. No. Project Designation
Prime Federal Project No.
Subcontractor

Minority Goal
(work hour)
Female Goal
(work hour)

Type of Project
Construction

Start Date
Completion Date

Percent Complete

Dollar Amount of Contract
County of Project

Estimated Peak Employment
Month
Year
No. Employees

Employment Data

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Union Local Number</th>
<th>Classification</th>
<th>Total Employees</th>
<th>Work Hours of Employment</th>
<th>Total Employment</th>
</tr>
</thead>
<tbody>
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<td>M P F</td>
<td>M P F M P F M P F</td>
<td>M P F M P F</td>
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<tr>
<td>Operating Engineers</td>
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<tr>
<td>Dockbuilders</td>
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<tr>
<td>Ironworkers</td>
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<tr>
<td>Carpenters</td>
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<tr>
<td>Electricians</td>
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<td>FISH</td>
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<tr>
<td>Painters</td>
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<tr>
<td>Laborers Semi-Skilled</td>
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<tr>
<td>Laborers Unskilled</td>
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<tr>
<td>Foreman</td>
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<tr>
<td>Clerical</td>
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<tr>
<td>Supervisors</td>
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<tr>
<td>Officials (Managers)</td>
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<tr>
<td>Others</td>
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</tbody>
</table>

Minority Employment Summary

<table>
<thead>
<tr>
<th>Hispanic</th>
<th>Amer. Ind.</th>
<th>Asian</th>
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</thead>
<tbody>
<tr>
<td>M P F</td>
<td>M P F</td>
<td>M P F</td>
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</tbody>
</table>

Hires This Period - Cont'd On Reverse

<table>
<thead>
<tr>
<th>Project</th>
<th>Class</th>
<th>Name</th>
<th>Address</th>
<th>Occupation</th>
<th>M F</th>
<th>Ethnic Group</th>
<th>Date</th>
<th>Reason</th>
</tr>
</thead>
</table>

Prepared By: __________________________ Title: __________________________ Date: ____________
Reviewed By: __________________________ NJDOT Signature: ____________
INSTRUCTIONS

The Monthly Project Manning Report is to be completed by each subject contractor (both prime and subcontractors) assigned by a responsible official of the company. The reports are to be submitted in triplicate each month, during the term of the contract, and they shall include both employment statistics and the total work-hours worked for each employee level in each designated trade for the entire reporting period. The prime contractor shall submit a report for its work force and shall collect and submit reports for each subcontractor's work force to the Resident Engineer. The Resident Engineer in turn will submit two copies of each report to the Office of Compliance. This report is required by Executive Order 11246, Section 203 and the NJDOT.

Reporting Period: Month ending on 25th to 31st day of month (so that report will be delivered no later than 5th day following the month reported.)

Employers I.D. No. Federal Social Security Number used on Employer's income tax return (U.S. Treasury Dept. Form 941.)

Occupations: List all that worked any hours during period reported.

Union Local Number: If applicable.

Classification: The level of accomplishment or status of the worker in the trade. (Craftworkers-Qualified, Apprentice, or Trainee)

Work hours of Employment: The total number of hours worked by all employees in each classification and the total number of hours worked by each ethnic group (by "M" (Male) and "F" (Female) in each classification)

Percent of minority and female work-hours of total work-hours: The percentage of total minority male or female work-hours divided by total employee male and female work-hours respectively.

Total Employment all Employees: Total number of male and female employees who worked on contractor's project work force during reported period.

Total Employment Minority Employees: Total number of minority male and female employees who worked in contractor's project work force during reported period.

Minority Employment Summary: Analysis of male and female minority by ethnic group and level of craft accomplishment.

Regular Company Employee: Employee with the company for at least one year.

New Hire: Employee with the company for less than one year.

Minority is defined as including Blacks, Hispanics, American Indians, and Asians including Pacific Islanders — both men and women.

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>Check</th>
<th>Regular</th>
<th>New Hire</th>
<th>Name</th>
<th>Address</th>
<th>Occupation</th>
<th>M/F</th>
<th>Ethnic Group</th>
<th>Terminated Date</th>
<th>Terminated Reason</th>
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<tbody>
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Note: This form supersedes PH-1301, AA-202, SF-257

Form NJDOT
T-AD-1276 2/81
# FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS
## ANNUAL EEO REPORT

<table>
<thead>
<tr>
<th>1. CHECK APPROPRIATE BLOCK</th>
<th>2. NAME AND ADDRESS OF FIRM</th>
<th>3. FEDERAL-AID PROJECT NUMBER</th>
<th>4. TYPE OF CONSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
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<tr>
<td>Subcontract</td>
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</table>

<table>
<thead>
<tr>
<th>5. COUNTY AND STATE</th>
<th>6. PERCENT COMPLETE</th>
<th>7. BEGINNING CONSTR. DATE</th>
<th>8. DOLLAR AMOUNT OF CONTRACT</th>
<th>9. ESTIMATED PEAK EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Month and Year</td>
</tr>
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</table>

## EMPLOYMENT DATA

**Table A**

<table>
<thead>
<tr>
<th>JOB CATEGORIES</th>
<th>TOTAL EMPLOYEES</th>
<th>TOTAL MINORITIES</th>
<th>AMERICAN INDIAN OR ALASKAN NATIVE</th>
<th>ASIAN OR PACIFIC ISLANDER</th>
<th>WHITE Not of Hispanic Origin</th>
<th>APPRENTICES</th>
<th>ON THE JOB TRAINEES</th>
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<tbody>
<tr>
<td>OFFICIALS (Managers)</td>
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<td>SUPERVISORS</td>
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<tr>
<td>FOREMEN/WOMEN</td>
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<td>CLERICAL</td>
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<td>EQUIPMENT OPERATORS</td>
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<td>TRUCK DRIVERS</td>
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<td>CARPENTERS</td>
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<tr>
<td>CEMENT MASONS</td>
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<td>ELECTRICIANS</td>
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<td>PIPEFITTERS</td>
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<tr>
<td>LABORERS, SEMI-SKILLED</td>
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<tr>
<td>LABORERS, UNSKILLED</td>
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</tr>
</tbody>
</table>

**Table B**

**Table C**

<table>
<thead>
<tr>
<th>APPRENTICES</th>
<th>ON THE JOB TRAINEES</th>
</tr>
</thead>
</table>

11. PREPARED BY: (Signature and Title)  
   DATE  
   REVIEWED BY: (Signature and Title: State Highway Official)  
   T.A.T.

---

This report is required by law and regulation (23 U.S.C. 149a and 23 CFR Part 230). Failure to report will result in noncompliance with this regulation.

FORM FHWA-1391 (Rev. 3-92)  
PREVIOUS EDITIONS ARE OBSOLETE
INSTRUCTIONS FOR COMPLETING FORM FHWA-1391, REQUIRED TO BE SUBMITTED BY ACTIVE PRIME AND SUBCONTRACTORS WHO WORK ON FEDERAL-AID PROJECTS DURING THE MONTH OF JULY. (NEGATIVE REPORTS ARE NOT REQUIRED FOR INACTIVE FIRMS.)

1. TOP RIGHT CORNER: ENTER THE DATES OF JULY AND THE YEAR COVERED.
2. BLOCK 1: SELF-EXPLANATORY.
3. BLOCK 2: DATE THE PROJECT NAME.
4. BLOCK 3: SELF-EXPLANATORY.
5. BLOCK 4: SPECIFY THE PEAK EMPLOYMENT TIME AND WORKFORCE SIZE ESTIMATED FOR THIS PROJECT.
6. BLOCK 5: EMPLOYMENT DATA, TABLE "A" ENTER ALL EMPLOYEES BY JOB CATEGORY (JOURNEYSMEN, APPRENTICES & TRAINEES).
7. BLOCK 6: EMPLOYMENT DATA, TABLE "B" ENTER THE # OF APPRENTICES AND TRAINEES BY JOB CATEGORY ON THE HORIZONTAL LINES.
8. BLOCK 7: EMPLOYMENT DATA, TABLE "C" ENTER THE # OF APPRENTICES AND TRAINEES BY LABOR GROUP AND ZONE ON THE VERTICAL LINES.
9. BLOCK 8: THE CONTRACTOR'S REPRESENTATIVE WILL SIGN/DATE THE "REVIEWED BY" SECTION.
   THE RESIDENT ENGINEER OR HIS/HER DESIGNEE WILL SIGN DATE THE "REVIEWS ERRORS" SECTION.

FOR NJDOT DIVISION OF CIVIL RIGHTS VERIFICATION/REVIEW PURPOSES, PLEASE COMPLETE THE BELOW:

CONTRACTOR: PRINTED NAME OF PERSON COMPLETING THIS FORM ____________________________

PHONE #: ( ) ____________________________ FAX #: ( ) ____________________________

RESIDENT ENGINEER: PRINTED NAME OF PERSON REVIEWING THIS FORM ____________________________

PHONE #: ( ) ____________________________ FAX #: ( ) ____________________________
ATTACHMENT "G"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION
TRAINING CERTIFICATE (FOR REPORTING HOURS TO NJDOT)

As required by the Contract Training Special Provision, the Contractor is advising the apprentice or trainee, at the conclusion of his/her training, this Training Certificate showing the hours of training satisfactorily completed.

Presented To: ___________________________ ___________________________

Presented By: ___________________________ ___________________________ (Company Name)

On the ___________________________ NJDOT Project

Dated: ___________________________

The Contractor hereby certifies that the above named apprentice or trainee completed ____________________________ hours of the _______ Standard Program Hours for the ____________________________ training position.

Certified By Contractor: ___________________________ ___________________________

Received By App. /Trainee: ___________________________ ___________________________

Recorded By NJDOT: ___________________________ ___________________________

Distribution:
Original-Apprentice/Trainee
Copy-Contractor
Copy-NJDOT Resident Engineer
Copy-NJDOT/DOD/A Training Coordinator (Attach LAST BIWEEKLY/FINAL 1499)

Revised 8/97
ATTACHMENT “H”

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MEMORANDUM

TO: ________________________________  FROM: ________________________________
   Resident Engineer

SUBJECT: Initial Training Program    DATE: ________________________________

Please be advised that the Contractor's attached Initial Training Program dated (00-00-00) is hereby approved. Your written concurrence dated (00-00-00) is also acknowledged.

The effective date for contractor implementation of training and reimbursement is (00-00-00).

Per the “Revised Standard training Guidelines 2096”, training program information for the required positions is as follows:

<table>
<thead>
<tr>
<th>TRAINING POSITIONS</th>
<th>PROGRAM</th>
<th>MIN. AVAIL HOURS</th>
<th>EST. START DATES</th>
</tr>
</thead>
</table>

NOTE: The Contractor is required to submit a signed copy of each Guideline simultaneously with each Apprentice/Trainee Approval Memorandum.

The above minimum hours are approved with the understanding that should additional hours become available, the Contractor is required to provide this training up to the total program hours. If the start dates are not met, the Contractor will submit revised dates for your review.

The Training Special Provisions state: Training and upgrading of minorities and females toward journeyperson status is a primary objective of this Training Special Provision. Accordingly, the Contractor shall make every effort to enroll minority trainees and females (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and female trainees) to the extent that such persons are available within a reasonable area of recruitment.” When non-minorities are proposed as candidates, the Contractor must first document all prior steps taken to obtain minorities and females. The documentation, including minority and female non-availability letters from unions and all other recruitment sources, must accompany the Apprentice/Trainee Approval Memorandum.
By copy of this letter, the Contractor is notified of this training program approval and is directed to make no changes without first notifying, via the Resident Engineer, the DCR/AA in writing and receiving written approval from the DCR/AA. The Contractor must provide the Resident Engineer with the Name, SSN, Ethnic Group, Gender, Classification, Union Affiliation, Work History referring Employers, Job Duties and Length of Employment and Start Date information for each candidate of the Apprentice/Trainee Approval Memorandum Part A REV 8/97 (copy attached). The Resident Engineer will obtain Approval or Disapproval of each candidate from the DCR/AA and notify the Contractor accordingly. The Training Special Provisions state: “No employee shall be employed as a trainee in any classification in which he/she has successfully completed a training course leading to journeyman status or in which he/she has been employed as a journeyperson. The Contractor should satisfy this requirement by including appropriate questions in the employee application [Apprentice/Trainee Approval Memorandum] or by other suitable means.”

The Contractor is required to submit Bi-Weekly Training Reports REV 8/97, Contractor’s 140s Quarterly Training Reports REV 9/94 and Training Certificates (For Reporting Hours TO N. D. O.T) REV 8/97 to the Resident Engineer. These reports should indicate the number of training hours provided in each category of the approved training guidelines. Appropriate training instructions to accompany in monitoring the training requirement are provided in the Resident Engineer’s EEO Checklist that details Resident Engineer’s EEO/D/ESBE/Training responsibilities.

It is imperative that the Resident Engineer or his designated utilize the LC-29 Daily Inspector’s Report to document the quality of training provided to each trainee via specific meaningful, notations of individual trainees performing training related work.

The attached Instructions for Implementing the Training Special Provisions REV 8/97 are provided to assist both the Contractor and Resident Engineer in the administration of the training program. The Resident Engineer should also consult Construction Procedures Handbook Section V Subsection A.

Please contact the Training Program Coordinator at 309-522-3009 if you have any questions concerning the implementation of this training program.

Attachments (Resident Engineer and Contractor copies)
NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION

TO: CONTRACTORS AND RESIDENT ENGINEERS

SUBJECT: INSTRUCTIONS FOR IMPLEMENTING THE TRAINING SPECIAL PROVISIONS.

In implementing training programs on Federally-Funded Projects, Contractors and Resident Engineers are required to comply with these requirements:

**SUBMISSION/APPROVAL OF THE INITIAL TRAINING PROGRAM**

1. The Initial training program submitted by the Contractor to the Resident Engineer must contain Six (6) Specific Items under the headings: Training Positions (at least 50% should be Skilled), Standard Program Hours, Minimum Available Hours, Estimated Start Dates for all positions, Training Guidelines for all positions and which positions will be trained by the Prime and which by Subcontractors.

The Resident Engineer will review the Contractor’s proposed training program to ascertain if it is realistic and consistent with actual project work. The Resident Engineer will forward the program, with written concurrence or objections, to DCR/AA for review and approval; the DCR/AA will advise both the Resident Engineer and Contractor in writing, of the training program approval or disapproval.

**REVISED TRAINING PROGRAMS**

2. Contractors will NOT make changes to their approved training programs without first requesting, in writing, and receiving written approval from DCR/AA via the Resident Engineer, who will concur or disagree with the Contractor’s revision plan in writing.

**CANDIDATE RECRUITMENT**

3. Contractors must make good faith efforts to recruit Minorities and Females for training. The term “Minority” applies to Blacks, Hispanics, Asians/Pacific Islanders and Native Americans (Indians)/Alaskan Natives, Caucasians and Portuguese who were born in Portugal or the US are NOT considered in the “Minority” designation.

Note: Consult the Affirmative Action Section about recruitment process.

**MAXIMUM AVAILABLE TRAINING**

4. Maximum Available Training, defined as bringing each apprentice or trainee onto the project when work first becomes available in his/her craft and providing all available training, is the primary criterion used to determine Contractor compliance with the Training Special Provisions.

The DCR/AA will make Maximum Available Training determinations based on Contractors’ requests & Resident Engineers’ concurrence that Maximum Available Training be credited to incomplete training positions.
SECTION V SUBSECTION A

SELECTION AND APPROVAL OF APPRENTICES AND TRAINEES

5. Contractors will NOT receive credit for starting an apprentice or trainee until the candidate has been approved by DCR/AA via the Resident Engineer. Contractors shall complete Items 1-17 on the Apprentice/Trainee Approval Memorandum Part A Revised 8/97 (the candidate shall sign Item #16) and submit Part A to the Resident Engineer.

6. Resident Engineers or their designees will fax the complete Apprentice/Trainee Approval Memorandum Part A to DCR/AA Training Coordinator at (609) 530-4031, and will receive written DCR/AA Approval or Disapproval.

7. For clerical trainee candidates, Contractors are required to submit a Resume and/or Employment Application and Documentation of EEO/AA Recruitment, Advertising and Outreach efforts Simultaneously with the Apprentice/Trainee Approval Memorandum Part A.

DCR/AA NOTIFICATION PRIOR TO APPRENTICE OR TRAINEE TERMINATION

8. The Contractor shall provide prompt notification (by telephone, followed by written confirmation) to the Resident Engineer and DCR/AA Training Coordinator of any apprentice or trainee experiencing problems in the training program. The Contractor's efforts to provide ongoing assistance and counseling shall be thoroughly documented. Copies of documentation must be sent to the Resident Engineer and DCR/AA.

9. Contractors and Resident Engineers are encouraged to utilize the services of the DCR/AA which provide assistance to Contractors, apprentices and trainees in recruitment, pre-job and on-going counseling, on-site training, and other training areas. Contractors will NOT arbitrarily terminate an apprentice or trainee without first having requested the DCR/AA in writing to review and investigate problems, issues, etc. Please contact DCR/AA Training Coordinator at (609) 530-3009 (Telephone) or (609) 530-4030 (Fax).

TRAINING HOURS

10. Hours are NOT combined among different apprentices or trainees in the same craft to complete a training position. Each apprentice’s or trainee’s hours are examined individually without comparison to the hours given in the craft to other apprentices or trainees.

11. Should additional training beyond the Minimum-approved hours for a particular position become available, Contractors are required to provide all additional training up to the Standard Program hours.
12. Credit for partial training toward completion of an approved training position will be permitted under the following conditions:

   A. Past accumulated training hours must have been obtained or provided on MNDOT federal-aid projects only.

   B. An apprentice or trainee is permitted to receive training on 2 or more federal-aid projects (not simultaneously) to complete a previously incomplete position. (Example: Finisher trainee John Jones received 900 hours on a 1,000-hour program on Project A. He may complete the 1,000-hour program by training the remaining 100 hours on Project B.)

   C. In the above situation, the Project B contractor will receive credit for one completed position. It is the Training Program's intent that the Contractor shall provide the apprentice or trainee for all remaining work in the completed position.

**PAYMENT FOR THE TRAINING ITEM**

1. Contractors will receive training credit and reimbursement only for actual hours of training provided in each approved training guideline. Although trainees may perform non-training related work, such hours are not to be credited toward training.

2. Contractors are required to maintain separate records of actual training provided to each apprentice or trainee. They are required to submit Biweekly Training Reports, Revised 9/94, signed by the apprentice or trainee to the Resident Engineer. For the Semi-Skill/Laborer Upgrade positions, these reports must show the number of actual training hours provided in each Training Guideline category.

3. Contractors are required to maintain and submit upon request the source documents (foreman reports, etc.) used to prepare Biweekly Training reports.

4. Resident Engineers or their designees are required to utilize the DC-29 Daily Inspector’s Report to monitor the type of training provided to each apprentice or trainee. At a minimum, a morning (a.m.) and afternoon (p.m.) notation will be made daily for each apprentice or trainee on the DC-29 indicating the type of training each apprentice or trainee was observed receiving. The DC-29 will be the basis for reimbursing Contractors for training.

5. Resident Engineers or their designees will crosscheck Contractors’ Biweekly Training Reports with their DC-29s to determine the “reasonableness” of the Contractors’ Biweekly Reports prior to paying for the training item. They should check Block #10 on the Biweekly to verify that this crosscheck was performed.
DOCUMENTATION REQUIRED TO BE PROVIDED TO APPRENTICES AND TRAINEES

6. Contractor’s 1409 Quarterly Training Reports REVISED 9/94 are due to apprentices/trainees and the Resident Engineer by January 10, April 10, July 10 and October 10. NOTE: ATTACH COPIES OF LAST BIWEEKLY and the TRAINING CERTIFICATE TO QTRAL 1409.

Contractors, at the start of training, shall provide each apprentice or trainee with an applicable Training Guideline on the apprentice’s or trainee’s start date; the Contractor shall submit a guideline copy signed by the apprentice or trainee simultaneously with the submission of the Apprentice/Trainee Approval Memorandum.

Contractors shall also provide each apprentice or trainee, at the conclusion of training, a “Training Certificate (For Reporting Hours to NJDOT)” REVISED 8/97 showing hours of training satisfactorily completed. The Resident Engineer will forward a copy of each “Training Certificate (For Reporting Hours to NJDOT)” to the DCR/AA Training Coordinator.

Contractors shall also give apprentices or trainees copies of biweekly Training Reports, which the latter are required to sign, before submission of same to the Resident Engineer.

ENFORCEMENT

7. Resident Engineers will actively monitor the Contractor’s timely and effective implementation of the contract training requirement. They will inform Contractor in writing in a timely manner, concerning training program deficiencies with request for immediate corrective action.

Resident Engineers will take appropriate action, including withholding estimates as specified in Item 1d of the BID Special Provisions, to enforce timely compliance.

If assistance is required on training-related matters, Contractors and Resident Engineers may contact the DCR/AA Training Coordinator, at (609) 530-2009 (Telephone) or (609) 530-4030 (Fax).

Attachments (Apprentice Approval Memo, Biweekly, 1409, Training Certificate)

Nelida Valentin
Executive Director,
Division of Civil Rights and Affirmation Action
ATTACHMENT "I"

NJDOT: DIV. OF CIVIL RIGHTS AND AFFIRMATIVE ACTION APPRENTICE/TRAINEE APPROVAL MEMORANDUM PART "A" CONTRACTOR SECTION: TO BE COMPLETED BY CONTRACTOR:

1. PROJECT: ____________________________________________________________

2. CONTRACTOR: ________________________________________________________
   SUB: ________________________________________________________________

3. APPRENTICE/TRAINEE NAME: _________________________________________

4. SOCIAL SECURITY #: ___________________________ 5. MALE OR FEMALE: ______

6. TRAINING POSITION: ____________________________________________________
   HOURLY RATE: __________________________

8. START DATE: ______ 9. PROGRAM HOURS: ______ 10. TOTAL AVAILABLE HOURS: ______

11. THE CANDIDATE IS AN APPRENTICE ____ (USDOL REGISTRATION DATE: ______) OR TRAINEE ____ AND DOES NOT HAVE ____ DOES HAVE ____ CONSTRUCTION EXPERIENCE: ________________________________

12. CHECK ALL WORK CATEGORIES THE APPRENTICE/TRAINEE HAS EXPERIENCE IN:
   CARPENTRY ____ ELECTRICAL ____ PLUMBING ____ MECHANICAL ____ CONCRETE ENGINEER ____
   ASPHALT ____ DRAINAGE ____ FRAMING ____ FORM SETTING ____
   GRADING ____ EARTHMOVING ____ PAVING ____ OVERTOOLS ____
   TRUCK DRIVING ____ OTHER: ____________________________________________

13. IF ANY ITEMS ABOVE WERE CHECKED, COMPLETE THIS SECTION:
   WORK CATEGORY: __________________________________
   LENGTH OF TIME: ______________________________________
   EMPLOYER: ____________________________________________
   ________________________________ ________________________________

14. IS THE APP./TRAINEE A UNION MEMBER? YES ____ NO ____ # YEARS: ______
   UNION NAME: __________________________________ LOCATION: ______ LOCAL #: ______

15. ETHNIC GROUP: CAUCASIAN/PORTRUGUESE ____ BLACK ____ HISPANIC ____
   ASIAN/P. I. ____ NATIVE AMERICAN (INDIAN) ____ TRIBE: ______/ALASKAN ______

16. APP./TRAINEE'S ADDRESS:
   CITY: ____________________________ STATE: ______
   ZIP CODE: ______________________ PHONE: __________________
   ________________________________ ________________________________

17. AS THE CONTRACTOR'S REPRESENTATIVE, I CERTIFY THE ABOVE IS CORRECT.
   SIGNATURE: ______________________ TITLE: ______________________ DATE: ______

DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION SECTION: TO BE COMPLETED BY DCR/AA PERSONNEL ONLY.
APPROVED: ______ DISAPPROVED: ______
SIGNATURE: ______________________ DATE: ______

CONF: S.E. CONTRACTOR, SUBCONTRACTOR, UNION, DCR/AA

REVISED 8/97 OVER>
1. AFTER ALL 17 PART A ITEMS HAVE BEEN ANSWERED COMPLETELY, SUBMIT PART A TO THE RESIDENT ENGINEER WHO WILL FAX IT TO THE DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION AT (609) 522-4030, ATT: TRAINING COORDINATOR.

2. THE TRAINING SPECIAL PROVISIONS STATE: “TRAINING AND DEGRADING OF MINORITIES AND FEMALES TOWARD JOURNEYPERSON STATUS IS A PRIMARY OBJECTIVE OF THE TRAINING SPECIAL PROVISIONS. ACCORDINGLY, THE CONTRACTOR SHALL MAKE EVERY EFFORT TO ENROLL MINORITIES AND FEMALES.... THE CONTRACTOR SHOULD BE RESPONSIBLE FOR DEMONSTRATING ALL STEPS THAT HAVE BEEN TAKEN TO PROMOTE (THEREOF).”

FOR NON-MINORITY CANDIDATES, THE CONTRACTOR’S WRITTEN EFFORTS TO OBTAIN A MINORITY OR FEMALE MUST BE SUBMITTED SIMULTANEOUSLY WITH THE APPROVAL MEMORANDUM.

3. THE TRAINING SPECIAL PROVISIONS FURTHER STATE: “NO EMPLOYEE SHALL BE EMPLOYED AS AN APPRENTICE OR TRAINEE IN ANY POSITION IN WHICH HE OR SHE HAS SUCCESSFULLY COMPLETED A TRAINING COURSE LEADING TO JOURNEYPERSON STATUS OR IN WHICH HE OR SHE HAS BEEN EMPLOYED AS A JOURNEYPERSON. THE CONTRACTOR WILL SATISFY THIS REQUIREMENT BY INCLUDING APPROPRIATE QUESTIONS IN THE EMPLOYEE APPLICATION OR BY OTHER SUITABLE MEANS AND BY SUBMITTING THE APPRENTICE TRAINING APPROVAL MEMORANDUM.”

4. APPRENTICES ARE DEFINED AS REGISTERED MEMBERS OF AN APPROVED APPRENTICESHIP PROGRAM ACCREDITED BY THE UNITED STATES DEPARTMENT OF LABOR (USDOL) BUREAU OF APPRENTICESHIP AND TRAINING (BATT) OR A NEW JERSEY STATE APPRENTICESHIP AGENCY RECOGNIZED BY USDOL BATT (E.G., NEW JERSEY DEPARTMENT OF EDUCATION). GRADUATES OF THE PRE-APPRENTICESHIP TRAINING COOPERATIVE PROGRAM SHALL BE CLASIFIED AS APPRENTICES. TRAINEES ARE DEFINED AS SKILLED, SEMI-SKILLED OR LOWER LEVEL MANAGEMENT INDIVIDUALS RECEIVING TRAINING PER ONE OF THE APPROVED NJDOT “REVISED STANDARD TRAINING GUIDELINES.”

5. EMPLOYMENT APPLICATIONS AND/OR RESUMES MUST BE SUBMITTED SIMULTANEOUSLY WITH THIS APPROVAL MEMORANDUM FOR LOWER LEVEL MANAGEMENT (CLERICAL) TRAINEE.

APPROVAL MEMORANDUMS FOR REPLACEMENT APPRENTICES/TRAINEES MUST BE SUPPLEMENTED BY DOCUMENTATION EXPLAINING THE STATUS OF THE ORIGINALY APPROVED APPS./TRAINEES (RESIGNATIONS, INJURIES, TRANSFERS, ETC.).

REVISED 03
ATTACHMENT “J”

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION
CONTRACTOR’S 1409 QUARTERLY TRAINING REPORT

<table>
<thead>
<tr>
<th>1ST &amp; 2ND QUARTERS</th>
<th>DUE DATES</th>
<th>3RD &amp; 4TH QUARTERS</th>
<th>DUE DATES</th>
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</thead>
<tbody>
<tr>
<td>JAN 1 to MAR 31</td>
<td>APRIL 10</td>
<td>JULY 10 to SEP 30</td>
<td>OCTOBER 10</td>
</tr>
<tr>
<td>APR 1 to JUN 30</td>
<td>JULY 10</td>
<td>OCT 1 to DEC 31</td>
<td>JANUARY 10</td>
</tr>
</tbody>
</table>

1. PROJECT: ____________________________________________ ED, PR. #: __________________________

2. CONTRACTOR: ________________________________________ SUB: ________________________________

3. TRAINEE NAME: ______________________________________

4. TRAINEE ADDRESS: ____________________________________

5. SOCIAL SECURITY #: ________________________________

6. EMPLOYEE STATUS: NEW ______з CHANGE ______з UPGRADE ______з

7. ETHNIC GROUP: BLACK ____z HISPANIC ____z ASIAN/PACIFIC ISLANDER ______________z
   NATIVE AMERICAN ______________z INDIAN ____z ALASKA NATIVE ______________z CAUCASIAN ____z PORTUGUEZ ________z

8. MALE OR FEMALE: _______z 

9. CURRENT TRAINING PROGRAM: __________________________

10. TYPE OF TRAINING: APPRENTICE __z-apprentice __z LABORER __z CLERICAL __z

11. FIRST TRAINING DATE: ____________________________ LAST TRAINING DATE: __________________

<table>
<thead>
<tr>
<th>HOURS OF TRAINING DATA</th>
<th>JAN-MAR</th>
<th>APR-JUN</th>
<th>JUL-SEP</th>
<th>OCT-DEC</th>
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</thead>
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<td>200</td>
<td>200</td>
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</tr>
</tbody>
</table>

12. GIVEN THIS QUARTER: ________________________________

13. GIVEN TO DATE: ________________________________

14. NEEDED TO COMPLETE: ______________________________

15. TRAINING PROGRESS:
   A=ACTIVE, L=Laid OFF, TR=TRANSFERRED, Q=QUIT, T=TERMINATED,
   O=OTHER, N=NO MORE WORK, C=COMPLETED.
   COMMENTS: ____________________________________________

16. TRAINEE SIGNATURE: ________________________________ DATE: __________________________

17. CONTRACTOR SIGNATURE: ____________________________ DATE: __________________________

18. RED SIGNATURE: ________________________________ DATE: __________________________

NOTE: ATTACH COPIES OF LAST BIWEEKLY/TRAINING CERT. TO FINAL 1409. REVISED 9/94
ATTACHMENT “K”

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION
BIWEEKLY TRAINING REPORT

1. PROJECT: ___________________________ FED. PR. #: ___________________________

2. CONTRACTOR: ___________________________ SUB: ___________________________

3. TRAINEE NAME: ___________________________

4. TRAINING PROGRAM: ___________________________

5. TRAINEE START DATE: ___________________________ CRAFT START DATE: ___________________________

6. TRAINING PERIOD REPORTED FROM: ___________________________ TO: ___________________________

7. BIWEEKLY HOURS SHOWN BELOW:

|               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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8. TRAINEE SIGNATURE: ___________________________ DATE: ___________________________

9. CONTRACTOR SIGNATURE: ___________________________ DATE: ___________________________

10. THIS BIWEEKLY DOES ______ DOES NOT ______ AGREE WITH THE DC-29 REPORTS.

| E. SIGNATURE: ___________________________ DATE: ___________________________ |

REVISED 9/94
CONSTRUCTION PROCEDURES HANDBOOK

SECTION V  SUBSECTION B  D/ESBE and SBE SECTION PROGRAM IMPLEMENTATION

1. The Federal Disadvantaged/Emerging Small or State Small Business Enterprises Utilization Attachment of the contract stipulates the numerical Disadvantaged Business Enterprises (DBE)/Emerging Small Business Enterprises (ESBE) Goals (Federally-aided projects) or Small Business Enterprises (SBE) Goals (Non-State funded projects) for the affected contract.

2. At or prior to the start of the reconstruction Conference, the Resident Engineer will receive a copy of the Division of Civil Rights memorandum sent to the Bureau of Construction Services, Procurement, recommending the award of the contract to the low bidder. This Recommendation To Award is also the memorandum of approval for the Project’s D/ESBE or SBE Program. During the course of the project, the Resident Engineer will monitor the contractor’s goal attainment by comparing D/ESBE Goal or SBE Goal commitments against each “Request for Approval to Sublet” Form DC-18. In addition, the Resident Engineer will cross check Form DC-29(a) “Daily Inspector’s Report” with each attached Form DC-18, the Recommendation To Award memorandum and Form AD-267 “Monthly Report, Utilization of Disadvantaged Business Enterprises”.

3. The Resident Engineer and staff will use Form DC-29(a) to provide on-site monitoring of the type of work items performed by each D/ESBE or SBE. At minimum, an a.m. and p.m. notation will be made daily on the DC-29(a) indicating the type of work items each D/ESBE or SBE was observed performing.

4. Revisions can only be made in the D/ESBE or SBE Program when the prime contractor submits a revised “Schedule of DBE Participation” (DBE Form A) through the Resident Engineer, who submits the DBE Form A request with a recommendation to the Division of Civil Rights and Affirmative Action (DCR/AA) for approval prior to implementation. No substitution of a D/ESBE or SBE subcontractor shall be made without the written consent of the DCR/AA, and the prime contractor(s) shall make a good faith effort to replace a D/ESBE or SBE subcontractor that is unable to perform with another D/ESBE or SBE.

5. The DCR/AA shall provide copies of Form AD-268 “Final D/ESBE or SBE Report” (see Attachment “A”) and Form AD-267 “Monthly D/ESBE or SBE Utilization Report” (see Attachment “B”) to the Resident Engineer and prime contractor(s) at the Reconstruction Conference.
6. Upon completion of the project, the contractor’s D/ESBE Liaison Officer shall complete Form AD-268 and submit it to the Resident Engineer for review. The report should reflect all D/ESBE or SBE activity on the project. After review by the Resident Engineer, the report shall be forwarded to the DCR/AA.

7. If the D/ESBE goal or SBE goal requirements were not met, documentation supporting good faith efforts must be submitted with Form AD-268.

8. During the course of the project, the Resident Engineer will notify the contractor in writing of any violation of the D/ESBE or SBE Program requirements and will direct the contractor to comply with these requirements. Failure of the contractor to comply after a reasonable period of time shall result in the Resident Engineer notifying the DCR/AA by memorandum and presenting pertinent documents for their review and action. The DCR/AA is to be copied on all documentation relative to compliance by the contractor.

9. Resident Engineers will cooperate with the DCR/AA in reporting written prompt payment complaints filed by D/ESBE or SBE sub-contractors. DCR/AA is the lead unit.

IMPLEMENTATION OF D/ESBE or SBE PROGRAM

1. The Division of Civil Rights and Affirmative Action is responsible for forwarding a copy of memorandum of recommendation to Award with an executed DBE Form A “Schedule of DBE Participation” to the Bureau of Construction Services, Procurement; Regional Construction Engineer; and the Resident Engineer indicating the DBE Goal or SBE Goal commitments.

2. Regional Construction Engineer:
   a. At or prior to the Preconstruction Conference, advises the contractor that all changes to previously approved D/ESBE or SBE Program must be accompanied by a revised DBE Form A.
   b. Upon receipt of Form DC-18 (attached and attachment) and one (1) copy, process as per current Department Policy No. 311 (Detailed more fully as follows).

1) Check sublet request to determine that category of work being sublet was indicated on the Recommendation To Award and DBE Form A. If work being sublet was not indicated on Recommendation To Award and DBE Form A, the sublet request must be returned to the contractor to submit a revised DBE Form A before the DC-18 can be considered.
c. After request has been checked and finalized by filling out DC-18: "Compilation of Values and Percentages," sign and forward to the Manager, Bureau of Construction Services, Procurement both the original and one copy of the entire DC-18 (a-c attachment), also send a copy to the Resident Engineer.

1) The transmittal of the DC-18 to Construction Services should be accompanied by Form AD-37 "Referral Form".

d. When notification of approval is received from the Bureau of Construction Services, Procurement, a copy shall be sent to the Resident Engineer.

3. Resident Engineer

a. Check Recommendation to Award and the DBE Form A to determine status of subcontractors, equipment lessors and material suppliers and monitor for compliance.

b. Subcontractors should not perform any work on the project until the notification of approval has been received.
ATTACHMENT “A”

FINAL D/ESBE or SBE REPORT

THE FINAL DBE REPORT FORM SHOULD BE FILLED OUT BY THE CONTRACTOR AND SUBMITTED TO THE RESIDENT ENGINEER FOR REVIEW UPON COMPLETION OF THE PROJECT. THE REPORT SHOULD REFLECT ALL DBE ACTIVITY ON THE PROJECT. THE REPORT SHOULD THEN BE forwarded TO THE OFFICE OF CIVIL RIGHTS.

IF THE DBE GOAL REQUIREMENTS WERE NOT MET, DOCUMENTATION SUPPORTING GOOD FAITH EFFORTS MUST BE SUBMITTED WITH THE FINAL REPORT.

PROJECT: __________________________  AWARD DATE: __________________________  AWARD DBE GOAL: __________________________

CONTRACTOR: __________________________  CONTRACT AMOUNT: __________________________  FINAL DBE GOAL: __________________________

<table>
<thead>
<tr>
<th>NAME OF DBE SUPPLIER OR SUBCONTRACTOR</th>
<th>TOTAL AMOUNT OF WORK PERFORMED</th>
<th>TOTAL DOLLAR AMOUNT PAID TO DBE SUPPLIER OR SUBCONTRACTOR</th>
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THIS IS TO CERTIFY THAT __________________________ % OF THE WORK WAS COMPLETED BY DISADVANTAGED BUSINESS ENTERPRISE SUBCONTRACTOR/SUPPLIERS AS STATED ABOVE.

_________________________________________________________
NAME OF GENERAL CONTRACTOR

_________________________________________________________
CONTRACTOR’S SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME, THIS ___________ DAY OF ________, A.D. 20__________

_________________________________________________________
NOTARY PUBLIC ____________________________ COUNTY

MY COMMISSION EXPIRES: ____________________________
OFFICE OF CIVIL RIGHTS
MONTHLY REPORT, UTILIZATION OF DISADVANTAGED/EMERGING OR
SMALL BUSINESS ENTERPRISE

Project No. ___________________________________________ 3 Prime Contractor: ___________________________________________

2 100% State: ___________________________________________ Address: ________________________________________________

Project Amount: ___________________________________________ Total payment to Contractor as of end of Reporting Period $ __________

Estimated Contract Completion Date: __________________________

<table>
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<tr>
<th>NAME OF DBE/ESBE OR SBE</th>
<th>DESCRIPTION OF WORK PERFORMED AND MATERIALS PROVIDED</th>
<th>CONTRACT ITEM NUMBERS</th>
<th>PAY AMOUNT PAID THIS MONTH</th>
<th>PAID TO DATE</th>
<th>COMMENTS</th>
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TOTAL

12 Percent of DBE/ESBE participation to date __________ %

To the best of my information and belief, the above information is complete and correct.

Signature–Resident Engineer ___________________________ Date __________ Prime Contractor Representative ___________________________
Indicate the month and year of this report. Only one month should be indicated and all information should correspond with this month. The reporting period should be from the first calendar day of the month to the last calendar day of the month.

Place the project or contract number on this line. On 100 percent state funded projects, place the State contract DP number. Include the Federal Aid Project Number for all federal projects.

Place the full name of your company, not AKA. The address is that of your main office, not work site.

Indicate the total payment to prime contractor as of end of the month. Do not include change orders.

Only indicate the business name of the qualified D/ESBE or SBE. A firm can only be qualified if it is certified by the NJ DOT Civil Rights Office or registered with the NJ Commerce & Economic Growth Commission and the certification or registration has not expired. Do not place names of employees, supervisory staff, etc. in this section.

A brief description of the work performed and materials provided by the firm is all that is needed. For example, descriptive words such as: Carpenter, Insulation, Drywall, Rough Electrical, Steel Reinforcement, etc. are sufficient.

This number should be the same as indicated for the specification of work in the contract.

Indicate the actual total dollar amount awarded to the firm. This amount should be the same as indicated by the signed subcontract.

Indicate the total dollar amount paid to the minority firm during the reporting period. The month is described as on or between the first day to the last day of the month. Do not indicate an amount, which would be included in another reporting period. If no payment was made during the reporting period, indicate 0.

This is an accumulative dollar amount paid to the firm from the start of the first day through the reporting period.

Use this space to indicate any special circumstances related to this reporting period. Also, you may clarify information in this space.

Percentage of D/ESBE or SBE participation to date is acquired by dividing total payment to contractor into the total paid to date for D/SBE’s & SBE’s.

This form must be sent to the NJ DOT Civil Rights Office within five working days of the first day of the month. Send original to R.E. and one copy to the Office of Civil Rights.

NJ DOT Office of Civil Rights
PO Box 600
2835 Parkway Avenue
Trenton, NJ 08625
SECTION VI - CONSTRUCTION OPERATIONS

SUBSECTION - A  MEETINGS

SUBSECTION - A-1  DESIGN VISITS TO CONSTRUCTION PROJECTS
70-90 PERCENT COMPLETE

SUBSECTION - B  RIGHT-OF-WAY

SUBSECTION - C  ENVIRONMENTAL SUPPORT INCLUDING REGULATED
MATERIALS, HAZARDOUS SPILLS, SOIL EROSION, SEDIMENT
CONTROL, STORMWATER MANAGEMENT AND PERMITS

SUBSECTION – C-1 CONTAINMENT, DISPOSAL AND LEAD HEALTH AND
SAFETY PLAN (LHASP) FOR PROJECTS INVOLVING
LEAD PAINT REMOVAL

SUBSECTION - D  BRIDGE PAINTING AND STRUCTURAL STEEL PAINT
SYSTEM INFORMATION FORM

SUBSECTION - E  DISPOSAL OF TREES, STUMPS AND VEGETATIVE
WASTE ON CONSTRUCTION PROJECTS

SUBSECTION - F-1  QUALITY CONTROL AND QUALITY ASSURANCE
TRUCK WEIGHT MONITORING

SUBSECTION - F-2  QUALITY CONTROL AND QUALITY ASSURANCE
ROLLING STRAIGHT EDGE

SUBSECTION - F-3  QUALITY CONTROL AND QUALITY ASSURANCE
MOISTURE CONTENT ON SAND IN INERTIAL
BARRIER MODULES

SUBSECTION - F-4  QUALITY CONTROL AND QUALITY ASSURANCE
INSPECTION OF ANCHOR BOLTS

SUBSECTION - F-5  QUALITY CONTROL AND QUALITY ASSURANCE
VALUE ENGINEERING REQUESTS BY CONTRACTORS

SUBSECTION - F-6  QUALITY CONTROL AND QUALITY ASSURANCE
RAISED PAVEMENT MARKER COORDINATOR

SUBSECTION - F-7  QUALITY CONTROL AND QUALITY ASSURANCE
NEGATIVE HAUNCH

SUBSECTION - F-8  QUALITY CONTROL AND QUALITY ASSURANCE
LANDSCAPE INSPECTION BY CONSTRUCTION
SUBSECTION - F-9  QUALITY CONTROL AND QUALITY ASSURANCE
PROJECT INSPECTION ON CAPITOL PROGRAM
PROJECTS BY FIELD MANAGER (DC-152)

SUBSECTION - F-10  QUALITY CONTROL AND QUALITY ASSURANCE
INSPECTION OF NEW OR RECONSTRUCTED BRIDGES

SUBSECTION - F-11  QUALITY CONTROL AND QUALITY ASSURANCE
TEMPORARY TRAFFIC STRIPES AND MARKINGS

SUBSECTION – F-12  QUALITY CONTROL AND QUALITY ASSURANCE
CONCRETE SITE TESTING

SUBSECTION – F-13  QUALITY CONTROL AND QUALITY ASSURANCE
CONTRACTOR’S ACI CERTIFIED INSPECTORS

SUBSECTION – F-14  QUALITY ASSURANCE HOT MIX ASPHALT
CORING SAMPLES

SUBSECTION - G  REQUESTS FOR SERVICES RENDERED FROM OTHER
NJDOT UNITS

SUBSECTION - G-1  QUALITY ASSURANCE OVERSIGHT INSPECTIONS
CONDUCTED BY OTHER NJDOT UNITS

SUBSECTION - H  TRAFFIC SIGNALS

SUBSECTION - I  TORT CLAIMS

SUBSECTION - J  MONTHLY STATUS OF PROJECTS FORM DC-114S

SUBSECTION - K  UTILITY COORDINATION

SUBSECTION - L  PROCESSING CONSULTANT INSPECTION INVOICES

SUBSECTION - M  CONTRACTOR’S PERFORMANCE REPORT, DC-83

SUBSECTION - M-1  CONSULTANT EVALUATION SYSTEM

SUBSECTION – N  MONTHLY ESTIMATES

SUBSECTION - O  ADVANCE TRAFFIC IMPACT NOTICES AND LANE CLOSURE
REQUESTS

SUBSECTION – P  CONSULTANT CONSTRUCTION INSPECTION ON MAJOR
ACCESS AGREEMENTS

SUBSECTION – Q  VERTICAL UNDER-CLEARANCES AND LANE WIDTH RESTRICTIONS
1. BIWEEKLY MEETING

a. The Resident Engineer will schedule at the beginning of the project and throughout the duration of construction, formal biweekly meetings with the Contractor (can be weekly on larger, complex projects).

b. The Resident Engineer shall make the Project Manager and Field Manager aware of all meetings and the topics that will be addressed such as scheduling, budget, submittals, utilities, design issues, safety, environmental issues and other topics which may affect the project. If the Resident Engineer feels that attendance by the Project Manager and/or Field Manager is necessary because of the nature of the topics, they should be so advised.

c. The Field Manager shall periodically attend these meetings and when requested by the Resident Engineer and/or Project Manager. When the project has fallen behind schedule, attendance is required at all meetings.

d. The Project Manager shall attend these meetings, based on the subject matter or when requested by the Resident Engineer due to specific agenda items. The Project Manager will schedule other support staff to attend as necessary such as ROW, Utilities, Environmental, Designer, Traffic Engineering, etc.

e. To assure the project is kept on schedule the Resident Engineer should discuss the following at each meeting and whatever else that may be pertinent:

1) Review Contract Progress versus Schedule; if the project is behind schedule, strategy to get back on target should be discussed.
2) Safety Issues
3) Subcontractor Issues
4) EEO Status and Documentation that are due
5) Timely Submittals
6) Design Related Issues
7) Environmental Issues
8) Upcoming Work Schedule
9) Resolution of Pending Disputes

f. If it is determined by the Resident Engineer that the Contractor has fallen behind schedule and/or there is a potential increase in budget, he shall immediately notify the Project Manager, if not in attendance. The Resident Engineer and Contractor will determine reasons and potential solutions as to how to complete the project on time and develop all costs associated with those solutions.
g. Written minutes shall be kept of each meeting by the Resident Engineer. Minutes shall be distributed as follows:

  Contractor’s Main Office
  Project Manager
  Regional Construction Engineer
  Field Manager
  FHWA on Full Oversight Projects
  All in attendance

2. PREPAVING MEETING

a. A minimum of 10 working days prior to beginning construction of Hot Mix Asphalt (HMA) items the Resident Engineer shall schedule and hold a meeting establishing the ground rules to ensure quality construction of these items. Additional meetings should be held if there are changes in the paving crews (Subcontractors), methods and/or a significant time period between paving operations due to staging or weather restrictions. The following shall attend these meetings:

  Resident Engineer
  Field Manager
  Prime Contractor
  Subcontractor (if applicable)
  Supplier
  Plant Inspection Coordinator, Materials
  Regional Materials Engineer or representative
  Bureau of Materials Coring Section

b. The agenda shall include as a minimum the following topics:

  Schedule
  Material requirements - mix design approvals.
  Rate of placement
  Equipment
  Manpower
  Weather constraints - protocol for stopping work.
  Test Strips
  Compaction
  Materials sampling and testing/coring (Refer to CPH Sec VI-F-14)
  Opening to Traffic - traffic stripes and/or pavement markings
  Contractor’s SAT Certified Paving Technologist
  The overhead clearances for the equipment and trucks (Bodies Up) is to be discussed and if required a Contractor person assigned to watch for conflicts.
c. A memorandum of record shall be prepared by the Resident Engineer pertaining to the meeting and distributed to all in attendance.

3. PORTLAND CEMENT CONCRETE MEETING

a. A minimum of 10 working days prior to beginning construction of Portland cement concrete pavements, and any other Portland cement concrete items the Resident Engineer shall schedule and hold a meeting establishing the ground rules to ensure quality construction of these items. The following shall attend these meetings:

   - Resident Engineer
   - Field Manager
   - Prime Contractor
   - Subcontractor (if applicable)
   - Supplier
   - Plant Inspection Coordinator, Materials
   - Regional Materials Engineer or representative

b. The agenda shall include as a minimum the following topics:

   - Schedule
   - Material requirements - mix design approvals.
   - Rate of placement
   - Equipment
   - Manpower
   - Weather constraints - protocol for stopping work.
   - Materials sampling and testing/coring
   - Curing
   - Opening to Traffic - traffic stripes and/or pavement markings
   - Contractor’s ACI Certified Inspectors and related forms (Refer to CPH Section VI-F-13).
   - The possible need for early cylinder breaks.

c. As a minimum, a meeting shall be scheduled prior to the start of Portland cement concrete paving and/or Portland cement concrete bridge deck placement and one prior to the start of other Portland cement concrete operations.

d. A memorandum of record shall be prepared by the Resident Engineer pertaining to the meeting and distributed to all in attendance.
4. MID-CONTRACT MEETING

a. At or near the midpoint in the completion of a project (either by cost or specified time, whichever comes first), the Resident Engineer shall arrange for a formal meeting with the Contractor. On short duration projects (less than 6 months), the Resident Engineer may omit the meeting, with the approval of his Field Manager. This meeting may be included in a regular biweekly meeting.

b. The Resident Engineer, the Field Manager, the Project Manager, and the Contractor shall attend the meeting. The FHWA are to be invited for Full Oversight Projects. Traffic Engineering and representatives of other interested parties should be invited, particularly if problems are anticipated, to afford them maximum possible lead time to accomplish their responsibilities for construction road openings.

c. Discussions at the meeting shall include the future plans of the Contractor and the problems of both the Contractor and the State, relating to the project. Emphasis shall be placed on reviewing progress to date and necessary action to assure that the contract will be completed on schedule. In addition, the D.B.E. or SD/SWBE and training goals will be discussed.

d. A memorandum of record shall be prepared by the Resident Engineer pertaining to the meeting and distributed to all invitees.

5. UTILITY MEETING

Refer to CPH Section VI-K.

6. ENVIRONMENTAL MEETING

a. On projects that have special environmental commitments, a meeting of all involved regulatory and enforcement agencies will be held prior to construction to assure compliance and communication.

b. The following will attend this meeting: Resident Engineer, Field Manager, Project Manager, Environmental Services and Support Unit, FHWA on Full Oversight projects, Prime Contractor, Subcontractor if applicable, and all involved Regulatory and Non-Regulatory Agencies.

c. Minutes for this meeting will be kept and distributed to all in attendance, Contractor’s main office and the Regional Construction Engineer.
7. DRILLED SHAFT REVIEW MEETING

a. After review of the related Special Provisions, working drawings, and prior to beginning construction of the drilled shafts, the Resident Engineer shall hold a meeting to discuss the proposed installation plan. The following shall attend:

   Resident Engineer
   Field Manager
   NJDOT Inspector
   NJDOT Geotechnical Engineering Unit
   Contractor
   Subcontractor (if applicable)
   Designer

b. The agenda shall include as a minimum the following:

   Outstanding issues regarding the installation plan
   Contractor’s procedures and tools
   Inspection procedures to be used
   Inspection and reporting forms for recording all necessary steps in the construction process (Coordination between Contractor and State Inspector is essential for comparing daily progress of shaft construction)
   Proposed construction date of Demonstration Shaft

c. A memorandum of record shall be prepared by the Resident Engineer pertaining to the meeting and distributed to all in attendance.

8. PRE-ERECTION MEETING

a. The Resident Engineer shall schedule a pre-erection meeting at least 20 calendar days prior to the start of each different condition encountered and temporary bracing (i.e. different bridges, different type beams, over different type terrain, different equipment, method of temporarily bracing beams, etc.) The Contractor shall submit for each different type of condition, a written plan of operation (sketches, equipment specifications, narrative, etc.) prior to this meeting with sufficient time for the Resident Engineer to review. The Resident Engineer should review the plan for general conformance to determine if the amount and character of equipment and manpower appear to be adequate and if the erection procedure, temporary bracing and safety are adequate. If needed, the Resident Engineer may contact the Project’s Designer for assistance in reviewing the erection plan. The following shall attend the meeting:

   Resident Engineer
   Field Manager
   (Continued on page 6)
NJDOT Inspection staff which will be inspecting the erection
Prime Contractor’s foreman/superintendent who will be supervising the work
Subcontractor (if applicable)
OCPS Regional Representative – safety issues
Others as needed

b. The pre-erection meeting shall include a thorough discussion of the Contractor’s written plan of operation. This meeting should include as a minimum the following topics:

   Schedule
   A step-by-step walk through of the Contractor’s erection sequence.
   A review of the manpower requirements and equipment specifications.
   Clearance for the equipment.
   Methods of protecting traffic under the bridge or in the immediate area of the bridge. This may cover traffic stoppages, slow downs or detours if approved.
   Methods of protecting workers (safety lines, nets, etc.)
   Weather constraints - protocol for stopping work.
   Shipping and erection sequence.
   Storage of un-erected members on the jobsite if not erected immediately upon delivery.

c. A memorandum of record shall be prepared by the Resident Engineer pertaining to the meeting and distributed to all in attendance.

9. ADDITIONAL MEETINGS

a. Having BIWEEKLY and MID-CONTRACT meeting does not mean that additional meetings with the Contractor, at other times, as deemed necessary by the Resident Engineer, Regional Construction Engineer, Field Manager or Project Manager cannot be held. It is particularly important to hold additional meetings if the Contractor is not performing properly or is falling behind the project's progress schedule.
PROJECT REVIEWS AT 70 – 90% CONSTRUCTION COMPLETION

For selected projects under construction, the Resident Engineer and the Project Manager shall be interviewed by the Project Management Office (PMO) to gather major issues that resulted in difficulties encountered during construction. The purpose of this procedure is to identify ways to improve the quality and constructability of the plans and specifications, to determine the need for Training and Development, to initiate Process Improvements, and to gather lessons learned.

The following procedure shall be followed:

1. The Bureau of Construction Engineering will send a monthly report to the Manager of Quality Assurance indicating which construction projects have reached the 70 percent to 90 percent completion status. Copies will be sent to the Directors of Project Management, Quality Management Services, Construction Services and Materials, and to the Program Managers and the Regional Construction Engineers. The Directors of Project Management & Quality Management Services will determine which projects listed in this report should have major issues identified and provide the list of identified projects to the PMO.

2. The PMO will contact the Project Manager and the Resident Engineer for each project identified by the Directors to set up a Project Review interview.

3. The Resident Engineer and the Project Manager will be interviewed to determine the major issues that were encountered during construction of the project. The interview should identify issues regarding the contract documents that were encountered during the design and construction of the project that had an impact on the project's cost, schedule, quality, safety and environmental issues.

4. The PMO will evaluate the results of the Project Review interviews to determine the need for Training and Development, Process Improvements, and gather input for the lessons learned database, coordinating closely the effort with Quality Management Services.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI SUBSECTION B DATE

CONSTRUCTION OPERATIONS RIGHT-OF-WAY 05/15/06

Agreement of Sale - A written contract whereby the purchaser consents to acquire certain real property and the seller consents to convey that property upon terms and conditions as set forth in the Agreement.

Condemnation - The acquisition of private property for a public purpose under the power of Eminent Domain, if it is determined that the property cannot be acquired by agreement.

Right to Possession - The right to immediate and exclusive possession of the property described in the declaration of taking shall vest in the condemning agency upon the filing of said declaration of taking, the depositing of the estimated compensation with the clerk of the Court and service of the papers of the condemnor. The Court may stay the taking of possession or authorize possession to be taken upon prescribed conditions.

Right of Entry - A document executed by the owner of real property permitting the State to enter upon his property in advance of the acquisition of his property by the State.

Possessory Action - The legal action instituted by the owner of real property to evict an occupant from the property.

Affidavit - A notarized statement supporting a motion in court. The Contractor and the Resident Engineer submit affidavits, sometimes called certificates, to support motions for “possession” and “specific performance”. The type of affidavit required is determined by the Legal Division.

Encroachment - An obstruction, e.g. a building, driveway, sign, parking lot which intrudes upon other Right-of-Way (ROW).

Eviction - The legal process instituted to evict a person from the possession of real estate.

Writ of Execution - A writ, which authorizes and directs the proper office of the court (usually the sheriff) to carry into effect the judgment or decree of the court.

NOTE: For federal projects, all ROW must be available prior to FHWA authorization. For 100% State funded projects, ROW availability dates may be included in the specifications and accounted for in the construction schedule. The Resident Engineer is to have received the Preconstruction ROW checklist, which provides a summary of key ROW items (as noted in CPH Section II-F1.d.) prior to the preconstruction conference, supplied either by the Regional Construction Engineer or Project Manager. In addition, the District ROW office will provide the name of a ROW staff member to contact should the Resident Engineer have any questions. This individual will also be a point of contact should the Resident Engineer determine that any of the following documents are needed relative to a specific parcel or property:
1. Agreement of Sales
2. Right of Entry
3. Declaration of Taking
4. Copy of Notice Appointing Commissioners
5. Certificates of Possession
6. Release of Buildings
7. Right-of-Way Plans

If the documents are not received by the Resident Engineer, the project’s Field Manager is to locate and obtain the documents. At the preconstruction conference the Resident Engineer will give the Contractor one set of general property parcel and entire tract maps and inform the Contractor of any special conditions or requirements under the Real Estate agreements.

1. PROCEDURE FOR OBTAINING PHYSICAL POSSESSION PRIOR TO CONSTRUCTION

a. Parcels Acquired by Real Estate Agreement

   If the owner/occupant fails to deliver possession of the property to the State by the latter of (a) the possession date stated in the agreement, or (b) the expiration date of the formal, written ninety day notice to vacate, the Manager, Right-of-Way (ROW) will request the Legal Division to initiate an action for Specific Performance, to compel the owner to deliver possession.

b. Parcels Acquired by Condemnation

   1) If the owner/occupant fails to deliver possession of the premises upon the expiration of the formal, written ninety day notice to vacate, the Manager, ROW will request the Legal Division to initiate a Motion for Possession before the Court.

   2) The Court will issue an Order for Possession as of a specific date and the Legal Division will then transmit the Order to the Sheriff of the concerned jurisdiction for personal service upon the owner/occupant.

   3) The Manager, ROW will be responsible for coordinating and accomplishing all arrangements in connection with the ejectment of the owner/occupant, including provision of moving van, temporary accommodations and temporary storage, as judged appropriate and necessary.

   4) Upon vacating the premises, a “Release of Buildings” Form RE-88, will be transmitted to the Resident Engineer.
2. During Construction - To obtain physical possession of a parcel:

a. When the Contractor is denied entry or access to a parcel “legally available”:

1) Contact the Manager, ROW to determine if legal possession is available.

2) If possession is legally available, the Resident Engineer shall contact the Division of Law for guidance to determine if steps “c” and “d” should be taken.

3) When the Contractor is unable to enter or continue work on a parcel, the Resident Engineer will obtain an Affidavit from the Contractor citing the need for a particular parcel for construction on forms furnished by the Department, and also complete a concurring Affidavit, and forward both to the Manager, ROW, who will be responsible for initiating the possessory action through the Legal Division.

4) Parcels that are unoccupied may be entered by the Contractor after the writ has been served on the owner by the sheriff. Notification that the property may be entered will come from the Manager, ROW through the Project Manager to the Resident Engineer.

5) Parcels requiring vacating or eviction of an occupied property cannot be entered until ROW has taken both legal and physical possession, issued a Release of Building (Form RE-88) and transferred the keys. Release and keys will be forwarded through the Regional Construction Engineer to the Resident Engineer.

b. When Parcels are not in the State’s Possession

1) In the event that permanent or temporary possession of a parcel, whole or in part, is required during the construction of a project and is not in the State’s possession, the Resident Engineer will immediately inform the Field Manager, Project Manager and Regional Construction Engineer and submit, in writing, all pertinent information available (e.g., location, reason required, owner’s name, address, etc.).

2) A written request to the Manager, ROW for possession will be made by the Field Manager through the Regional Construction Engineer and the Project Manager.
c. Encroachments

Should a privately owned facility or appurtenance encroach on State property and the owner refuses to remove it, Regional Maintenance should be contacted for their action.

d. Evictions

Should eviction of persons from property within the right-of-way appear necessary, the Resident Engineer should discuss the matter with the Manager, ROW and then consult with the Field Manager, Project Manager and Regional Construction Engineer as to what action to take.
SAMPLE - CONTRACTOR

Affidavit

(Current Attorney General)
Attorney General of New Jersey
Attorney for Plaintiff
Richard J. Hughes Justice Complex
25 Market Street, P.O. 114
Trenton, New Jersey 08625

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION COUNTY
Docket No. will be filled in by
Legal Division

STATE OF NEW JERSEY, By the
COMMISSIONER OF TRANSPORTATION,
Plaintiff,

vs.

(Name of Parcel Owner)

CIVIL ACTION
AFFIDAVIT IN SUPPORT OF
MOTION FOR POSSESSION

Defendants.

STATE OF NEW JERSEY
) ss.

COUNTY OF where affidavit
will be sworn to

(Name of Contractor's man who will swear to this ) , being duly sworn, deposes
and says:
AFFIDAVIT

SAMPLE

FOR INSTRUCTIONAL PURPOSES ONLY

1. I am Donald Ahern of Johnson Contracting Company, which has a contract with the plaintiff dated March 10, 2006, for the construction Route 100, Contract Number 095990580 which includes the premises involved in this suit which are known as Parcel 55A.

2. Construction has reached the stage where it is necessary to obtain above premises not later than June 1, 2006 in order to comply with the terms of the contract above mentioned.

3. Failure to obtain possession of the premises, by the date mentioned above, will result in delays of performance of work under the contract and upset our planned performance procedure. Such delays will result in our having to make claims against the plaintiff for whatever damages are sustained.

Sworn and subscribed before me this 1st day of May, 2006

Signature

Notary Public of New Jersey
SAMPLE – RESIDENT ENGINEER
Affidavit

(Current Attorney General)
Attorney General of New Jersey
Attorney for Plaintiff
Richard J. Hughes Justice Complex
25 Market Street, P.O. 114
Trenton, New Jersey 08625

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION
COUNTY
Docket No. will be filled in by
Legal Division

STATE OF NEW JERSEY, By the
COMMISSIONER OF TRANSPORTATION,

Plaintiff,

vs.

(Name of Parcel Owner)

CIVIL ACTION

AFFIDAVIT IN SUPPORT OF
MOTION FOR POSSESSION

Defendants.

STATE OF NEW JERSEY )
 ) ss.
COUNTY OF where Affidavit
will be sworn to

(Name of Resident Engineer who will swear to this ) , being duly sworn, deposes
to this Affidavit.

and says:
AFFIDAVIT
SAMPLE

FOR INSTRUCTIONAL PURPOSES ONLY

1. I am the Resident Engineer for the Department of Transportation for the construction of Route 100, Contract Number 095990580 which includes the premises involved in this suit which are known as Parcel 55A.

2. I have read the affidavit made by the Johnson Contracting Co. Contractor and the statements therein are true to the best of my knowledge.

3. Access to subject parcel number is needed by the date requested by the Contractor or progress of the project will be impeded to the extent that the State may be subject to claims by the Contractor for costs due to delay.

Sworn and subscribed before me this 2nd day of May, 2006

Signature

Notary Public of New Jersey
Division of Environmental Resources (DER) - provides support in assisting Resident Engineers relative to environmental permits and regulatory authorization compliance, proper management of project specific environmental related activities, and coordinating issues with regulatory agencies and informing monitoring agencies. The DER consists of two Bureaus, the Bureau of Environmental Project Support (BEPS) and the Bureau of Environmental Program Resources (BEPR). A DER Construction Environmental Support Key Contact List is attached. Contact names are listed by environmental discipline. The general phone number for DER is (609) 530-8075.

DEFINITIONS
 Environmental Commitments are those permit, regulatory authorization and self-certified conditions specified in the project construction documents and/or related permits.
 Field Reviews are site visits conducted by the Division of Environmental Resources (DER) to provide assistance relative to the implementation of environmental commitments on Construction and Maintenance projects.
 Regulatory Agencies are those federal, state and municipal agencies such as United States Environmental Protection Agency (USEPA), New Jersey Department of Environmental Protection (NJDEP), US Coast Guard, US Army Corps of Engineers (USACOE), etc., whose regulations or ordinances stipulate specific environmental conditions relative to air quality, noise, hazardous materials, surface waters, ground water, wetlands, stormwater management, sediment and erosion control, site waste control, threatened and endangered species, deforestation, parkland/Green Acres, historic architecture and archaeological resources, etc.

ENVIRONMENTAL SUPPORT

INTRODUCTION
 Environmental commitments are developed as part of the environmental planning phase of the project development process, and are in the related environmental documents and required permits for the project. Environmental commitments
reflect the findings and conditions of the project's environmental documents and required permits and are, in most cases, developed to comply with legally-binding authorizations and approvals. The Environmental Plan Sheets and Environmental Construction Details, as included in the construction plans and specifications, are based upon these environmental commitments. Therefore, it is essential that these environmental commitments be properly implemented during the construction phase.

PROCEDURES PRIOR TO CONSTRUCTION
The following provides an opportunity for the Division of Construction Services and Materials (DCSM) and DER to advise the Project Manager (PM) of any project environmental commitments that might be incompatible with standard construction practices; to respectfully identify any insufficiencies in mandated environmental control features; and to allow DER personnel an opportunity to emphasize the environmental aspects of the project to construction personnel, as well as provide environmental quality assurance.

A. Design Submissions and Pre-Award Conferences: Design Submission reviews allow DCSM and DER an opportunity to ensure that project specific environmental commitments and standard environmental controls are properly incorporated into the construction documents, and that the environmental commitments are reasonably compatible with standard construction industry practices. The Pre-Award Conference (OB 90-1A) presents an important opportunity for the transfer of information between DER and NJDOT construction personnel concerning environmentally sensitive issues relating to the project.

1. The PM will provide DCSM and DER with all Design Submission documents related to environmental commitments and controls. The PM will provide CSM and DER two-week notification of all scheduled Pre-Award Conferences.
2. DCSM and DER will provide Design Submission comments to QA Team Leader within time frames requested.
3. DER staff will attend Pre-Award Conferences for all projects incorporating location sensitive environmental commitments to communicate noteworthy project-specific and generic environmental information.

B. Pre-Construction Conferences: The Pre-Construction Conference (OB 66-3J) offers the first opportunity for DER personnel to emphasize to the RE and the contractor project-specific environmental commitments, construction details, environmental compliance procedures and the
importance of maintaining environmental controls for the duration of the project.

1. Regional construction management will provide PM and DER two-week notification of all scheduled Pre-Construction Conferences.

2. DER staff will attend Pre-Construction Conferences for all projects incorporating location sensitive environmental commitments to communicate noteworthy project-specific and generic environmental information.

C. Additional Environmental Meetings: On projects that have special environmental commitments, meetings with regulatory and enforcement agencies may be held prior to and/or during construction to assure compliance and communication. The following will attend these meetings: Resident Engineer, Field Manager, Project Manager, DER, FHWA on full oversight projects, Prime Contractor, Subcontractor, if applicable, and all involved Regulatory Agencies. Minutes for these meeting will be kept and distributed to all in attendance, Contractor’s main office, and the Regional Construction Engineer.

PROCEDURES DURING CONSTRUCTION

The RE will be responsible for assuring compliance with all environmental commitments, including soil erosion and sediment control and site waste control measures, as provided in the project plans and specifications and the permits provided by DER and/or the PM. The RE will also ensure that contract administration records properly document such compliance during construction by utilizing current departmental procedures. DER will provide support to the RE regarding the environmental commitments via Field Reviews or as requested by the RE or PM regarding interpretation of contract and regulatory documents, to address changes in field conditions and contractor requested permit modifications, or to manage emergent issues.

A. Field Reviews (FRs): To be conducted by DER on a periodic basis with frequency determined by the environmental sensitivity/inspection priority ranking of the project. The RE will notify DER at least two days prior to the start of construction to afford DER the opportunity to schedule the initial FR. At a minimum, an initial FR will be conducted for every project incorporating location sensitive environmental commitments, with subsequent inspection frequencies determined by the environmental sensitivity/inspection priority ranking of the project and DER staff resource availability. Also, the RE will notify DER of the project's Final Inspection Review meeting, as well as any other meetings.
scheduled to discuss environmental concerns.

1. Approximately two weeks prior to the start of any environmentally sensitive construction activity (e.g. site clearing, "in-water" or "adjacent to water" work, dewatering, wetlands disturbances, cultural resources, etc.) the RE will contact DER in order for DER to be given the opportunity to schedule activity-specific FRs and to review special considerations with the RE and the contractor's representative.

2. Prior to conducting a FR, DER personnel will notify the RE or appointed representative of the planned FR date. No FR will be conducted without prior RE notification, and all FRs will be conducted with the RE or appointed representative and the contractor's environmental manager (CEM).

3. Upon completion of the FR, DER personnel will discuss the status of environmental conditions with the RE and offer corrective action recommendations as appropriate. The RE will be responsible for the timely implementation of corrections to any identified deficiencies and subsequent FRs will document previous corrective actions implemented.

4. DER will document all FRs, retain a copy on file and forward copies to the RE, the Director of DCSM, the PM, as well as the appropriate Regional Construction Engineer (RCE) and the RE's supervisor. DER will also maintain and make available to the Director of DCSM, appropriate RCE and FHWA a real-time data base summary of all projects reviewed by DER, as well as an annual compliance summary.

5. The RE or appointed representative, accompanied by the contractor's environmental manager (CEM), will inspect the project a minimum of once per week, as well as after the onset of each significant weather event (e.g. rain, snow, wind, etc.) that has the potential to impact the project's environmental control features or cause erosion, and every twenty-four hours thereafter if the event persists. During each inspection, all erosion and sediment control, as well as site waste control related items are to be inspected and any necessary corrective actions taken within 24 hours and noted for the project records with copies of all reports forwarded to DER. The NJDOT Environmental Compliance Checklist & Inspection Form (Attachment "A") will be used when completing these inspections.

6. On an annual basis, beginning one year after the start of construction, DER will prepare and distribute a FR summary for each project. All summaries will be forwarded to the Director of
DCSM, the RE and his/her supervisor. (The PM and the Contractor are required to sign the annual summary if a NJPDES Stormwater General Permit for Construction and Mining Activity is required for the project.)

7. All inspection/field review reports conducted by the RE/CEM and DER and the annual summaries shall be kept at the Work site and made available upon request (along with copies of the signed Request for Authorization (RFA) Form for the NJPDES Stormwater General Permit for Construction and Mining Activity and the accompanying NJDEP Authorization to Discharge, if required). These documents shall also be retained with the project files for a minimum of five years.

B. The RE or appointed representative will contact DER when: assistance is required by the RE relative to interpreting contract documents pertaining to environmental issues, including soil erosion and sediment control and site waste control; the contractor proposes to modify existing permit conditions or proposes changes to plans or specifications that may affect the regulated activity; the contractor intends to utilize properties outside of the “project limits” for staging purposes; or an emergent issue demands attention (for example, if an unexpected archaeology site or underground storage tank is encountered, operations shall immediately cease and DER shall be contacted) (see attached Environmental Support Key Contacts list for appropriate personnel to contact).

1. DER personnel, if necessary, will arrange for an on-site meeting within three working days with appropriate division staff expertise in attendance.

2. If the solution to any environmental concern requires significant modification of the contract documents, these changes will be processed in accordance with departmental procedures.

3. All DER generated documents and/or reports relating to the request for assistance will be distributed in accordance with A.4 of this section.

C. Field Inspections by Regulatory Agencies: When field inspections are conducted by a regulatory agency, the RE will request DER assistance.

1. Upon having knowledge of a regulatory agency inspection, the RE will contact DER as soon as possible, and DER personnel will participate in such inspections whenever possible.

2. When inspections are arranged through the DCSM, the Director of DCSM will notify the Director of DER.
D. **Value Engineering Proposals**: Value Engineering Proposals (VEPs) have the potential to compromise original project environmental commitments and must, therefore, receive an appropriate environmental evaluation.

1. The Bureau of Value Management (BVM) will forward all value engineering proposals upon receipt to DER for comment.
2. DER will provide BVM with comments regarding any potentially compromised environmental commitments within time frames requested.

E. **Environmental Permits**: All terms and conditions of the environmental permits shall be adhered to. A copy of all permits/approvals/authorizations shall be kept at the Work site, and shall be exhibited upon request of any person.

1. If the project was issued a NJDEP Land Use Regulation permit, the RE will complete and submit to DER a NJDEP Construction Notice at least three weeks prior to the start of construction date and a NJDEP Completion Report within thirty days of project completion, and DER will distribute these documents to the appropriate NJDEP sections.

F. **Hazardous Spills**

1. This is to ensure the NJDOT's compliance with the NJDEP discharges of hazardous substances (as defined in N.J.A.C. 7:1E-1.6). Discharges of hazardous substances at construction sites are subject to the provisions of the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq., and the New Jersey Department of Environmental Protection rules for Discharges of Petroleum and Other Hazardous Substances at N.J.A.C. 7:1E.
   a) Oil-Only Emergency Spill Kits shall be kept on site in accordance with the Standard Specifications.
   b) Should a contractor working on a NJDOT project create a spill of a hazardous nature on a NJDOT construction site (hydraulic fluid, diesel fuel, gasoline, etc.), the contractor shall immediately contain the spill and immediately notify the DEP Hotline at 1-877-WARN DEP (1-877-927-6337), the Local County Health Department and the Resident Engineer. The Resident Engineer shall immediately notify the Division of Environmental Resources (DER) at 609-530-2975.
   c) The spill shall be cleaned up and remediated as directed by the NJDEP and DER. After clean-up, an incident report shall be submitted to the DER that includes a summary of the
incident, the clean-up and containment measures taken, the
time and date of the incident, and the NJDEP case number.

G. Hazardous Waste
1. Resident Engineers with construction projects involving hazardous
waste must use the following address on all hazardous waste
manifests as the mailing address: New Jersey Department of
Transportation, Division of Environmental Resources, 951 Parkway
Avenue, P. O. Box 600, Trenton, New Jersey 08625.
2. A photocopy of the manifest is to be retained by the Resident
Engineer. All other copies must be forwarded to the DER at the
above address for proper distribution.
3. The Division of Environmental Resources will be responsible for
submitting the Annual Generator’s Report and retaining the
manifests for the required time period. The DER will also be
responsible for tracking the waste and making sure that the
appropriate paperwork has been returned to the generator in a
timely manner.

H. Regulated Material/Underground Storage Tanks
1. For projects that require a Site Specific Health and Safety Plan
(HASP), Materials Handling Plan, and Pollution Prevention and
Control Plan as part of the Specifications, the Contractor shall
submit these plans to the Resident Engineer. The Resident
Engineer will forward these plans for review and acceptance to:
New Jersey Department of Transportation, Division of
Environmental Resources, 1035 Parkway Avenue, P.O. Box 600,
Trenton, New Jersey 08625.
   a) The name, address, and telephone number of the Resident
Engineer, the job number for the project and tentative
starting dates shall be included with these plans
   b) Three (3) weeks should be expected for the review process.
An update and resubmittal of the plans may be required
based on any identified changes in the condition or operation
of the work and any comments generated during the review
process. If revisions are required, these revisions shall be
submitted for additional review and comments.
   c) If the Contractor does not submit the above referenced
Plans at the preconstruction conference, the Resident
Engineer shall advise the Contractor to submit them as soon
as possible so that ample time can be allowed for review and
acceptance. The contractor will not be permitted to start any soil management activities until the plans are accepted.

2. For projects that require the removal of underground storage tanks according to the Specifications, the Contractor shall submit this plan to the Resident Engineer. The Resident Engineer will forward this plan for review and acceptance to: New Jersey Department of Transportation, Division of Environmental Resources, 1035 Parkway Avenue, P.O. Box 600, Trenton, New Jersey 08625.

3. If Regulated Material and/or underground storage tank(s) are unexpectedly discovered during construction, operations shall immediately cease and the Division of Environmental Resources shall be contacted through the Resident Engineer or his representative.
   
   a) Standard Specifications should be followed for these operations.
   
   b) DER should immediately notify Deputy Attorney General (DAG) Dale Lessne of any discovered suspicious or contaminated soils/materials on a project site. This would include a known contaminated area that has increased in size/volume during construction. DAG Dale Lessne can be reached at 609-292-5958. The reason for this notification is possible cost recovery by the state from prior or adjacent property owners. Also, Resident Engineer should make sure that any such excavated materials must be properly stockpiled and tested prior to leaving the site and should be isolated by ROW parcel where applicable (and practical). Isolating the contaminated material by parcel is important for cost recovery reasons.

I. Acid-Producing Soil

1. Testing for suspected Acid-Producing Soil (APS) may be done at the NJDOT lab. DER should be contacted to collect samples of suspected APS for testing. The following tests are required to verify APS:
   
   a) pH Value in Calcium Chloride Solution
   
   b) Paste pH
   
   c) Total Sulfates
   
   d) Qualitative Test for Sulfate Ions
   
   e) Neutralization Potential*
   
   *This test is only required if sample is found to be APS. (as per NJDOT Landscape and Urban Design Unit)
2. Standard Specifications and the New Jersey Standards for Soil Erosion and Sediment Control should be followed when Acid-Producing Soils are encountered.
<table>
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<tr>
<th>Permits</th>
<th>Restrictions/Conditions</th>
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Date: / / Day of the Week: 

Weather Conditions: Temperature (°F):

- Weekly Inspection
- After Storm Event
- 24-Hour Interval

Approximate Rainfall Amount (in.) and/or Wind Velocity (mph):

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>Complies</th>
<th>Comments</th>
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<tbody>
<tr>
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<td>Concrete Washout System</td>
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<td>Spill Kits</td>
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Please Make Copies and Distribute to File, Contractor, and Bureau of Environmental Project Support [fax copy to (609) 530-3767].

Please use reverse side for additional comments and drawings.
New Jersey Department of Transportation  
ENVIRONMENTAL COMPLIANCE CHECKLIST AND INSPECTION FORM

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Job Number:</th>
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<tbody>
<tr>
<td>Region:</td>
<td>Resident Engineer (RE):</td>
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<tr>
<td>Contractor:</td>
<td>Contractor’s Environmental Manager (CEM):</td>
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Name and Title of the NJDOT Person Completing the Form:

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<tr>
<th>Additional Environmental Concerns</th>
<th>Complies</th>
<th>Comments</th>
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RE Signature: __________________________ Date: __/__/__

CEM Signature: __________________________ Date: __/__/__

Corrective Action:

Date Completed: __/__/__

RE Signature: __________________________ Date: __/__/__

CEM Signature: __________________________ Date: __/__/__

Please Make Copies and Distribute to File, Contractor, and Bureau of Environmental Project Support [fax copy to (609) 530-3767].

Please use reverse side for additional comments and drawings.
INSTRUCTIONS FOR
NJDOT ENVIRONMENTAL COMPLIANCE CHECKLIST AND INSPECTION FORM

This form is to be used for the required weekly environmental compliance inspections and additional inspections immediately following storm events and in 24-hour intervals during prolonged storms. The inspections should be performed jointly by the Resident Engineer (RE) or his representative and the Contractor's Environmental Manager (CEM).

Completed forms are to be kept on site and made available upon request.

This form can be customized for an individual project and then saved as a different file name for use during subsequent inspections of that particular project. Additional rows can be added to the boxes by hitting the “Tab” key at the end of the bottom right cell of the last row. In addition, the boxes will expand while typing to accommodate more text as needed.

Permits Box

List environmental permits and special conditions (such as: timing restrictions, endangered species requirements, etc.).

Weather Information Box

The term “Storm” refers to precipitation events, such as rain and snow, and other weather events, including high winds, that could cause erosion problems or result in damage to erosion control measures.

“24-Hour Interval” refers to inspections performed every 24 hours during prolonged storm events.

Item Number Box

List all pay items pertaining to soil erosion and sediment control, site waste control, and other environmental-related items called for on the project. Please note that “Concrete Washout System” and “Spill Kits” should be included for all projects.

The “Complies?” column can be answered with a “Y” for “Yes” or an “N” for “No”.

The “Comments” column should include a brief description of the problem and the location of the problem, such as Station Numbers. If the problem occurs in multiple locations, the term “throughout the project” may be used.
Additional Environmental Concerns Box

List all environmental concerns for the project that are not included in the Item Number Box. The list should contain appropriate concerns from, but not be limited to, the items below:

- Acid Producing Soil
- Buried Tank
- Contaminated Soil
- Archaeological Finds
- Soil Stabilization
- Stockpiles
- Tracking
- Dust Control
- Materials Management
- Waste Handling
- Equipment Fueling/Cleaning/Maintenance
- Dewatering Operations
- Wet Sawcutting
- Spills
- Preservation of Existing Vegetation
- Other

Corrective Action

This box should include what type(s) of corrective action was performed and the date when the corrective action was completed. If more than one item was not in compliance, the items should be discussed separately.

Required Signatures

The Resident Engineer and the Contractor’s Environmental Manager will sign and date the form after the inspection is completed. If corrective action is needed, the Resident Engineer and the Contractor’s Environmental Manager will sign and date the form again after the corrective action has been performed.

NOTE: The back of the form may be used for additional comments and/or drawings. Please remember that when copies are made, the back of the form should also be copied if utilized.
DIVISION OF ENVIRONMENTAL RESOURCES
CONSTRUCTION ENVIRONMENTAL SUPPORT
KEY CONTACTS

DIRECTOR'S OFFICE
Elkins Green
609-530-8075
609-882-6285(H)*

BUREAU OF ENVIRONMENTAL PROJECT SUPPORT

BUREAU MANAGER
609-530-3007

REGULATORY PERMITS
(LAND USE & ARMY CORPS PERMITS, ETC.)

TEAM 1
Joe Sweger
609-530-2985

TEAM 2
Dave Zmoda
609-520-2988

TEAM 3
Janet Fittipaldi
609-530-5462

TEAM 4
Jo Ann Szczech
609-530-3021

TEAM 6
Dave Mudge
609-530-2987

TEAM 6
Pam Garrett
609-530-2721

SOIL EROSION, SEDIMENT CONTROL, STORMWATER MANAGEMENT & SITE WASTE CONTROL

REGION NORTH
Brett Hunger
609-530-4834
609-306-4128(C)

REGION CENTRAL
Bud Michaeli
609-530-8129
609-306-3258(C)

REGION SOUTH
Joe Mason
609-530-3732
609-433-9239(C)
BUREAU OF ENVIRONMENTAL PROGRAM RESOURCES

BUREAU MANAGER
Tony Sabidussi
609-530-2824
201-858-0572(H)*

CULTURAL RESOURCES
Lauralee Rappleye
609-530-2990

ECOLOGY
Paula Scelsi
609-530-5464

HAZARDOUS MATERIALS CONTAMINATION & UNDERGROUND STORAGE TANKS
Robert Cebrick
609-530-2838

AIR/NOISE
Ed Tomaszewski
609-530-2835

SOLID & HAZARDOUS WASTE MANAGEMENT & EMERGENCY RESPONSE
Tim Steinbeiser
609-530-4293

*Call director or appropriate bureau manager for after business hours and weekend assistance.
For projects that require a Lead Health and Safety Plan (LHASP) by Specifications, the Contractor shall submit two copies of the LHASP to the Resident Engineer at the Preconstruction Conference. The Resident Engineer will forward the two copies of the LHASP for review and approval to:

N. J. Department of Transportation
Bureau of Safety
Main Office Building
1035 Parkway Avenue
P. O. Box 600
Trenton, New Jersey 08625

The name, address, and telephone number of the Resident Engineer, the job number for the project and tentative starting dates shall be included with the LHASP submittal.

Three (3) weeks should be expected for the review process. After the review is completed, the Bureau of Safety will return one copy of the plan to the Resident Engineer. If revisions are required, the Resident Engineer will return the plan to the Contractor for resubmission. The resubmission process shall be completed within a two (2) week turnaround time. Once the plan is finalized, copies will be forwarded by the Resident Engineer to:

- N. J. Department of Transportation
  Bureau of Environment and Program Resources
  257 Parkway Avenue
  P. O. Box 600
  Trenton, New Jersey 08625
- Bureau of Safety
  Contractor
- Appropriate OSHA Office (refer to Attachment “A”)
- N. J. Department of Health
  P. O. Box 500
  Trenton, New Jersey 08625
  Attention: ABLES Project Coordinator
  Occupational Health Surveillance Program

The original will be filed in the project files.
During construction, five (5) copies of the written Monthly Certification Report and Baseline Sampling Data shall be forwarded by the Contractor to the Resident Engineer for distribution to:

- Bureau of Safety
- Bureau of Environmental Program Resources
- Appropriate OSHA Office
- N.J. Department of Health (ABLES Project Coordinator Occupational Health Surveillance Program)
- Project file

For projects that require containment and disposal plans by Specifications, the Contractor shall submit the plans to the Resident Engineer at the Preconstruction Conference. The Resident Engineer shall forward the containment plan for review and approval to:

Bureau of Maintenance Engineering
1st Floor, Engineering & Operations Bldg.
P. O. Box 600
Trenton, New Jersey 08625

The disposal plans are forwarded for review and approval to:

Bureau of Environmental Program Resources
9 1/2 Parkway Avenue
P. O. Box 600
Trenton, New Jersey 08625

The name, address, and telephone number of the Resident Engineer, the job number for the project, and tentative starting dates shall be included with the submittal of the containment and disposal plans.

Three (3) weeks should be expected for this review. If the containment and disposal plans conform upon first submission, they will be retained by the respective Bureau. If the containment plan is found acceptable by the Bureau of Maintenance Engineering, the plan will be stamped “accepted for conformance to specifications” and returned to the Resident Engineer with a cover memorandum. If the disposal plan is found acceptable, the Bureau of Environmental Program Resources will notify the Resident Engineer by memorandum and retain the plans for their files. If revisions are required, the Bureau of Environmental Program Resources and Bureau of Maintenance Engineering will return the plans to the Resident Engineer. The Resident Engineer will return the plans to the Contractor for resubmission. The resubmission process shall be completed within a two (2) week turnaround time. Once approvals are obtained, three
(3) copies of the approved containment and disposal plans shall be forwarded by the Contractor to the Resident Engineer for distribution to:

- Bureau of Environmental Program Resources
- Bureau of Maintenance Engineering
- Project file

If the Contractor does not submit their LH ASP, Containment, and Disposal Plans at the preconstruction conference, the Resident Engineer shall advise the Contractor to submit them as soon as possible so that ample time can be allowed for review and approval. The contractor will not be permitted to start any paint removal or abrasive blasting operation until plans are approved. In order to expedite the review process, the Resident Engineer must forward all documents simultaneously as follows:

1. Lead Health and Safety Plan (LHASP) - to the Bureau of Safety (2 copies)
2. Containment Plan - to the Bureau of Maintenance Engineering
3. Disposal Plan - to the Bureau of Environmental Program Resources

The Resident Engineer will request an EPA Disposal I.D. number from the Bureau of Environmental Program Resources by calling 610-530-2955. (Allow four (4) to six (6) weeks regular mail, two (2) weeks for expedite only)

Accumulation and Storage

Hazardous waste from bridge blasting must be managed properly prior to disposal. Each storage container must be labeled with the words "Hazardous Waste" and with the date the container was placed in the storage area. Storage containers must be protected from the weather and kept on pallets to prevent corrosion from ground moisture. The containers must be inspected (with documentation provided to the resident engineer) weekly to determine if there are leaks or damage to the containers. The storage area must be identified with signs and no waste is to remain in the storage area for more than 30 days.

Manifests

Hazardous waste cannot be transported off site without a manifest. The contractor's environmental consultant usually completes this document but it is ultimately the responsibility of the generator (UCD) to ensure that all of the information is complete and correct. The mailing address (Section 3) must be 951 Parkway Avenue, P. O. Box 600, Trenton, N. J. 08625 and Section B (State Gen. ID) must identify the specific structure and appropriate address.

The manifest must be signed by the generator (Resident Engineer) and transporter prior to the shipment leaving the site and the transporter must give the generator the
appropriate copies as described below.

Transportation

Only licensed and approved hazardous waste transporters are allowed to remove the accumulated waste for transportation to the disposal facility. The transporter will have the appropriate hazardous waste manifest which identifies the generator, transporter, disposal facility and fully describes the waste being transported. The mailing address on all hazardous waste manifests must be 951 Parkway Avenue, P. O. Box 600, Trenton, N.J. 08625. The Bureau of Environmental Program Resources is responsible for retaining waste records and reporting to other agencies and the above mailing address will ensure that they receive return manifests from the disposal facilities.

The hazardous waste transporter and the generator (Resident Engineer) will each sign the manifest. The transporter will give the generator three copies for distribution. It is very important that the Resident Engineer make a photocopy of the manifest for their file and forward all original paperwork (including the blank form) to the Bureau of Environmental Program Resources at the above address. The Bureau of Environmental Program Resources will distribute the manifest copies to the generator state and the disposal state as required by the regulations.

The Department of Labor/OSHA does perform periodic inspections of each project. They are responsible for the compliance of all non-government workers’ health and safety standards. All violations will be given to the Resident Engineer for correction.

Lead Health and Safety for Department Employee

Departmental employees involved in inspecting and supervising bridge painting projects and bridge rehabilitation projects where lead-based paint is to be removed, must be tested for lead blood levels on a regular basis. In addition, these employees must be provided with the necessary respirators and training on their use by the contractor.

The names of any employees scheduled to work on these type of projects, name of 2nd contact and phone number of the supervisor must be submitted by the Regional Construction Engineer to the Bureau of Safety at least six (6) weeks month in advance of the start of work so that the testing and training can be scheduled.

A copy of the NJDOT Lead Health and Safety Plan can be obtained from the Bureau of Safety (609-633-5472).
ATTACHMENT "A"

COMPLIANCE ASSISTANT RESOURCES - ENFORCEMENT

U.S. DEPARTMENT OF LABOR/OSHA
MARLTON AREA OFFICE
MARLTON EXECUTIVE PARK
BUILDING 2, SUITE 120
701 ROUTE 73 SOUTH
MARLTON, N. J. 08053
TEL. (609) 757-5181

COUNTIES SERVED: ATLANTIC, BURLINGTON, CAMDEN, CUMBERLAND, CUMBERLAND, GLOUCESTER, MERCER, MONMOUTH, OCEAN AND SALEM.

U.S. DEPARTMENT OF LABOR/OSHA
AVENEL AREA OFFICE
PLAZA 35, SUITE 206
1030 ST. GEORGE AVENUE
AVENEL, N. J. 07001
TEL. (732) 750-3230

COUNTIES SERVED: HUNTERDON, SOMERSET, MIDDLESEX, UNION AND WARRICK.

U.S. DEPARTMENT OF LABOR/OSHA
PARSIPPANY AREA OFFICE
299 CHERRY HILL ROAD
SUITE 304
PARSIPPANY, N. J. 07054
TEL. (201) 296-1000

COUNTIES SERVED: SUSSEX, MORRIS, ESSEX AND HUDSON.

U.S. DEPARTMENT OF LABOR/OSHA
HASBROOK HEIGHTS AREA OFFICE
500 ROUTE 17 SOUTH, 2ND FLOOR
HASBROOK HEIGHTS, N. J. 07604
TEL. (973) 288-1700

COUNTIES SERVED: BERGEN AND PASSAIC
The Resident Engineer and those individuals who monitor the painting of new or existing steel shall be responsible for the following:

1. Completion of the Structural Steel Paint System Information Form (Attachment A) for that portion of the painting process which applies to them.

2. The Resident Engineer shall then mail the completed form to:

   New Jersey Department of Transportation
   Bureau of Maintenance Engineering
   Bridge Maintenance Engineering Section
   1035 Parkway Avenue, P. O. Box 600
   Trenton, New Jersey 08625
ATTACHMENT "A"

STRUCTURAL STEEL PAINT SYSTEM INFORMATION FORM

Route: __________________ Section: ______________ Region: _____ Crew: ______

Project Name: __________________________________________________________

Structure Number: ______ - _______ Partial Painting: [ ]

Structure Description: _________________________________________________

Percent of Structure: ______ Identify Components: ________________________

Paint System Code: _____________________________________________________

Paint Manufacturer: _____________________________________________________

Date prime coat applied: __________________ Average Thickness: ____________

Prime coat applicator: _________________________________________________

Contractor [ ] Fabricator [ ] Crew [ ]

Date intermediate coat applied: __________________ Average Thickness: ________

Intermediate coat application: __________________ Contractor [ ] Fabricator [ ] Crew [ ]

Date top coat applied: ____________________________ Average Thickness: ______

Top coat applicator: ______________________________ Contractor [ ] Fabricator [ ] Crew [ ]

Comments: [ ] _______________________________________________________

Additional Comments on back [ ]

Signature __________________ Title __________________ Date _______ Telephone ______

(Refer to reverse side for instructions)
Instructions

1. Fill in Route, Section or Project Name.

   Enter the seven (7) digit structure number which is shown in the upper right
   corner of the contract/construction plans, or as shown in the Straight Line
   Program Book.

3. Check off part/time if applicable.

4. Enter any amount of the structure that was painted and the components that
   were painted. e.g., 70% and Main Castle.

5. Enter the NJDOT Paint System Code and Manufacturer for the paint used
   (example "IEU-3" or "Kynol Coat"). For construction projects the paint codes
   are generally found in Section 12 of the Supplementary Specifications.

6. For prime, intermediate or final coat, enter the date that the paint coat was
   completed and average thickness. Enter the applicator's name and check
   appropriate box.

Additional Comments
1. Construction personnel are to follow Subsection 201.10, for the proper disposal of tree parts, stumps and vegetation on construction projects, in accordance with rules and regulations of the New Jersey Department of Environmental Protection and Energy, Division of Solid Waste Management.

   a. The Solid Waste Management Act (N.J.S.A. 13:1E-1 et seq.) and the related administrative code (N.J.A.C. 7:26-1.1 et seq.) state that trees are considered bulky solid waste and must be disposed of either in an approved landfill or recycled/reused in accordance with DEP regulations as follows:

   1) On site stump burial may be conducted within the right-of-way, as approved by Design and DEP, on a case by case basis. The contractor shall submit a proposal to the Resident Engineer describing in detail the burial procedure. The proposal shall fully address the DEP conditions for public works stump burial. Tree parts and vegetative waste may not be buried on site.

   2) Replanting - Trees and/or vegetation may be replanted in planting areas when it is acceptable to the Bureau of Landscape Architecture, Division of Design.

   3) Recycling - Tree stumps, trunks, branches and vegetation may be mulched and:

      a) recycled on the project when acceptable to the Bureau of Landscape Architecture, Division of Design.

      b) given away or sold only if the end user can demonstrate compliance with DEPE requirements. (N.J.A.C. 7:26A).

b. The guidelines for solid waste disposal, recycling, and reuse shall be listed as an agenda item at all Preconstruction Conferences, and the Resident Engineer shall advise the Contractor of the regulations regarding solid waste disposal.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI SUBSECTION F-1 DATE

CONSTRUCTION OPERATIONS QUALITY CONTROL & QUALITY ASSURANCE TRUCK WEIGHT MONITORING 05/15/06

Highway: Any street or road currently open to the public, plus any road within the project limits which has reached the subgrade stage of construction.

Overweight Trucks: Delivery truck used to transport construction materials onto and/or off the project, having a gross weight in excess of the maximum allowable gross weight for that type of truck or tractor-trailer combination or a commercially registered vehicle that exceeds the individual axle weight criteria.

Bridge Formula: Created by the National Engineers (FHWA) and refers to the bridge gross weight formula used to control the placing of load axles on vehicles using Interstate Highway Systems. Therefore, the maximum gross weight of four (4) axle straight trucks is based on the distance between the first and last axle and the number of axles on the vehicle. The maximum gross weight is not to exceed 66,500 lb (74,700 Kg).

NOTE: A straight four (4) axle truck is assumed to be a 11.3 meter (37 foot) distance between the first and last axle and must be a maximum legal overall length of 12.2 meter (40 feet). A tractor-trailer’s maximum legal overall length is 16.2 meter (53 feet).

Gross Vehicle Weight (GVW): On all public and quasi-public highways within the State of New Jersey except for the Interstate Highway System, the maximum gross vehicle weight is governed by 0.163 Kg (360 lbs)/per single axle and 15,427 Kg (34,000 lbs)/per tandem axle requirement. This would allow a three (3) axle truck with a tandem axle a maximum weight of 25,944 Kg (56,400 lbs) and a four (4) axle straight truck with a tandem axle a maximum weight of 35,753 Kg (78,800 lbs). The five (5) axle tractor-trailer combination is allowed a maximum of 36,298 Kg (80,000 lbs) on both the Interstate and public quasi-public highways.

When a truck has a New Jersey commercial registration with a “Code 41” classification (constructor), it is exempted from the axle weight criteria or the “Bridge Formula.” The truck is then rated at 31,760 Kg (70,000 lbs), G.V.W.

NOTE: In accordance with NJSA 39:3-20, a 5 percent allowance is provided by Section 5 of the P.L. 1950, c. 142 © 39.3-84.3) for all registered weight limitations provided in this section, except in no event shall the gross weight of any vehicle or combination of vehicles including load, exceed the federal maximum of 36,298 Kg (80,000 lbs). (This allowance does not apply to the National Interstate System).
1. The Regional Construction Engineer is responsible for ensuring that vehicle weight regulations are discussed during the Preconstruction Conference. The need for compliance with these regulations on all roadways used by construction vehicles shall be impressed upon the Contractor. The Contractor should be made aware of the Department’s monitoring program, outlining the procedure to be used.

2. The Resident Engineer shall be responsible for monitoring truck weights in accordance with the following procedures:

   a. Trucks Hauling Material with Certified Weight Tickets:

      1) The Resident Engineer shall review these tickets on a daily basis as submitted. No additional record keeping is necessary.

   b. Concrete Delivery Trucks:

      1) It will be necessary to establish a number of cubic yards (cubic yards) that each truck may legally carry. This will be determined by Regional Materials personnel in conjunction with their inspector of concrete trucks. A list of approved trucks will be given to each Resident Engineer at the start of the project, and updated at the start of each construction season thereafter.

      2) Regional Materials personnel will ensure that trucks are not loaded beyond their approved capacities; overloaded trucks are rejected at their point of loading. The Resident Engineer will monitor delivery tickets to verify compliance, and will advise the Regional Materials Engineer of any problems.

   c. Other Trucks Without Certified Weight Tickets:

       **NOTE:** This Section shall apply to items involving more than 3800 (5,000 CY) of material transported onto and/or off the project.

The Contractor shall provide the Resident Engineer with a list of all trucks intended for use on the project, identifying plate number and type of registration. For each item, the Contractor shall be responsible for having the first load of each truck weighed by a certified weighmaster. The Resident Engineer will document for each item, by measurement or photographs, the maximum amount of material each truck may carry. The Resident Engineer will monitor the delivery or removal of materials, using the above information.
3. The Resident Engineer shall employ the following procedure for notifying the Contractor and State Police of violations:

   a. Verbally notify the Contractor on the first and second occurrences of weight violations. Document these actions in the project records, including date(s), extent of violation(s), and person notified.

   b. Upon the third violation the Resident Engineer will notify the Regional State Police Supervisor.

   b. Notify the Contractor by letter that the third violation is reported to state police including any subsequent violations. The letter should include a reference to the previous verbal notifications. See sample form letter (Attachment "A-1" metric and "A-2" English).
ATTACHMENT “A-1” METRIC

Date:

“Contractor:

Subject: Overweight Trucks

Attention

Gentlemen:

On [specify date and time], you were in non-conformance with the Contract Specifications, Subsection 105.17 of the 1996 Standard Specifications. Loading restrictions were found to be in excess of the legal load limits:

(List trucks and/or applicable delivery tickets, the legal weight, the indicated gross weights observed, and any supporting documentation.

Examples

L & M Trucking: Delivery Ticket #42512
Indicated Gross Weight 37,000 Kg
Legal Gross Weight 35,753 Kg

Soft Concrete Truck # 7: Amount Delivered - 7.7 Cu
Delivery Ticket # 33101 NDOT approved - 6.9 CM
Therefore, 1,900 Kg overweight, based on 2,374 Kg/CM

Your company has been verbally notified of this recurring problem. There is a list of date, type of violation, and the person requested to correct this problem. The State is requiring your cooperation in correcting this matter immediately. The State Police will be notified of this violation. If you have any questions concerning this matter, please contact me.

Sincerely,

Resident Engineer

c: Field Manager
Regional Construction Engineer
file
ATTACHMENT "A-2" ENGLISH

Date:

"Contractor"

Subject: Overweight Trucks

Attention

Gentlemen:

On [specify date], [you were] non-conformant with the Contract Specifications, Subsection 105.17 of the 1996 Standard Specifications, Load Restrictions. The following trucks hauling materials were found to be in excess of the legal load limits:

(List trucks and/or applicable delivery tickets, the legal weights, as indicated gross weights observed, and any supporting documentation.)

Examples

L & M Trucking: Delivery Ticket #42519
Indicated Gross Weight 81,000 lbs
Legal Gross Weight 78,000 lbs

Soft Concrete Truck # 7: Amount Delivered - 10 CY
Delivery Ticket # 33101 NUDOT approved - 9 CY
Therefore, 4000 lbs overweight, based on 4,000 lb/CY

Your company has been verbally notified of this recurring problem. Above is a list up to the type of violation, and the person requested to correct this problem. The State is requesting your cooperation in correcting this matter immediately. The State Police will be notified of this violation. If you have any questions concerning this matter, please contact me.

Sincerely,

Resident Engineer

c: Field Manager
Regional Construction Engineer
file
**CONSTRUCTION PROCEDURE HANDBOOK**

SECTION VI  SUBSECTION F-2

<table>
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<th>CONSTRUCTION OPERATIONS</th>
<th>QUALITY CONTROL AND QUALITY ASSURANCE</th>
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<td>ROLLING STRAIGHT EDGE</td>
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**Written Notification** - Written notification shall be a memo from the Resident Engineer to the Regional Materials Engineer with copies to the Materials Team Supervisor and the Field Manager.

**Testing Length** - Distance predetermined by Materials project personnel based on stations provided by construction personnel.

1. Procedure for Requesting Rolling Straight Edge

   a. The Resident Engineer is required to review the requirements of Subsection 404.21 of the Standard and Supplemental Specifications. The Resident Engineer shall not waive these requirements unless a specific request is approved by the Regional Construction Engineer. The Resident Engineer is required to give the project's Materials Team Supervisor one week advanced written notification of roadway and bridge deck construction to provide the Materials team time to arrange for equipment and personnel to perform surface acceptance testing.

   b. The maximum time frame from the completed construction to the surface acceptance field testing should be two weeks.

      1) After the completion of a bridge deck

      2) After an adequate testing length of Portland cement concrete or bituminous pavement has been completed.

   c. The Contractor will be directed to provide the necessary safety measures and traffic control as required in the project specifications.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI | SUBSECTION F-3 | DATE
--- | --- | ---
CONSTRUCTION OPERATIONS | QUALITY CONTROL AND QUALITY ASSURANCE MOISTURE CONTENT ON SAND IN INERTIAL BARRIER MODULES | 05/15/06

1. The Resident Engineer shall be responsible for monitoring the moisture content on sand in temporary inertial barrier modules in accordance with the following:

   a. Upon the original installation of the temporary inertial barrier modules, a sample of the sand will be delivered to the materials field team for testing of moisture content.

   b. Thereafter, frequent and periodic sampling shall be performed in order to maintain this safety requirement in the same manner.

2. Should the moisture content of any of the samples exceed the 3% maximum, as outlined in the specifications, the contractor shall be notified, in writing, to remedy the situation.
1. When drilling to place anchor bolts for structural members into concrete abutments or piers, the Resident Engineer shall ensure that the following precautions are taken:

   a. Each anchor bolt and the hole where the anchor bolt is to be placed must be measured prior to placement to ensure conformance with plans and specifications.

   b. The hole must be clean and dry.

   c. No reinforcing steel shall be damaged during the drilling. If reinforcing steel is encountered, drilling shall be stopped and the hole or holes shall be abandoned and the void shall be filled with an approved non-shrink grout. The holes and the whole plate assembly shall be relocated so the bolt holes will miss the reinforcing steel.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI

CONSTRUCTION OPERATIONS

SUBSECTION F-5

QUALITY CONTROL AND QUALITY ASSURANCE

DATE: 03/15/06

VALUE ENGINEERING REQUESTS BY CONTRACTORS

A Value Engineering (VE) Proposal is a proposal or a concept submitted by the Contractor in accordance with Subsection 104.11 of the Contract Specifications for changing the plans, the specifications, or other requirements of the contract. Such proposals produce a savings to the Department while resulting in an equal or better product. If the proposal is implemented, the Contractor will be awarded 50% of the savings.

VE Change Proposals (VECP) may include, but are not limited to: improving safety, service life, stage construction, economy of operation, ease of maintenance, and desired appearance. Other areas of opportunity include the use of new technology, new materials and new methods of construction, including ways to reduce overall construction time.

A VE Change Proposal should not change the contract's original design criteria, merely eliminate work, be based on an unknown, or delay the project.

The Bureau of Quality Management Services, Value Engineering Unit is responsible for tracking and maintaining the VECP schedule.

1. Resident Engineer

Upon receipt of the Contractor's proposal or concept, the Resident Engineer shall forward a copy to the Project Manager and the VE Unit. The Resident Engineer will then thoroughly review the proposal and compose a memo to the Field Manager and the Regional Construction Engineer with the initial results of the review. This memo should be sent within 5 working days from receipt.

2. Regional Construction Engineer

Upon receipt of the Resident Engineer's initial review, the Regional Construction Engineer will meet with the Resident Engineer, Field Manager, and the Regional Maintenance Engineer to discuss the proposal within 10 working days. If it is found to be worth further evaluation, the review will be transmitted to the VE Unit and the Project Manager for further evaluation. If the proposal is not acceptable and is rejected by the Regional Construction Engineer, a memo shall be sent to the VE Unit, with the reasons why the proposal was rejected.
NOTE: If a new product, procedure or technology is in the VE Proposal, it should not be rejected by Construction at this time but forwarded, along with Construction’s and Operation’s comments, to the VE Unit for review.

3. Value Engineering Supervisor
   
   Upon receipt of the VE proposal from the Regional Construction Engineer, the VE Unit will coordinate the review with the Project Manager. The VE Unit will submit the initial proposal to all involved units for review and conceptual approval:
   
   - All VE proposals shall also be sent to the Director of Regional Operations.
   - The VE Unit will also forward a copy of the proposal to the Federal Highway Administration (FHWA) for conceptual review and approval on all FHWA full oversight projects. On Alternate Procedures and Design projects, the VE Unit Supervisor may approve proposals without FHWA involvement.
   - If the proposal involves a new technology, material or process, the VE Unit will forward it to the Quality Assurance and Improvement Unit for their information and comments.
   - The VE Unit shall request a review by the original designer if it is determined necessary by the Project Manager. The designer shall review the proposal within 10 working days from the date received.

4. Involved Units
   
   Within 10 working days from the date of receipt, those units forward any comments or written approval to the VE Unit.

5. Project Manager & Supervisor
   
   Upon receipt of approvals and/or comments, the Project VE Manager and the VE Unit Supervisor determine whether to recommend conceptual approval or rejection of the proposal.

   The VE Unit Supervisor will send a memo to the Project Manager, Resident Engineer and the Regional Construction Engineer indicating any comments and approval or rejection of the proposal or concept. This memo should indicate whether or not a final proposal submission is required.
6. Resident Engineer

The Resident Engineer notifies the Contractor in writing, regarding comments and conceptual approval or rejection of the proposal. If it is decided that a formal proposal submission is not required in order to implement, then proceed to 12 below.

7. Contractor

If the proposal is conceptually approved, the Contractor shall submit 7 copies of the final proposal to the Resident Engineer in accordance with the contract specifications. Depending on the details provided in the initial submission, the Contractor may submit the required shop drawing at this time. Prior to developing the shop drawing, the Contractor should discuss it with the Resident Engineer and the VE Unit.

8. Resident Engineer

The Resident Engineer and the Field Manager shall review the Final Proposal. If the Final Proposal's net savings warrant, 10 copies of the proposal will be sent to the VE Unit and 1 copy to the Project Manager along with any comments and/or recommendations. If it is determined that the net savings does not warrant implementation, or is not satisfactory in any other way, the Resident Engineer shall notify the Value Engineering Unit.

9. VE Supervisor

The VE Unit, along with the Project Manager, will review the Resident Engineer's findings and determine whether or not further evaluation is necessary.

- If the proposal warrants further evaluation, proceed to 10 below.

- If the proposal is rejected, the VE Unit Supervisor will send a rejection memorandum to the Resident Engineer and the Project Manager. Proceed to 12 below.

10. VE Supervisor

The VE Unit will distribute the proposal as in step 3.

11. VE Supervisor

Upon receipt of comments or approvals, the VE Unit Supervisor will send a memorandum to the Project Manager and Resident Engineer indicating any comments, approval or rejection of the proposal. The VE Unit will also copy all Regional Construction Engineers for their
12. **Resident Engineer**

The Resident Engineer shall notify the Contractor, in writing, the acceptance or rejection of the proposal. If the VE Proposal is approved, a separate Construction Order will be prepared in accordance with the Contract Specifications. This Construction Order will show the net savings of the proposal, all known cost effects, and any item subject to change but not yet quantified. No VE work shall begin until a Supplementary Agreement is fully executed. For the VE Unit's records, the Resident Engineer shall document all final cost and quantity changes associated with a VE Proposal on a VECP summary sheet (Attachment #4). The Contractor will be awarded 50% of the agreed savings. This award will be paid upon completion of the VE work.

13. **VE Supervisor**

The VE Unit will initiate requests to change the Standard Specification or Standard Details as to include any new patented or technological future contracts.
ATTACHMENT "A"

New Jersey Department of Transportation
Value Engineering Net Savings Summary Sheet

Route(s) _________, Section(s) _________

Value Engineering Construction Proposal # _________

Description: _______________________________________________________

_________________________________________________________________

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<tr>
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<th>Cost/Unit</th>
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<td>9.</td>
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<tr>
<td>10.</td>
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</tr>
</tbody>
</table>

Total = $+

Additional costs to construction operations due to VECI (if applicable)

Savings to construction operations due to VECI (if applicable)

Total = $-

Total Net Savings =$
1. The Resident Engineer and inspection personnel shall meet with the RPM Coordinator prior to actual construction of Raised Pavement Markers or Lens Replacement and BDC02S-01 shall be followed.

   This meeting shall be held to discuss Raised Pavement Marker installation and Lens Replacement. The Project Manager should be invited to the meeting.

2. During RPM installation, the Resident Engineer shall advise the RPM Coordinator of any changes in Raised Pavement Marker Quantities (including lens replacements).

3. Currently, the Raised Pavement Marker Coordinator is:

   Mr. John Semler
   Bureau of Traffic Engineering and Safety
   930 Lower Ferry Rd
   Building No. 8, Thiokol Building
   (609) 530 - 4666
1. When negative haunch occurs, the design depth of the bridge deck is reduced where the bottom of the deck meets the supporting steel beam flange: this causes the deck at this location to be weaker than it should be (see attached sketch).

2. During installation of bridge deck forms, inspection personnel shall check the design depth of the bridge deck over the supporting steel beam flange to insure that negative haunch does not occur.

3. Any instance of negative haunch shall be brought to the attention of the Resident Engineer before the reinforcing steel is installed. If there is a serious negative haunch problem, the Bureau of Structural Engineering is to be notified.

4. Depending on the degree of disparity, the situation shall be corrected either by reinstalling the forms if there was an error in layout or by adjusting finish grade, with the concurrence of the Project Manager. The deck placement shall not occur until this has been resolved to the Department's satisfaction.
NEGATIVE HAUNCH (Not Desirable)

POSITIVE HAUNCH (Desirable)
Landscape and Urban Design is responsible for inspection of landscape items covered in Sections 801-813 of the Specifications. Construction is responsible for landscape items covered in Section 814 of the Specifications.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>801</td>
<td>Selective Thinning</td>
<td>Landscape Personnel</td>
</tr>
<tr>
<td>802</td>
<td>Selective Clearing</td>
<td>&quot;</td>
</tr>
<tr>
<td>803</td>
<td>Trimming Existing Trees</td>
<td>&quot;</td>
</tr>
<tr>
<td>804</td>
<td>Tree Removal</td>
<td>&quot;</td>
</tr>
<tr>
<td>805</td>
<td>Preparation of Existing Soil</td>
<td>&quot;</td>
</tr>
<tr>
<td>806</td>
<td>Topsoiling</td>
<td>&quot;</td>
</tr>
<tr>
<td>807</td>
<td>Turf Repair Strip</td>
<td>&quot;</td>
</tr>
<tr>
<td>808</td>
<td>Fertilizing and Seeding</td>
<td>&quot;</td>
</tr>
<tr>
<td>809</td>
<td>Top soil Stabilization</td>
<td>&quot;</td>
</tr>
<tr>
<td>810</td>
<td>Spreading</td>
<td>&quot;</td>
</tr>
<tr>
<td>811</td>
<td>Mulching</td>
<td>&quot;</td>
</tr>
<tr>
<td>812</td>
<td>Mowing</td>
<td>&quot;</td>
</tr>
<tr>
<td>813</td>
<td>Upplanting</td>
<td>&quot;</td>
</tr>
<tr>
<td>814</td>
<td>Non-vegetative Surfaces</td>
<td>Construction Personnel</td>
</tr>
</tbody>
</table>

1. Construction is responsible for:
   a. Giving Landscape and Urban Design a minimum 48-hour notice to schedule work (inspection and sampling).
   b. Informing the Contractor that there is an average 30-day turn around from the time landscape material is sampled and delivered to the laboratory to the time the laboratory results are returned.
   c. Preparing and checking the DC-30 As-built records for all landscape items.
   d. Ensuring that Landscape and Urban Design Inspection time charges are NOT recorded on the ACE 5 Weekly reports for “Man Hours Used By Activity Group”.

2. Landscape and Urban Design is responsible for:
   a. Progress and pay DC-29a daily reports of field activities and to verify pay and as-built quantities against the Resident Engineer’s records on a monthly basis (not necessary at estimate time). These quantities should agree with the Landscaper’s As-builds.
b. Certifying delivery and acceptability of landscape materials and determining the acceptability of the stand of grass.

c. Topsoil sampling statewide for both on-site and off-site materials.

d. Dropping off samples to the NJDOT laboratory receiving room with the necessary LB-14 forms and LB-88 envelopes filled out properly.
1. Field Managers in the Regions shall personally observe and report a minimum of three (3) construction activities, one of which will be a review of the environmental commitments and maintenance thereof, every month on FHWA-Full oversight and Federally funded NHS (National Highway System) projects they supervise. On federally funded non-NHS projects and all Trust Fund (100% State) projects, the above shall be performed every three (3) months. The inspections shall begin within one (1) month of the start of actual construction and continue through Substantial Completion.

NOTE: All Trust Fund and Major Access projects on the Interstate System will be inspected as if it is a Federally funded NHS project.

2. The construction activities selected will be inspected to ensure they are being constructed in accordance with the plans, specifications, and good construction practices. Any deficiencies noted shall be brought to the attention of the Resident Engineer or his/her staff immediately so that corrective action can be taken.

The inspections shall include but not be limited to the following:

a. Visual observations to assess the quality of construction and workmanship.

b. Dimensional checks to verify compliance with plan dimensions or specification limits.

c. Work zone safety checks in reference to traffic control plan compliance and/or changes with any problem areas.

d. Review documents to verify material acceptability. Compare test results with specifications limits; check source approvals, certifications, and compliance reports.

3. Other key areas to be reported over the life of the project include:

a. Contract Administration

   1) Project Documentation - adequacy of reports and project diary in describing critical events and corrective actions.
2) DBE goals and trainees - compliance, accomplishments, problems, and complaints.

3) Major construction orders and time extensions.

4) Potential claims.

b. Design plans and specifications
   - Constructability problems.
   - Major changes.

c. New materials or construction techniques

d. Follow up
   - Outstanding issues from previous inspections.
   - Resolutions to problems previously reported.
   - Corrective actions taken to eliminate unsatisfactory work.

4. A Field Manager's Inspection Report, Form DC-12 (Attachment D[4]) will be completed within five (5) working days of the inspection. The following are guidelines for completing the DC-152:

a. Reports will be numbered sequentially for each project.

b. The heading should be accurately completed.
   1) The quality and progress of work of the activities inspected should be indicated as either satisfactory or unsatisfactory.

   2) Time elapsed and work completed shall be percentages as shown on the most current DC-24, Weekly Progress Report. When there is a considerable gap between percentages, provide an explanation under "Findings and Recommendations". (e.g., time elapsed 50%, work completed 20%)

   3) Subcontractor is to be indicated only when the activity is constructed by a subcontractor.

   4) Identify the activities inspected; one (1) form is used to report all activities observed.

   5) Include names of other Department or consultant employees in company with you during the inspection.
c. The "Description of Activities" section is for the written narrative of the construction activities observed. The "Remarks" section should be the Field Manager's findings and should include any recommendations (if applicable). Any "Remarks" made are to be directed primarily towards those items of construction observed during the inspection. However, any other deficiencies observed should be noted and action taken or recommended should be documented.

Comments as to the overall acceptability of both the plans and specifications should be addressed to the Project Manager and to the designer that visits the project.

The Field Manager will sign and date the report at the end of the narrative. If additional pages are required, they will be numbered as sheet [ ] of [ ] in the upper right-hand corner.

d. The original Field Manager Field Inspection Report, DC-152, will go to the Resident Engineer for his files. Copies will be sent to:

Project Manager
Regional Construction Engineering
Manager, Bureau of Construction Engineering, E & O Bldg., 1st Floor
Director, Construction Services and Materials
Division Administrator, FHWA (See note)
Quality Management Services, E & O Bldg., 4th Floor

NOTE: The DC-152s may be neatly handwritten. They are to be submitted as noted for each active project. In addition, the DC-152 for all Interstate Projects regardless of oversight requirements and also all Alternate Procedure projects shall be sent to the FHWA.
**PROJECT SUPERVISOR FIELD INSPECTION REPORT**

<table>
<thead>
<tr>
<th>ROUTE &amp; SECTION OR DESCRIPTION</th>
<th>REGION NO</th>
<th>FEDERAL PROJECT NO</th>
</tr>
</thead>
</table>

**PE OF PROJECT**

- [ ] NHS
- [ ] OTHER FEDERAL AID
- [ ] NOT FEDERAL AID

**RESIDENT ENGINEER**

<table>
<thead>
<tr>
<th>DATE OF INSPECTION</th>
<th>INSPECTION MADE BY</th>
</tr>
</thead>
</table>

**QUALITY OF WORK**

<table>
<thead>
<tr>
<th>PROGRESS OF WORK</th>
<th>TIME ELAPSED</th>
<th>WORK COMPLETED</th>
</tr>
</thead>
</table>

**ACTUAL START DATE**

<table>
<thead>
<tr>
<th>CURRENT COMPLETION DATE</th>
<th>CONTRACTOR</th>
<th>SUB CONTRACTOR</th>
</tr>
</thead>
</table>

**CONSTRUCTION ACTIVITIES OBSERVED**

**IN COMPANY WITH**

**DESCRIPTION OF ACTIVITIES**

**FINDING AND RECOMMENDATION**
The Resident Engineer will notify the Manager, Structural Evaluation and Bridge Management, in writing, the scheduled opening/reopening date of each structure included in the contract. This notice will be sent to:

Manager, Structural Evaluation & Bridge Management
Engineering and Operations Building 5th Floor
P. O. Box 600
Trenton, New Jersey 08625-0600

The Structural Evaluation and Bridge Management Unit is responsible for the biennial safety inspection of the state’s bridges as mandated by the Federal National Bridge Inspections Standards (NBIS). The NBIS regulations require that a new or reconstructed bridge be inspected within 120 days of being opened or reopened to traffic. This notice will allow this inspection to be conducted timely.

If the new or rehabilitated bridge deck consists of an overlay with Latex Modified Concrete (LMC) or other overlay material, a delamination detection survey to verify bonding between the first and second course construction on bridge decks as required under Subsection 518.06 shall be performed by the Resident Engineer. The Resident Engineer shall advise the Contractor of the contract requirements and schedule the survey.

The delamination detection survey shall be performed using the chain drag method. The chain drag device to be used shall be obtained from the Regional Construction Engineer.

This procedure consists of dragging a series of chain segments over the surface and listening for the type of sound produced. A clear ringing sound will be produced when dragged over non-delaminated layers and a “dull” or “hollow” sound over delaminated layers. When a delamination is detected a hammer or steel rod may be used to determine the limits of the defective area. Corrective action shall be taken in accordance with Subsection 518.06 and the areas retested for soundness.
Upon completion of the delamination detection survey and any corrective action work completed, a report shall be prepared by the Resident Engineer to the Regional Construction Engineer. This report shall include the following information:

- Bridge location and description
- Date of survey(s)
- Results

If delamination is detected also include:
- Corrective Action taken
- Results of retesting
- A scaled map of the deck surface pinpointing the area corrected.

A copy of this report shall also be sent to the following:

- Bureau of Construction Engineering
- Project Manager
- Structural Evaluation and Bridge Management
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI  SUBSECTION F-11  DATE
CONSTRUCTION OPERATIONS  QUALITY CONTROL AND QUALITY ASSURANCE TEMPORARY TRAFFIC STRIPES AND MARKINGS  05/15/06

It has been observed that when latex or alkyd temporary striping is used on intermediate pavement layers due to stage construction, stripes which are in place greater than 14 days appear to have insufficient visibility and reflectivity.

Therefore, the use of long life traffic stripes shall be considered for temporary stripes for stage construction detours and diversionary roads. Justification for use shall be based on cost considerations, site conditions and length of time the stripes or marking will be in place.

Long life traffic lines used as temporary stripes shall have a wet film thickness application rate of 10± 1 mils and standard glass beads applied at a rate of 33kg to 44kg (15 to 20 lbs.) per 3.785 liter (gallon). Placement of long life traffic lines shall be performed when the ambient temperature is 2°C (35°F) and rising.
Whenever Regional Materials personnel are unable to conduct the on-site testing of concrete, Construction personnel will be responsible for some of the testing. All personnel conducting the on-site concrete testing are to have successfully completed the ACI Certification “Concrete Field Testing Technician Grade 1” or the NJDOT “In-house Concrete Certification” course.

The following procedure is an adaptation of the Bureau of Materials Procedures Number 1, “Field Inspection and Testing of Portland Cement Concrete” dated September 1, 2000.

1. PROCEDURE

a. Resident Engineer’s office will notify the Regional Materials Office by telephone or FAX no later than 2:00 PM with the list of concrete orders through the entire next State business day. This list shall include time, location, concrete supplier and plant, quantity of concrete, class of concrete, type of concrete additives being used (water reducers, retarders, etc.), if additional cylinders are needed (3 & 7 day tests), item no. and description, and any other project specific information.

b. The Materials team leader will rank the concrete pours in his area in order of priority and decide which pours Materials will cover.

c. The Materials team leader will notify the Resident Engineer’s office by 3:00 PM which concrete pours Construction will be responsible for the next day, the lot numbers assigned and if there is going to be a NJDOT concrete plant inspector.

d. If Materials personnel are responsible for on-site testing, Construction needs to take no further action.

e. If Construction personnel are responsible for on-site testing, the following guidelines are to be followed. Testing will conform to random sampling procedure when concrete strength specimens are to be molded.

f. By 8:00 AM the day after the pour, the Resident Engineer’s office will notify the Materials Team Leader of pours covered (lot #’s), number of cylinders made, exact location of the cylinders to be picked up and FAX the LB-201 to the Materials Team Leader.

NOTE: COMMUNICATION BETWEEN THE RESIDENT ENGINEER’S OFFICE AND THE MATERIALS TEAM LEADER IS EXTREMELY IMPORTANT TO COORDINATE THE OPTIMUM INSPECTION AND TESTING OF CONCRETE POURS.
2. FORMS:

   LB-125 - Portland Cement Concrete Proportions (Completed Sample)  Attachment “A”
   LB-201 - Portland Cement Concrete-Inspection/Testing  Attachment “B”
   LB-296 - Notice of Non-Complying Material  Attachment “C”
   LB-326 - Cylinder Data Card  Attachment “D”
   Random Sampling Plan  Attachment “E”

3. CONSTRUCTION ASSIGNMENT PROCEDURES

   The Resident Engineer shall be responsible for providing the certified Engineer or Technicians with the following:

   a. Time, location, approximate quantity, class and type of mix for each pour.

   b. The pertinent information from Form LB-125.

   c. Telephone numbers for the Materials Team, the Regional Materials office and the concrete supplier.

   d. A random sampling schedule for each pour if concrete cylinders are to be made.

   e. The pertinent information including specifications for air entrainment and slump tests, type of mixing, time limitations and revolutions allowed.

   f. The equipment and appropriate forms needed to properly accomplish his/her duties.

4. SPECIAL NOTE ON CONCRETE POURS UNDER 21 CUBIC YARDS (16 CM):

   The Resident Engineer has the right to waive strength testing (cylinders) for lots consisting of fewer than three truckloads or batches, or containing 21 cubic yards (16 cubic meters) or less. This is in accordance with Note 4 of Table 914-4. This does not mean that small pours should never be tested. Resident Engineers should use judgment in exercising the right to waive testing. If the Resident Engineer decides to waive the concrete field testing, the Engineer/Technician should have the concrete testing equipment and applicable information available, if the need arises during the concrete pour. Following are guidelines for when small pours should be covered:

   a. If there are on-going small pours on the project, some of those pours must be covered. You may want to cover one or two per week if every day there is a 10 cubic yard (8 cubic meter) pour.

   b. If the item is a pay adjustment item, it should be covered regardless of the size of the pour. This often becomes an issue with parapets and diaphragms.
c. If there have been problems with failing material on the project or from a certain supplier, the Resident Engineer should advise the Regional Materials Engineer of the problem and consider covering all pours.

d. If the inspector suspects a problem with the material, he will perform air and slump testing and/or take cylinders for strength testing. Testing is needed for rejection, if applicable.

It is very important that proper sampling rates are maintained on our projects. On Federally funded projects, if we do not properly sample and test the materials, funding will be withheld. The Department does not want to have a lower level of quality on State funded projects so the same sampling rates and criteria are used on these projects as well.

5. SAMPLING FRESHLY MIXED CONCRETE – Reference AASHTO T-141

a. Apparatus

Concrete Receptacle (wheel barrel)  
Square Tipped Shovel  
Concrete Scoop  
Slump Cone and funnel  
Tamping Rods (1-small 3/8” diameter for cylinders and 1-large 5/8” diameter for air meter and slump)  
Strike off bar  
Flat, moist nonabsorbent rigid surface  
Ruler  
Air Content Meter, Type “B”  
Concrete Thermometer  
Brush or Sponge  
Pointed trowel  
Rubber or rawhide mallet  
5 gallon plastic bucket  
Seals, 4” x 8” cylinder molds and coverings when strength tests are required.

b. Documentation

1. Assure that the concrete truck has been approved.

2. Check concrete ticket for information required by Section 405.08 of the Standard Specifications.

3. Check to insure the concrete ticket has been signed by the NJDOT plant inspector (if there is one).
c. Random Sampling and Timeliness of Tests

Use random sampling plan to determine necessary trucks to be tested for compressive strength. (See Attachment “E”)

1. The size of the sample shall be a minimum of one cubic foot (28 liters). Smaller samples are permitted for routine air content and slump tests.

2. Sampling from stationary mixers, revolving drum truck mixers, or agitators. The sample shall be taken after at least one-quarter cubic yard (0.2 cubic meters) of concrete has been discharged unless specified otherwise. Sample by repeatedly passing a receptacle through the entire discharge stream or by completely diverting the discharge into a sample container. The sample should not be obtained until all water has been added.

3. Tests are to be run within specified time limits.

   **IMPORTANT:** While slump and air entrainment tests are being performed, discharge from the truck being tested shall be halted!

4. Re-mixing the Sample

The sample shall be transported to the place where testing is to be performed and shall be re-mixed the minimum necessary to insure uniformity. The sample specimen shall be protected from sunlight and wind during the period between sampling and testing.

6. SLUMP TEST – Reference AASHTO T-119

   a. Reporting Results

   Notify Contractor personnel of the test results. If the slump does not comply with the specification, Construction personnel are to take the appropriate action and then notify the plant inspector. Complete Form LB-296 (if applicable) and Form LB-201.

7. AIR CONTENT - Reference AASHTO T-152, AASHTO T-196

   a. Checking Accuracy of Meter

   Calibration test must be made as frequently as necessary to ensure that the correct air contents are being indicated on the pressure gage air content scale. (Materials Team’s responsibility). Additional checks should be made when air content results are questionable.
b. Reporting Results

Notify Contractor personnel of the test results. If the result of the air test does not comply with the specification, Construction personnel are to take the appropriate action and then notify the plant inspector. Complete Form LB-296 if applicable and complete Form LB-201.

8. MOLDING CONCRETE SPECIMENS – Reference AASHTO T-23

*Note: Care should be taken to insure that the seal is not embedded to the point where it will be covered by flow of the mortar.*

a. Reporting Results

Complete Form LB-201 and Form LB-326. Original report and cylinder data cards shall accompany specimens. The Materials Team is responsible to insure the specimens are delivered to the Laboratory. All original forms must have original signatures.

b. Marking Specimens (Materials Team’s responsibility)

After removing specimens from molds, specimens shall be marked with black waterproof ink for identification. The identification must include job title (Route and Section number), seal number and date made. Indicate lot number, class of concrete, and day of test, i.e., 3-day, 7-day, 28-day, etc.

c. Transporting Specimens (Materials Team’s responsibility)

1. Procedure: AASHTO T23

*NOTE:* Extreme care should be taken when transporting specimens. Specimens shall be placed in the transporting vehicle in such a manner as to prevent damage by rolling or jarring. Under no circumstances should specimens be stacked.

d. Distribution of Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Distribution</th>
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<tbody>
<tr>
<td>LB-201</td>
<td>1. Original with LB-326 to Laboratory</td>
</tr>
<tr>
<td></td>
<td>2. Materials Field Office File</td>
</tr>
<tr>
<td></td>
<td>3. Resident Engineer (If Requested )</td>
</tr>
<tr>
<td>LB-296</td>
<td>1. Original - Bureau of Materials</td>
</tr>
<tr>
<td></td>
<td>2. Resident Engineer</td>
</tr>
<tr>
<td></td>
<td>3. Regional Materials Office</td>
</tr>
<tr>
<td></td>
<td>4. Regional Construction Engineer</td>
</tr>
<tr>
<td></td>
<td>5. Materials Field Office</td>
</tr>
</tbody>
</table>
### 11. INSTRUCTIONS FOR FILLING OUT CONCRETE TESTING FORMS

**LB-201 PORTLAND CEMENT CONCRETE-INSPECTION/TESTING (Attachment "B")**

<table>
<thead>
<tr>
<th>ITEM ON FORM</th>
<th>EXPLANATION</th>
</tr>
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<tbody>
<tr>
<td><strong>Type of Mixing</strong></td>
<td><strong>central or transit from LB-125</strong> (Attachment &quot;A&quot;)</td>
</tr>
<tr>
<td><strong>Age To Be Tested</strong></td>
<td><strong>28 days, or as needed</strong></td>
</tr>
<tr>
<td><strong>Proposed Use (Type of Const.)</strong></td>
<td><strong>wall, deck, etc.</strong></td>
</tr>
<tr>
<td><strong>Pay Item Qty.</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>Class Concrete</strong></td>
<td><strong>class of concrete delivered to job site</strong></td>
</tr>
<tr>
<td><strong>Lot No.</strong></td>
<td><strong>as assigned by Materials Team Leader</strong> (may be different from “Class Concrete”; a higher class concrete than the item calls for may be used, but not a lower class concrete)</td>
</tr>
<tr>
<td><strong>Mix Design ID</strong></td>
<td><strong>on first truck ticket from plant</strong></td>
</tr>
<tr>
<td><strong>Cement, Fine Agg., Coarse Agg. &amp; sources</strong></td>
<td><strong>from LB-125 for Mix Design ID and also on first truck ticket from plant</strong></td>
</tr>
<tr>
<td><strong>Exact Location of Pour</strong></td>
<td></td>
</tr>
</tbody>
</table>

**right side of page**

| Laboratory Serial Numbers | **leave this area blank**                                                                                                                                 |
| Non-Pay Adj. / Pay Adj.   | **check one as appropriate**                                                                                                                             |
| REPORTS TO                | **fill in the names for:**           |
|                           | Resident Engineer                    |
|                           | Regional Materials Office (2)         |
|                           | Contractor                           |
|                           | Supplier                             |

**the following items are filled in for each load tested**

| Time Loaded               | **time clock stamp on truck delivery ticket**                                                                                                         |
| Mixing Rev. / Total Rev.  | **transit mix - from counter on truck**                                                                                                               |
| Total Water Plant & Job site | **from truck ticket and water meter on truck**                                                                                                      |
Maximum Water Allowable from LB-125
Sample From (Truck No.) check delivery ticket to confirm
Air Test By, Slump Test By, tester's initials
Cylinders Molded By tester's initials
Quantity Represented cubic yards (CM) on truck

Seal Nos. 1 & 2 # from seals placed in cylinders
Slump to nearest ¼ inch (5 mm)
A.E. Cont. (% corr.) entrained air result after correction
is subtracted, (correction factor is
available from Regional Materials
office)

A.E. & Chem. Admixture & Dosage Rate from truck ticket, (note if dosage is
Plant Inspector per 100# cement or per cubic yard)
W/C Ratio (Water to Cement Ratio) if ticket is signed, or “none”
lbs (kg) of water / lbs (kg) of
cement; or
gallons (liters) of water / bags of
cement (94# / bag)

Only “Remarks” and signature as “Person(s) Performing Test(s)” should be filled in
below this line.

Note: Items not listed are self-explanatory.

LB-296 NOTICE OF NON-COMPLYING MATERIAL (Attachment “C”)

This form is to be completed and given to the Resident Engineer within 24 hours of
rejection of material. If the MATERIALS DISTRIBUTION is skipped in order to include
the Resident Engineer’s comments in the initial distribution, add “Materials Team file”
to the CONSTRUCTION DISTRIBUTION list. Items not specifically addressed are
self-explanatory.

ITEM ON FORM EXPLANATION

Report No.

Inspector’s Name from Materials Team Leader
(consecutive numbering on an annual basis)

Type Material, Use and Location of Inspection inspector who rejected the material
class of concrete, type of construction, station or structure, etc.

Reason for Noncompliance note test results, quote specification, etc.
Persons Notified
names of persons told of the non-complying material, including affiliation, example: John James, Resident Engineer-NJDOT; John Smith-Contractor’s foreman; etc.

LB-326 CYLINDER DATA CARD (Attachment “D”)

This form is used to submit 28-day break cylinders and 14-day break LMC cylinders to the Bureau of Materials lab in Ewing. It is not used if cylinders are not molded. It is not used for early break cylinders as they are broken in the regional labs (submitted only on LB-201). Fill in only the items listed below.

ITEM ON FORM
Project
Lot No.
Date Cast
Date to be Tested
DP #
Supplier ID #

EXAMPLE / EXPLANATION
“Route 28 Section 4D, 5D & 6C”
“12B”
“060601” is June 6, 2001
“7-4-01” is 28 days after above date

The following information is entered across the page, one line per set (2) of cylinders molded, slump test and air test.

Seal No. 
seal no. from molded cylinders, two seal nos. per line
Slump
report slump as recorded on LB 201
Air
report air as recorded on LB 201
Item
item no., as needed
Quantity
“ 1 ”, for each item no. listed
Comments:
fill in when applicable
New Jersey Department of Transportation  
Portland Cement Concrete Proportions  
Region South Materials

Proctor & Location: R. E. Pierson - Bridgeport, Logan, Vineland, and Mt. Holly - NJ  
Fine Aggregate Producer & Location: R. E. Pierson Materials, Bridgeport NJ  
Coarse Aggregate Producer & Location: Hanson Aggregates, Glenn Mills Pa.  
Cement Brand, Type, & Location: Lehigh Type I, Evansville Operations (Formerly Allentown)

Aggregate Data as Established by the Concrete Supplier’s Mix Design

<table>
<thead>
<tr>
<th>AGGR.</th>
<th>SIZE</th>
<th>Dry Rodded Weight</th>
<th>% ABS.</th>
<th>SSD- SP. GRAV.</th>
<th>F.M.</th>
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SPECIFIED MATERIAL PER CUBIC YARD BATCH

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<th>Class Concrete &amp; Serial No.</th>
<th>Cement (LBS)</th>
<th>Pounds of Aggregate (SSD)</th>
<th>MAX. Water Gals.</th>
<th>Design Water Gals.</th>
<th>Aggregate Correction Factor %</th>
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Admixtures at Manufactures Recommended Dosage

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NOTE: See Tables 914-1 and 914-2 for type of construction and Project’s Special Provisions for the mix designs and admixtures listed above.

Copies To: Bureau of Materials  
Region South Materials  
Plant (2)  
Team  
PREPARED BY Edward J Powell  
Region South Materials
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<td>Avg. Compressive Strength (Mpa) (PSI)</td>
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<td>Avg. Comp. Lot Strength (Mpa) (PSI)</td>
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Remarks: Cylinder Curing and Storage Temperature (first 24 hours)

High: ___________ F/C Low: ___________ F/C

**DISPOSITION:**

Person Performing Test

Reviewed By

Rep. Laboratory

Res. Engineer

Materials Field Office

Signed

Bureau of Materials
NEW JERSEY DEPARTMENT OF TRANSPORTATION
Bureau of Materials
NOTICE OF NONCOMPLYING MATERIAL

Report No.

INSPECTOR'S NAME:

Date:

TYPE MATERIAL, USE AND LOCATION OF INSPECTION

<table>
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<th>ITEM NO.</th>
<th>QUANTITY</th>
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REGION MATERIAL SUPPLIER AND LOCATION

REASON FOR NONCOMPLIANCE WITH CONTRACT (Explain in full; noting specification, location, location by station and offset, truck number, weight, volume, lot number or area involved.)

DISPOSITION OF MATERIAL

REMARKS: (Document here any conversations, remarks of instructions given and by whom with respect to this material.) If additional space is needed use back of this form.

PERSONS NOTIFIED:

PREPARED BY: TITLE:

MATERIAL DISTRIBUTION: Bureau of Materials, Regional Materials Engineer, Regional Construction Engineer, Supervising/Project Engineer, Resident Engineer, and File.

RESIDENT ENGINEER’S COMMENTS:

RESIDENT ENGINEER’S SIGNATURE: DATE:

CONSTRUCTION DISTRIBUTION: Bureau of Materials, Regional Materials Engineer, Regional Construction Engineer, Supervising/Project Engineer, and File.
NEW JERSEY DEPARTMENT OF TRANSPORTATION  
Bureau of Materials Engineering and Testing
METRIC

Cylinder Record
152.4 mm x 304.8 mm
101.6 mm x 203.2 mm

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Test Slump (mm) Air
1  63 67 66 70
2  91 95 96 98
3  119 123 124 126
4  147 151 152
5  175 179 180 182
6  201 202 203 205

Item Quant.
206 307 308 214
226 227 228 234

Item Quant.
215 218 219 225
235 238 239 245

Comments
__________________________________________

05/15/06
### ATTACHMENT "E"

**SAMPLE SELECTION TABLE**

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|
| 21| 22| 23| 24| 25| 26| 27| 28| 29| 30| 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| 41| 42| 43| 44| 45| 46| 47| 48| 49| 50| 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 |
| 61| 62| 63| 64| 65| 66| 67| 68| 69| 70| 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
| 81| 82| 83| 84| 85| 86| 87| 88| 89| 90| 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100|

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</table>

### INSTRUCTIONS

1. In the Sample Selection Table, cross out all numbers that are greater than the lot size. (Number of trucks per lot.)

2. Divide the remaining numbers into as many approximately equal subgroups as there are samples to be drawn. (Pay adjustment: Class A = 6, B = 5, C = 4; Non-pay adjustment: Class A = 3, B = 2, C = 1.) In the event of less truck loads delivered than samples called for, only one sample will be taken per truck and therefore there will be less samples than called for.

3. Using the Random Number Table, select a single sample from each subgroup, by arbitrarily picking a starting point and proceeding in any direction until a truck from each subgroup is selected.
1. In the Sample Selection Table, cross out all numbers that are greater than the lot size. (Number of trucks per lot.)

2. Divide the remaining numbers into as many approximately equal subgroups as there are samples to be drawn. (Pay adjustment: Class A = 6, B = 5, C = 4; Non-pay adjustment: Class A = 3, B = 2, C = 1.) In the event of less truck loads delivered than samples called for, only one sample will be taken per truck and therefore there will be be less samples than called for.

3. Using the Random Number Table, select a single sample from each subgroup, by arbitrarily picking a starting point and proceeding in any direction until a truck from each subgroup is selected.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI  SUBSECTION F-13  DATE
CONSTRUCTION OPERATIONS  QUALITY CONTROL AND QUALITY ASSURANCE CONTRACTOR'S ACI CERTIFIED INSPECTORS  05/15/06

In accordance with Specification Subsection 106.03 Materials, Inspections, Tests and Samples, the Contractor shall appoint sufficient personnel, certified by the NJACI as Concrete Construction Technologists, or personnel certified by ACI as Concrete Transportation Construction Inspectors, to monitor and report daily operations for concrete placement. Documentation of the training and certification of the Contractor’s personnel shall be provided to the Engineer prior to the start of concrete operations. This documentation will be reviewed for completeness and placed in a file labeled “Contractor Personnel Required Certifications”.

The following requirements shall apply for daily concrete placement quantities greater than 21 cubic yards (16 cubic meters) and for all cast-in-place structural concrete placements regardless of quantity. The Resident Engineer will provide the following forms to the Contractor at the Preconstruction Conference (CPH Sec. III-A): Form DC-183 (Attachment “A”), Concrete Placement Certification, Form DC-184 (Attachment “B”) and Concrete Post-placement Certification, Form DC-185 (Attachment “C”).

The Contractor’s on-site certified personnel shall be responsible for monitoring and reporting the placement of concrete at all times throughout the duration of the Project, on the forms provided. The Contractor’s certified personnel shall be present prior to the start of each concrete placement, and shall remain in attendance until all operations associated with the placement have been completed. If the Contractor schedules multiple concrete placements at the same time the Contractor will be required to supply the corresponding number of ACI Certified Inspectors. These changes in the Specifications must be discussed with the Contractor at the Preconstruction Conference (refer to CPH Sec III-A) and the at PRE-CONCRETE PLACEMENT MEETING (refer to CPH Sec VI-A).

The following are the NJDOT Construction’s responsibilities for projects placing concrete. The name of the Contractor’s certified inspector is to be included on all DC-29 inspection reports for concrete pay items including the time present.

1. Concrete Pre-placement Certification (Form DC-183); Attachment “A”

The Contractor’s ACI Certified Inspector shall submit to the Resident Engineer or designated representative, a fully completed and signed concrete pre-
placement certification (Form DC-183) prior to the release of the concrete from the plant. The NJDOT inspector shall verify that the checklist is accurate and complete before affixing approval signature. This DC-183 form is to be attached to the DC-29, recording the concrete placement. If any corrective actions were needed before obtaining the NJDOT Construction inspection approval signature, the DC-29 report shall note this and the corrective work that was required.

2. Concrete Placement Certification (Form DC-184); Attachment “B”

The Contractor’s ACI Certified Inspector shall be present prior to the start of each concrete placement and shall remain in attendance until all operations associated with the placement have been completed. The Contractor’s ACI Certified Inspector is responsible for monitoring placement of the concrete to insure that the concrete is placed in accordance with NJDOT standards and is to certify on the concrete placement certification form (Form DC-184) compliance with these requirements. This report is to be submitted within one working day upon completion of the concrete placement. The DC-184 is to be attached to the NJDOT Construction Inspection DC-29 payment report for the concrete placed. No payment is to be made until this DC-184 report is received. If any corrective actions were needed before obtaining the NJDOT Construction approval signature, the DC-29 report shall note this and the corrective work that was required. If the NJDOT inspector is in disagreement with any aspect of the Contractor’s ACI signed checklist it is to be noted on the checklist and on the DC-29 report.

3. Concrete Post-placement Certification (Form DC-185); Attachment “C”

The Contractor’s ACI Certified Inspector shall be responsible for monitoring the placed concrete during the required curing curation in accordance with the NJDOT Specifications and is to certify on the concrete placement certification form (form DC-185) compliance with these requirements. The DC-185 is to be submitted to the Resident Engineer within one working day upon completion of the required curing duration. If any corrective actions were needed before obtaining the NJDOT Construction approval signature, the NJDOT inspectors DC-29 daily progress report shall note this and the corrective work that was required. This form is to be filed in the respective concrete pay item folder after review for completeness. If the NJDOT inspector is in disagreement with any aspect of the Contractor’s ACI signed checklist it is to be noted on the checklist and on the DC-29 report.
## CONCRETE PRE-PLACEMENT CERTIFICATION

<table>
<thead>
<tr>
<th>PROJECT:</th>
<th>Tracking #</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>(Same Pre through Post Certification)</td>
</tr>
<tr>
<td>ITEM #</td>
<td>DESCRIPTION</td>
</tr>
</tbody>
</table>

**DATE OF POUR**

**WORK PERFORMED BY**

**PRIME**

**SUBCONTRACTOR**

**NAME**

**WEATHER CONDITIONS**

**AIR TEMPERATURE**

**SURFACE TEMPERATURE**

---

### PRE-PLACEMENT CHECKLIST

<table>
<thead>
<tr>
<th>1</th>
<th>IS SUBGRADE SUFFICIENTLY MOIST?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>ARE REBAR CLEARANCES AS PER PLAN REQUIREMENTS?</td>
</tr>
<tr>
<td>3</td>
<td>IS REBAR TIED IN ACCORDANCE WITH SPECIFICATIONS?</td>
</tr>
<tr>
<td>4</td>
<td>WAS EPOXY REBAR COATING CHECKED FOR DINGS AND SCRATCHES? AND REPAIRED?</td>
</tr>
<tr>
<td>5</td>
<td>IS FORMWORK MORTAR TIGHT, RIGID, AND SURFACES SMOOTH?</td>
</tr>
<tr>
<td>6</td>
<td>ARE CURING PROVISIONS IN PLACE FOR COLD/HOT WEATHER CONCRETING?</td>
</tr>
<tr>
<td>7</td>
<td>IS CONCRETE CYLINDER CURING BOX/WATER BATH ON SITE AND CLOSE TO POUR?</td>
</tr>
<tr>
<td>8</td>
<td>ARE CURING MATERIALS/EQUIPMENT ON SITE (FOGGING EQUIPMENT, POLYETHYLENE, CURING COMPOUND, BURLAP ETC)? SPECIFY TYPE</td>
</tr>
<tr>
<td>9</td>
<td>HAS A DRY RUN BEEN DONE WITH FINISHING MACHINE TO CHECK CLEARANCES AND GRADES? (DECK ONLY)</td>
</tr>
<tr>
<td>10</td>
<td>IS THERE SUFFICIENT PERSONNEL/BACKUP EQUIPMENT ON SITE?</td>
</tr>
</tbody>
</table>

---

**CONTRACTOR’S SIGNATURE**

**TIME/DATE**

**NJDOT SIGNATURE**

**TIME/DATE**

(both signatures must appear prior to release of concrete from the plant)
**CONCRETE PLACEMENT CERTIFICATION**

**PROJECT:**
**LOCATION:**
(Tracking #) (Same Pre through Post Certification)

**ITEM #**
**DESCRIPTION**

**DATE OF POUR**

**WORK PERFORMED BY**

**PRIME**

**SUBCONTRACTOR NAME**

**WEATHER CONDITIONS**

**AIR TEMPERATURE**

**SURFACE TEMPERATURE**

**PLACEMENT CHECKLIST**

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HAS FORMWORK STAYED MORTAR TIGHT, RIGID AND PLUMB?</td>
</tr>
<tr>
<td>2</td>
<td>WERE REBAR CLEARANCES MAINTAINED?</td>
</tr>
<tr>
<td>3</td>
<td>IS CONCRETE OF THE PROPER CLASS, COMPOSITION AND PROPORTIONS?</td>
</tr>
<tr>
<td>4</td>
<td>IS WATER/CEMENT RATIO WITHIN LIMITS?</td>
</tr>
<tr>
<td>5</td>
<td>IF WATER WAS ADDED TO MIX, WHY? EXPLAIN:</td>
</tr>
<tr>
<td>6</td>
<td>HOW WAS THE CONCRETE PLACED? (PUMP, BUCKET, TRUCK ETC.) SPECIFY</td>
</tr>
<tr>
<td>7</td>
<td>WAS THE CONCRETE DROP LESS THAN FIVE FEET? (FOR UNCONFINED DROPS)</td>
</tr>
<tr>
<td>8</td>
<td>WAS THE PLACEMENT RATE SPECIFIED MAINTAINED?</td>
</tr>
<tr>
<td>9</td>
<td>WAS CONCRETE CONSOLIDATED PROPERLY?</td>
</tr>
<tr>
<td>10</td>
<td>WAS CONCRETE SURFACE FINISHED TO REQUIRED STANDARDS?</td>
</tr>
<tr>
<td>11</td>
<td>WAS PROPER CURING TECHNIQUE (SPECIFIED ON THE PRE-PLACEMENT CERTIFICATION) UTILIZED?</td>
</tr>
</tbody>
</table>

**CONTRACTOR’S SIGNATURE**

**DATE**

**NJDOT SIGNATURE**

**DATE**
CONCRETE POST-PLACEMENT CERTIFICATION

| PROJECT: | Tracking # |
| LOCATION | (Same Pre through Post Certification) |
| ITEM # | DESCRIPTION |
| DATE OF POUR | |
| WORK PERFORMED BY | PRIME | SUBCONTRACTOR NAME |
| WEATHER CONDITIONS | AIR TEMPERATURE | SURFACE TEMPERATURE |

POST-PLACEMENT CHECKLIST

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WERE CURING TEMPERATURES MAINTAINED? (ATTACH LOG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>WERE SPECIFIED CURING DAYS MET? (ATTACH LOG)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>WERE FORMS STRIPPED AT SPECIFIED DATES AND CONCRETE RUBBED IN ACCORDANCE WITH SPECIFICATIONS?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>HAS ANY CRACKING OCCURRED? IF YES, DESCRIBE ON ATTACHED SHEETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HAS ANY SPALLING OCCURRED? IF YES, DESCRIBE ON ATTACHED SHEETS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
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<td>9</td>
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</table>

CONTRACTOR'S SIGNATURE | DATE | NJDOT SIGNATURE | DATE

File: ACI Form 5-30-01
1. **REQUEST FOR CORING SAMPLE LOCATIONS:**

Refer to the Contract's Specifications Subsection 404.23 “Core Samples”. Upon completion of a lot(s) of Hot Mixed Asphalt (HMA) the Resident Engineer will fax the limits of the lot(s) to Bureau of Materials Coring Section (509-530-5339) on forms (Attachment “A” and “B”) provided at the pre-pavement meeting. Lot definitions for HMA are in Section 404.20 Air Voids Acceptance Plot and for Superpave HMA are in Subsection 406.12 Air Void Acceptance Plot. Test strip or requirements are listed in Subsection 404.18 “Compaction” of the Contractor’s Specifications. The Resident Engineer is to also indicate on the forms the areas not to be cored:

- Near loop detectors, furnish access to hold locations.
- Within 100 feet (30 meters) of a fire hydrant.
- Within 2 feet (0.6 meters) of an unconfined pavement edge.
- On a transverse or longitudinal joint.
- Within 25 feet (7.5 meters) of a manhole or inlet.
- In a pavement transition area.
- Within 50 feet (15 meters) of a street intersection or commercial driveway remaining open to traffic during construction.

Core locations for the lot(s) will be returned by fax to the Resident Engineer within 24 hours (1 working day).

2. **CORE HANDLING AND DELIVERY TO THE LABORATORY:**

The Contractor shall obtain acceptance cores at the provided locations in the presence of the Engineer. The Engineer may change the core location if there is a physical obstruction, a safety problem or the core falls in an area not to be cored as noted in paragraph 1. If the core must be relocated, it should be within the same
general area with the same offset and the new location should be noted on the sample location sheet and the LB-286 card. Cores will be measured and marked with the number and assigned a core letter. The core cards (LB-286) will be properly filled out by the Engineer and included with the cores, placed in a lockable, sealed box for delivery by the Contractor. The sealed boxes with the cores shall be delivered to the Pavement Density Room in the Bureau of Materials Laboratory in Ewing, NJ. For lots containing a test strip and the first paving lot, cores shall be taken no sooner than 12 hours after completion of paving and delivered no later than 48 hours after completion of the paving lot. For other lots, cores shall be taken no sooner than 12 hours after completion of paving and delivered no later than six working days after completion of the paving lot.

3. CORING RESULTS:
Core results for each lot will be returned in a similar manner to the Resident Engineer for distribution to the Contractor. Requests for recoring shall NOT be submitted unless the Resident Engineer, or the Contractor through the Resident Engineer can show some sort of error occurred or an unusual situation existed during the original coring. Additional cores are required due to test results on a lot of HMA paving, new cores will be requested as stated in paragraph 1 above. The additional cores shall be taken within 10 days of the return of initial core results and delivered as stated in paragraph 2 above.

4. FINAL CORE SUMMARY:
When coring is completed, the Resident Engineer will notify the Coring Section and provide Rolling Straight Edge results for inclusion in the Final Core Summary (FCS). FCS, including the applicable pay adjustments/pay factors per the specifications, will be compiled by the Coring Section and sent to the Resident Engineer. Upon receipt of the FCS, the Resident Engineer will have five days for review and comment prior to distribution by the Bureau of Materials. (Refer to CPH Section VII-F)
New Jersey Department of Transportation
Bureau of Materials Engineering and Testing

FAX

Date Sent: 

To: (CORING) From:
Fax: (609) 530-5339 Fax:
Phone: (609) 530-2311 Phone:
Re: Paving Limits for Core Sampling Plan (Core Layout)
Project: Job #

<table>
<thead>
<tr>
<th>LOT #</th>
<th>ITEM #</th>
<th>HMA TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURF</td>
<td>LEVEL</td>
<td>BASE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

LOT SIZE

<table>
<thead>
<tr>
<th>TONS</th>
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</thead>
</table>

IF SURFACE LIFT, CORE FOR:

AIR VOIDS and THICKNESS ___________ AIR VOIDS ONLY _________

Fill in Plan Thickness below if coring for AIR VOIDS is in note above.

PLAN SURFACE THICKNESS _________ TOTAL THICKNESS _________

If SHOULDERS, is this FULL DEPTH CONSTRUCTION or RESURFACING?

FULL DEPTH _________ RESURFACING _________

Date Paved:

Route / Road Name:

<table>
<thead>
<tr>
<th>AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM</td>
</tr>
<tr>
<td>SY</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LANE</th>
<th>START STATION</th>
<th>END STATION</th>
<th>WIDTH</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Please Check if 

- [ ] Last Lot of the Job Mix
- [ ] Last Lot of the Completion of the Project

Attach additional pages if needed for additional paved areas.
New Jersey Department of Transportation
Bureau of Materials Engineering and Testing

FAX

Date Sent: ______________

To: (CORING) From: ________________________
Fax: Fax: ________________________
Phone: Phone: ________________________

Re: Core Results Distribution

Project: ________________________ Route: ________________________ Job #: ________________________

<table>
<thead>
<tr>
<th>1) Prime Contractor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone #</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2) Paving Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3) HMA Supplier (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4) HMA Supplier (B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone #</td>
</tr>
</tbody>
</table>

SIGNED: ________________________ Resident Engineer

SIGNED: ________________________ Authorized Prime Contractor Representative

Distribution: Regional Materials Engineer
1. BREAKAWAY COUPLINGS

a. In accordance with contract specifications, breakaway couplings will be made available to the contractor upon written request to the Resident Engineer.

Upon receipt of the written request, the Resident Engineer shall send the contractor a letter of authorization for the withdrawal of the breakaway couplings from the Department stockroom located in Building # 1, 999 Parkway Avenue, Trenton, New Jersey. The memorandum shall include the route, section and quantity of each type required. (See Attachment “A”)

NOTE: The couplings may be picked up between 8:30 a.m. and 3:30 p.m. Monday through Friday, except holidays.

Send a copy of the memorandum of authorization to the Manager, Bureau of Equipment and to the Manager, Bureau of Materials - Attention: Project Engineer Material Inspection.

2. REGIONAL TRAFFIC ENGINEER, REGIONAL MAINTENANCE AND ELECTRICAL OPERATIONS

a. The Resident Engineer is responsible to request the services from the Regional Traffic Engineer, Regional Maintenance, and Electrical Operations to accomplish construction project activities for which the contractor is not responsible.

b. A request for services should not be initiated for any work to be performed by DOT forces when the project contract provides for that work to be performed by the Contractor.

c. The Resident Engineer must anticipate, as far in advance as possible the need for traffic control devices, electrical work, and other work or services to be performed by DOT forces. The Resident Engineer will then notify the Project Manager.

d. If the Project Manager concurs with the Resident Engineer that the contract requires DOT forces to perform work or services, the Resident Engineer shall make a written request to the appropriate unit or person, i.e. Maintenance, Design, and/or Regional Traffic Engineer, etc.
3. OTHER UNITS

a. For planned changes in traffic patterns (detours and/or diversionary roads), the Resident Engineer shall notify and request the services of the Regional Traffic Engineer approximately one (1) month in advance of the tentative date of the change. This date shall be finalized fifteen (15) working days prior to establishing detours and ten (10) working days prior to establishing diversionary roads.

b. Requests by the Contractor for detours which are not provided for in the contract plans shall be handled according to provisions of current Departmental Policy 1.1052 (at the expense of the Contractor) unless it is determined that there was an oversight in the plans and a detour is determined to be necessary for the construction of the project.

c. For emergency situations that require immediate changes in traffic patterns refer to CPH VIII-B paragraph 1.d.

d. For work involving traffic signals, warning signs, regulatory and directional signs, traffic stripes and/or barricades, all of which do not come under the provisions of any of the above, requests will be made to the Regional Traffic Engineer.

e. For work which does not come under the provisions of any of the above, and which involves Maintenance forces, requests shall be made a minimum of one(1) month advance notice to the Regional Maintenance Engineer through the Executive Director of Regional Operations.

f. For work involving highway lighting requests which are to be handled only by State Forces should be made by the Project Manager to the Manager, Bureau of Traffic Signal & Safety Engineering, 60 days in advance. The Bureau of Traffic Signal & Safety Engineering should provide a work order to the Manager, Bureau of Maintenance Engineering, 30 days in advance to have the work performed. The Manager, Maintenance Engineering will determine if the work can be performed by State Forces or by the contractor, and make arrangements to have work completed by the requested time.

NOTE: For all Federally funded FHWA projects, the Resident Engineer shall secure tentative approval from FHWA as addressed in CPH Section IV-A prior to having any work performed by State Forces. Any Force Account work performed by State Forces other than construction engineering costs, needs to be approved by the FHWA.
ATTACHMENT “A”

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MEMORANDUM

TO: Supply Support Technician I  
   Bureau of Equipment  
   Trenton

FROM: Resident Engineer  
       Route    Section

PHONE:

DATE:

SUBJECT: Authorization for Withdrawal of Breakaway Couplings

The ________________________ is authorized to obtain from the Department of Transportation stockroom located in Building No. 1, 999 Parkway Avenue, Trenton, New Jersey, breakaway couplings as requested.

The couplings may be picked up between 8:30 a.m. and 3:30 p.m., Monday through Friday, except holidays.

The couplings required are as follows:

__________________________ Breakaway Couplings, Type I (Base Type 1 & 2)

__________________________ Breakaway Couplings, Type II (Base Type 3, 4, & 5)

__________________________
Resident Engineer

c: Manager, Bureau of Equipment  
Manager, Bureau of Materials      Attn: Project Engineer Materials Inspection
Various NJDOT units will be conducting inspections of construction projects throughout the State as part of their quality assurance/quality oversight function.

Upon completion of their inspection, the lead unit will contact the Resident Engineer to discuss or be given a draft copy of a written report. At this time the Resident Engineer will have the opportunity to have their input considered for inclusion in the report.

The lead unit responsible for the quality assurance/quality oversight inspection shall send copies of their report to the respective Regional Construction Engineer, the Bureau of Construction Engineering and the Director of Construction Services and Materials.

**NOTE:** If there is a life-threatening situation or a potential for serious injury, these units have the authority to direct the Contractor to immediately stop the operation/project and immediately notify the Resident Engineer.
In accordance with Subsection 702.05, a traffic signal system is considered as a separate entity, and maintenance and operational responsibility for the signal may be accepted by the Department prior to Completion. Before permitting any work on a traffic signal system, the Resident Engineer must review Section 700 of the contract specifications to ensure the appropriate specifications for traffic signal maintenance are in place. The Resident Engineer shall obtain assistance from Police Traffic Directors to handle traffic control if the integrity of the existing system is impacted (Refer to CPH VIII-D).

As it pertains to this document, the Traffic Engineer is from the Bureau of Traffic Signal and Safety Engineering (T.S.S.E.), Operations.

1. Existing Traffic Signals (Interim Traffic Signal System)
   a. Maintenance Responsibility During Construction
      1) The Resident Engineer will contact the Regional Electrical Engineer/Construction who initiates an EL-9, which directs the Regional Electrical Maintenance Supervisor to arrange for an on-site inspection prior to the Contractor assuming maintenance responsibility of the traffic signal. The EL-9 also directs the Regional Electrical Maintenance Supervisor to turn the signal over to the Contractor for maintenance. If the traffic signal is under the maintenance jurisdiction of another agency, the Resident Engineer will contact the appropriate party and coordinate the Contractor’s assumption of signal maintenance with the agency.
      2) When the Contractor first enters a Signal Controller Cabinet or performs any work on an existing traffic signal, the Contractor assumes responsibility for maintenance of the system until maintenance is formally assumed by the Department (or other agency).
      3) When the work on a signal has begun, the Resident Engineer will notify the Contractor by letter of its responsibility for traffic signal maintenance in accordance with Section 700 of the contract specifications. The notice will document the traffic signal location and the date when the Contractor has assumed traffic signal responsibility. A copy of this letter shall be sent to the attention of the Manager, Traffic Engineering and Investigations (T.E.I.)
      4) After the assumption of maintenance, the Contractor shall be responsible for
inspection of the traffic signal system in accordance with Section 700 of the contract specifications. The Contractor Maintenance Traffic Signal Inspection Report [FORM EL-16, GREEN ORIGINAL AND GREEN COPIES], supplied to the Contractor by the Resident Engineer (Attachment “A”), shall be filled out at the time the Contractor assumes maintenance responsibility, at any time the Contractor modifies the traffic signal and during the “every two months” inspection. Copies of the completed EL-16 shall be given to the Resident Engineer, who will send a copy to the Manager of Traffic Engineering and Investigations. The Contractor shall also place a copy of the EL-16 in the controller cabinet. If the Contractor responds to a system failure or vehicular knock-down he shall fill out a Contractor Maintenance Emergency Call Record [EL-11 GREEN ORIGINAL AND GREEN COPIES Attachment “B”] which is supplied to the Contractor by the Resident Engineer. Distribution is the same as for the EL-16.

5) The Resident Engineer will notify the local municipal police department with the appropriate jurisdiction by letter that the Contractor is maintaining the traffic signal. In addition, the notice will include the Contractor’s name and telephone number for emergency contact purposes.

2. Temporary Traffic Signal Turn-On

a. When a temporary traffic signal system is ready to be activated, the Resident Engineer will request an inspection by the Designer and the Regional Electrical Engineer/Construction. The Resident Engineer shall provide a minimum 10 working days notice for the inspection.

**NOTE:** If the Contractor requests a Traffic Control / Staging change not shown in the contract documents that impacts an existing or new traffic signal layout, a traffic signal and electrical Change of Plan must be prepared to address this situation 3 days prior to the Traffic Signal Turn-On. This plan should be prepared by the Contractor and approved by the Designer.

If the pavement markings or signs cannot be installed prior to or at the time of the inspection due to conflicts with existing pavement markings or signs still functioning, a plan needs to be worked out with the Contractor to address this problem prior to the day of the Traffic Signal Turn-On. This plan should be discussed with the Design Consultant and the Regional Electrical Engineer/Construction to determine the actual time of the turn-on.

b. If the traffic signal and all associated signs and pavement markings are found to be acceptable, it will be turned on. Note if the temporary traffic signal is installed at an intersection, which did not have an existing traffic signal, the traffic signal will be placed on flashing mode for a period to be determined by the Area Traffic Engineer, and then placed on full operational mode. After the traffic signal has been turned on the Contractor is responsible for inspecting the signal every two months and following the procedures outlined in paragraph 4) of “Existing Traffic...
c. The Resident Engineer will notify the local municipal police department within appropriate jurisdiction by letter that the temporary traffic signal has been installed and is being maintained by the Contractor. In addition, the notice will include the Contractor’s name and telephone number for emergency contact purposes.

3. Traffic Signal Turn-On/ Acceptance

a. Acceptance of Traffic Signals under State Jurisdiction

1) All work related to a Traffic Signal must be completed prior to the initiation of the preliminary inspection. This includes not only the electrical components, but also all the signing and striping for the intersection. When all of the work for traffic signal system for an intersection has been completed, the Resident Engineer shall contact the Regional Electrical Engineer and coordinate an preliminary inspection.

2) The Regional Electrical Engineer or his designee shall provide the Resident Engineer with a set of red-lined as-built electrical plans for the intersection. The Resident Engineer will forward these plans to the Design Consultant with a request for the Traffic Signal Asbuilt CADD files and a print copy of the Traffic Signal Asbuilt plans. The Design Consultant is required to make any necessary field measurements for the entire intersection, including any existing facilities. The Design Consultant should be able to provide the CADD files and the as-built print within three working days for an intersection. The Resident Engineer should contact the Project Manager if the Design Consultant does not provide a timely submission.

3) The Regional Electrical Engineer/ Construction is responsible for the following:
   • Inspecting the electrical work required for the Traffic Signal Turn-On.
   • Contacting T.S.S.E. to confirm that the traffic signal agreement, if required, is in place. Under no circumstances will a traffic signal be turned on without an executed agreement. The execution of a Traffic Signal Agreement may take many months. Accordingly, the Resident Engineer and the Regional Electrical Engineer should make inquiries regarding the status of any required Traffic Signal Agreements in early stages of the project.
   • Contacting T.S.S.E. to confirm the timing directive has been generated and available for the Acceptance Inspection

4) Prior to arranging a formal Traffic Signal Acceptance Inspection, the Resident Engineer will perform a preliminary inspection of the traffic signal system with the Traffic Engineer-T.S.S.E., and the Regional Electrical Engineer/
Construction, the purpose of which is to identify and correct any major deficiencies prior to arranging a full inspection with all interested parties. This inspection can be held prior to receiving the CADD files from the Design Consultant. Any design deficiencies identified by this preliminary inspection will be handled as per steps 3.a.6) through 9) in this subsection.

5) For new traffic signals installed on roads under traffic, the traffic signal shall be set on flashing mode for a period of 3 to 5 days (or as determined by the Traffic Engineer-T.S.S.E prior to the Traffic Signal Acceptance Inspection. Unless required for staging purposes, the signal is set to operational mode (green, yellow, red) only when the signal is formally accepted. The traffic signal shall not be permitted to remain in flashing mode for a period longer than authorized by the Traffic Engineer-T.S.S.E.

6) Upon receipt of the Traffic Signal Asbuilt CADD file and print copy of the Traffic Signal Asbuilt plans, the Regional Electrical Engineer and the Resident Engineer will review the asbuilt prints for accuracy with the asbuilt field conditions. This should include both newly constructed and existing electrical facilities, signing and stripping. If any revisions or corrections are necessary, the asbuilt files must be returned to the Design Consultant for correction. The asbuilt print must be resubmitted and re-reviewed by the Regional Electrical Engineer and Resident Engineer. When the Traffic Signal Asbuilt print is acceptable, the Resident Engineer shall forward the CADD file to T.S.S.E. Subsequently, T.S.S.E will generate the Traffic Signal Plan for signature by the Manager of T.S.S.E. - this is a correct statement, but not required as part of the construction procedures to occur.

7) After the Traffic Signal Plan has been generated, Resident Engineer will arrange for a Traffic Signal Acceptance Inspection. The notice will indicate the project and provide 10 working days notice. (See Attachment “C”) The following parties will be notified:

Field Manager
Project Manager
Regional Construction Engineer
Contractor (the Contractor shall also have a technical representative from the Controller Manufacturer attend)
Electrical Subcontractor (if applicable)
Traffic Engineer- T.S.S.E
Regional Electrical Engineer/Construction
Regional Electrical Maintenance Supervisor
FHWA Area Engineer (all Full Oversight projects)

8) If there are any deficiencies noted at the Traffic Signal Acceptance Inspection, the Resident Engineer will prepare a Memorandum of Record compiling all identified deficiencies noted by any of the parties. The Resident
Engineer and the initiator of the noted deficiency(ies) shall agree on whether the identified deficiency(ies) is either a Design or Construction issue. The Project Manager will assist, if necessary.

9) The Resident Engineer will prepare a memorandum to the Project Manager listing all design deficiencies and any disputed deficiencies.

10) The Project Manager will review the list and attempt to resolve disputed items with the initiating unit. The Project Manager will advise the Resident Engineer of any design deficiencies that should be corrected under the contract.

11) The Resident Engineer will notify the Contractor by letter of any required corrective action. Upon completion of the corrective work, the Resident Engineer will again arrange for a Traffic Signal Acceptance Inspection. All parties noted in step 3.a.5) of this subsection will be re-notified.

12) The following is required to be given to the Regional Electrical Maintenance Supervisor at the traffic signal turn-on:
   a. Copy of the Traffic Signal's Electrical As-built Plans - provided by the Resident Engineer
   b. Timing Directive - provided by Traffic Signal and Safety Engineering
   c. Controller Program Sheet - provided by the Contractor
   d. Cabinet Diagram - provided by the Contractor
   e. Manufacturer’s Warranties - provided by the Contractor
   f. Other equipment - additional equipment may be required to be provided by the Contractor (e.g. transfer relays, manuals, etc.) by the Supplementary Specifications

13) If the traffic signal is acceptable, the Resident Engineer will secure the necessary signatures on a Certificate of Traffic Signal Acceptance. (See Attachment “D”)

14) The Resident Engineer will maintain a file of all Traffic Signal Acceptances for the project. A copy of the Certificate of Traffic Signal Acceptance will be sent to the Regional Construction Engineer, Traffic Engineer-T.E.I., Regional Electrical Maintenance Supervisor, and the Contractor.

**NOTE:** Assumption of maintenance by the Department is considered as a Partial Acceptance as described by Subsection 105.21 and not as Final Acceptance as described by Subsection 105.23.

15) The Resident Engineer will notify the Contractor by letter that the manufacturer's/fabricator's/supplier's warranties are effective as of the date of Traffic Signal Acceptance. The notice will specify the traffic signal location and the date of Traffic Signal Acceptance. (See Attachment “E”)
16) The Resident Engineer will notify the local municipal police department with the appropriate jurisdiction by letter that Regional Electrical Maintenance is maintaining the traffic signal. Any previous notice of emergency contact concerning the traffic signal should be rescinded.


1) All work related to a Traffic Signal must be completed prior to the initiation of the acceptance inspection. This includes not only the electrical components, but also all the signing and striping for the intersection. When all of the work for traffic signal system for an intersection has been completed, the Resident Engineer shall contact the Regional Electrical Engineer and coordinate an acceptance inspection.

2) The Regional Electrical Engineer or his designee shall provide the Resident Engineer with a set of red-lined asbuilt electrical plans for the intersection. The Resident Engineer will forward these plans to the Design Consultant with a request for the Traffic Signal Asbuilt CADD file and a print copy of the Traffic Signal Asbuilt plans. The Design Consultant is required to make any necessary field measurements for the entire intersection, including any existing facilities. The Design Consultant should be able to provide the CADD file and the asbuilt print within three working days for an intersection. The Resident Engineer should contact the Project Manager if the Design Consultant does not provide a timely submission.

3) The Regional Electrical Engineer/ Construction is responsible for the following:
   • Inspecting the electrical work required for the Traffic Signal Turn-On.
   • Contacting T.S.S.E. to confirm that the traffic signal agreement, if required, is in place. Under no circumstances will a traffic signal be turned on without an executed agreement. The execution of a Traffic Signal Agreement may take many months. Accordingly, the Resident Engineer and the Regional Electrical Engineer should make inquiries regarding the status of any required Traffic Signal Agreements in early stages of the project.
   • Contacting T.S.S.E. to confirm the timing directive has been generated and available for the Acceptance Inspection – Applicable only if the traffic signal is to be State maintained.

4) Prior to arranging a formal Traffic Signal Acceptance Inspection, the Resident Engineer will perform a preliminary inspection of the traffic signal system with the Traffic Engineer-T.S.S.E., the Regional Electrical Engineer Construction and the engineering representative from the Local County or Municipality, which will assume the maintenance responsibility. The purpose of this is to
identify and correct any major deficiencies prior to arranging a full inspection with all interested parties. Any design deficiencies identified by this preliminary inspection will be handled as per steps 3.a.6) through 9) of this subsection.

NOTE: T.S.S.E. will provide the Traffic Engineer-T.E.I. with authorized copies of the As-built traffic plan and timing directives. Under no circumstances will the signal be turned on without the authorized Local Traffic Signal (L.T.S.) plan.

5) For new traffic signals installed on roads under traffic, the traffic signal shall be set on flashing mode for a period of 3 to 5 days (or as determined by the Traffic Engineer-T.S.S.E.) prior to the Traffic Signal Acceptance Inspection. The signal is set to operational mode (green, yellow, red) only when the signal is formally accepted. The traffic signal shall not be permitted to remain in flashing mode for a period longer than authorized by the Traffic Engineer-T.S.S.E.

6) When the Contractor has completed a traffic signal and all traffic signs and striping necessary for the intersection have been completed, the Resident Engineer will arrange for a Traffic Signal Acceptance Inspection. The notice will indicate the project and provide 10 working days notice. (See Attachment “C”) The following parties will be notified:

- Field Manager
- Project Manager
- Regional Construction Engineer
- Contractor (the Contractor will have a technical representative from the Controller Manufacturer, if applicable)
- Electrical Subcontractor (if applicable)
- Traffic Engineer-T.S.S.E.
- Regional Electrical Engineer/Construction
- FHWA Area Engineer (all Full Oversight projects)
- County or Municipal Engineer (as applicable)

5) If there are any deficiencies noted at the Traffic Signal Acceptance Inspection, the Resident Engineer will follow steps 3.a.5) through 8) of this subsection.

6) The following is required to be given to the Local Jurisdiction’s representative at the traffic signal turn-on:

a. Copy of the Traffic Signal’s Electrical and Traffic As-built Plans - provided by the Resident Engineer
b. Timing Directive - provided by Traffic Signal and Safety Engineering
c. Controller Program Sheet - provided by the Contractor

d. Cabinet Diagram - provided by the Contractor

e. Manufacturer’s Warranties - provided by the Contractor

f. Other equipment - additional equipment may be required to be provided by the Contractor (e.g., transfer relays, manuals, etc.) by the Supplementary Specifications

7) If the traffic signal is acceptable, the Resident Engineer will secure the necessary signatures on a Certificate of Traffic Signal Acceptance. (See Attachment “F”) The Resident Engineer will transmit a copy of the Certificate of Traffic Signal Acceptance to the Traffic Engineer-T.S.S.E.

8) If a jurisdictional agreement for the traffic signal is not in effect, acceptance from the local agency will not be possible. Under this circumstance, the traffic signal will not be turned on; the traffic signal heads will be securely covered. The Resident Engineer will notify Traffic Signal & Safety Engineering that the signal was completed and that a jurisdiction agreement with the local agency is not in effect.

9) The Resident Engineer will maintain a file of all Traffic Signal Acceptances for the project. A copy of the Certificate of Traffic Signal Acceptance will be sent to the Regional Construction Engineer, Bureau of Traffic Engineering & Investigations, Local Jurisdiction, and the Contractor.

NOTE: Assumption of maintenance by the Department is considered as a Partial Acceptance as described by Subsection 105.21 and not as Final Acceptance as described by Subsection 105.23.

10) The Resident Engineer will notify the Contractor by letter that the manufacturer’s/fabricator’s/supplier’s warranties are effective as of the date of the Traffic Signal Acceptance. The notice will specify the traffic signal location and the date of Traffic Signal Acceptance. (See Attachment “E”)

NOTE: Additional warranties may be required in accordance with Subsection 109.14.

11) The Resident Engineer will notify the local municipal police department with the appropriate jurisdiction by letter that the traffic signal is being maintained by the accepting agency. Any previous notice of emergency contact concerning the traffic signal should be rescinded.
ATTACHMENT “A”

New Jersey Department of Transportation

CONTRACTOR TRAFFIC SIGNAL INSPECTION REPORT

LOCATION: State Route Number and Local Street  Municipality  County  Job No.

CONTROLLER: Make  Serial No.  MONITOR: Make  Model  Serial No.

DATE:  DATE TESTED:

This Inspection  Previous Inspection

CHECK ITEMS THAT WERE INSPECTED:  NOTE: USE REVERSE SIDE TO SKETCH LOCATION(S) OF LAMPS REPLACED, SIGNALS FOCUSED, VISORS REPLACED, ETC.

☑ HIGHWAY LIGHTING UNITS, LAMPS REPLACED  ☐ PEDESTRIAN CONTROLS
☑ FIXTURES, HANGERS, SAFETY CHAINS  ☐ FOUNDATIONS, JUNCTION BOXES, SERVICE CONDUIT
☑ VISORS  ☐ MICROWAVE SENSORS
☑ CABINET, FAN, FILTER  ☐ LOOP DETECTORS
☑ POLES, MAST ARMS, PEDESTAL AND HARDWARE  ☐ CONTROLLERS RELATED CONTROL EQUIPMENT
☑ FOCUS  ☐ FLASHING DEVICES AND CIRCUITRY
☑ LAMPS — NUMBER REPLACED  ☐ CONSTRUCTION PLATE & SIGNS
☑ RAY DIRECTORS  ☐ FIRE, RAILROAD AND SPECIAL CONTROLS

TIMING DIRECTIVE
NO. IN FORCE

TEMPORARY TIMING IN FORCE AUTHORIZED *
BY

TIMING FOUND IN ACCORDANCE WITH:
DIRECTIVE NO.  YES  NO *

AUTHORIZED TEMPORARY TIMING  YES  NO *

TIMING ADJUSTED IN ACCORDANCE WITH:
DIRECTIVE NO.  \*

TEMPORARY TIMING AUTHORIZED BY*

CURRENT PATTERN IN OPERATION @ TIME OF INSPECTION
FREE  PLAN #  CYCLE  OFFSET  SPLIT

*INDICATE BELOW TIMING FOUND FOR ANY TEMPORARY AUTHORIZED TIMING

<table>
<thead>
<tr>
<th>Location (Phase)</th>
<th>Green</th>
<th>Yellow</th>
<th>Red</th>
<th>Green Arrow</th>
<th>Arrow Clearance</th>
<th>Walk</th>
<th>Pedestrian Clearance</th>
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REMARKS:


I CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM IS CORRECT AND THAT THE EQUIPMENT ON THE ABOVE JOB WAS INSPECTED ON:

DATE:  TIME:

CONTRACTOR:  S. S. #

SIGNATURE:

Copy: Resident Engineer; Manager, Traffic Engineering & Investigations; Controller Cabinet
ATTACHMENT “B”
NEW JERSEY DEPARTMENT OF TRANSPORTATION
REGIONAL ELECTRICAL OPERATIONS
CONTRACTOR EMERGENCY CALL RECORD

Job No. ____________________________ Today’s Date ____________

Location: ____________________________

State nature of trouble exactly as reported to you:
________________________________________________________________________

Trouble reported to you by: ____________________________ Date & Hour ____________________________

1. WHAT YOU FOUND WHEN YOU ARRIVED AT THE INTERSECTION

Indicate the nature of the trouble or damaged equipment:
________________________________________________________________________

Did you check the signal timing? [ ] yes [ ] no
Was the signal timing as per the directive in force? [ ] yes [ ] no
If “yes,” give the directive number & date:
________________________________________________________________________

If “no,” indicate below the timing which you found: *

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<tr>
<th>Location (Phase)</th>
<th>Green</th>
<th>Yellow</th>
<th>Red</th>
<th>All Red</th>
<th>Green Arrow</th>
<th>Arrow Clearance</th>
<th>Walk</th>
<th>Pedestrian Clearance</th>
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OFFSET:

2. WHAT YOU DID AT THE INTERSECTION (Complete only if repairs or timing alterations were required)

Indicate all equipment removed, repaired, replaced or installed:
________________________________________________________________________

Did you restore the timing to conform to the directive in force? [ ] yes [ ] no
If “yes,” give the directive number & date:
________________________________________________________________________

If “no,” indicate below the TEMPORARY timing which you installed: *

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<th>Location (Phase)</th>
<th>Green</th>
<th>Yellow</th>
<th>Red</th>
<th>All Red</th>
<th>Green Arrow</th>
<th>Arrow Clearance</th>
<th>Walk</th>
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OFFSET:

Temporary timing authorized by: ____________________________ (Indicate supervisor’s name, temporary timing directive number & date, or your name, whichever applies)

Time Started: ____________________________ Time Finished: ____________________________

Your signature: ____________________________ Reviewed & Approved by: ____________________________

* If it is more convenient to describe timing in words, do so on reverse.

Copy: Resident Engineer, Manager, Traffic Engineering & Investigations, Controller Cabinet

03/16/09
ATTACHMENT “B”

EL-11 PAGE 2

Use the sketch below (or draw your own) to indicate the location of the trouble or damaged equipment:

Indicate North
By Arrow in
Circle

BRIDGE GATES

Your Sketch:

Use this space for any additional information, which you believe, may be important and/or use for explanation of timing:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
ATTACHMENT “C”

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MEMORANDUM

To: Interested Parties

From: Lewis Morris
Resident Engineer

Date: March 16, 2009

Phone: (201)-555-0000

Subject: Route 1 Contract Number 095990580
Federal Project No.: M-0000(000)
Traffic Signal Inspection

A Traffic Signal Inspection of signals at the following locations on the subject project is scheduled for April 1, 2009.

The intersection of Rt. 1 and Spruce Street
The intersection of Ramp C and Hudson Street

The traffic signal will be activated.

Please call my office to confirm the receipt of any corrective action lists transmitted.

Interested Parties: see 3.a.4) for listing.
New Jersey Department of Transportation
Certificate of Traffic Signal Acceptance

Project Name: ___________________________________
Federal Project No.: ___________________________________
Traffic Signal Location: ___________________________________
County: _____________ Town/Municipality: _____________
Date of Traffic Signal turned on Flash: ____________________  NA (O)
Date of Traffic Signal Acceptance Inspection: ___________________
check one: ___ New Traffic Signal ___ Revised Traffic Signal

I certify that to the best of my knowledge, information and belief, and on the basis of observations and inspections, that the noted traffic signal has been constructed in accordance with the terms and conditions of the Contract.

Regional Electrical Engineer/Construction: _____________________________  Date: ________________
Traffic Engineer: ____________________________  Date: ________________
Regional Electrical Maintenance Supervisor: ____________________________  Date: ________________
March 16, 2009

Prime Contractors, Inc.
101 Generic Road
Urban City, NJ 07000

Attn: William Livingston

Re: Rt. Contract Number 0959905801
Federal Project No.: M-OOOS(000)
Traffic Signal Manufacturer’s Warranty

Dear Sir:

Provided herewith is a copy of the Certificate of Traffic Signal Acceptance for the traffic signal placed at the intersection of Rt. 1 and Spruce Street and the traffic signal placed at the intersection of Ramp C and Hudson Street.

The manufacturer’s, fabricator’s, and supplier’s warranties for the noted traffic signals are to be enforced from April 1, 2002, the date of the Traffic Signal Acceptance. In accordance with Subsection 109.14, you may be required to undertake litigation to enforce any warranty.

Sincerely,

________________________
Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
File
New Jersey Department of Transportation
Certificate of Traffic Signal Acceptance

Project Name: _______________________________________

Federal Project No.: ___________________________________

Traffic Signal Location: ___________________________________

County: __________________ Town/Municipality: __________

Date of Traffic Signal turned on Flash: ____________________ NA (___)

Date of Traffic Signal Acceptance Inspection: ______________

check one: ______ New Traffic Signal ______ Revised Traffic Signal

As the representative of _____________________________________, I hereby accept the ownership and maintenance responsibility for the subject traffic signal.

________________________  Date:________________

________________________

(signature)

________________________

(print name)
Preface

A tort is a civil wrong against a person or property for which damages may be claimed as compensation. A tort claim is different from contractual claims made by the Contractor. Contractual claims are to be handled in accordance with the dispute resolution procedure as per Subsection 107.02. (See CPH Section IV-C)

Note: The terms “CLAIM” and “NOTICE OF CLAIMS” are reserved for written requests on Department of Treasury Forms filed with the Department of Treasury. They have special significance under the New Jersey Tort Claims Act (Title 59, Chapter 1, et seq.) and improper use of the term may prejudice later defenses if a claim is actually filed. Verbal and written communication of a tort other than on the specific forms are to be referred to as a tort inquiry.

1. Tort Inquiries
   a. Inquiries to the Regional Construction Office
      1) The Regional Construction Engineer will assign someone to coordinate tort inquiry investigations and responses.
      2) If a citizen inquires about recovering damages for property loss and/or, personal injury resulting from road conditions, it must be determined if the incident occurred within the limits of a construction project. In accordance with Subsection 107.23, the Contractor is required to maintain insurance, until Final Acceptance. If the incident is within the limits of a construction project, the individual will be referred to the Resident Engineer.
      3) Additionally the individual will be informed that if the inquiry is not immediately resolved to their satisfaction, they should contact and file a claim with:

         New Jersey Department of Treasury
         Claims Service Section, Bureau of Risk Management
         P. O. Box 620
         Trenton, NJ 08625-0620
         Phone (609) 292-4347
4) When referring someone to the Department of Treasury, Claims Service Section they should be instructed that their written request indicate as specific a location as possible, the name of Construction project and the name of the Contractor (if applicable). Also the milepost and/or intersections street should also be provided.

5) Department personnel should not engage in a discussion concerning the merit of a potential claim with the individual.

b. Inquiries to the Resident Engineer

1) If an inquiry is referred to the Resident Engineer, he/she will determine if the incident occurred within the limits of a Construction project.

NOTE: The Contractor and the Contractor’s insurance is responsible for all tort claims within the limits of a project from the actual start date until the date of Final Acceptance regardless of cause, with the exception of Tort claims for accidents associated with snow or ice.

2) If the incident allegedly occurred within the project limits, the Resident Engineer will provide the individual with the name of the Contractor, the Contractor’s telephone number, and the name of the Contractor’s insurance company. The individual will be informed that if the inquiry is not resolved to their satisfaction, they should again contact the Resident Engineer. However, the Resident Engineer can only offer assistance in soliciting a prompt response from the Contractor, and should make it clear that the State is not in a position to judge the merits of the inquiry. The individual is to be advised that they may protect their rights by filing a claim through the Department of Treasury, Claims Service Section as noted in step 1.a.3.

3) If it was alleged that there were any road deficiencies, and verified by the Resident Engineer, the Resident Engineer will immediately direct the Contractor to perform any necessary road maintenance (e.g., repair pot holes, maintain traffic control devices).

2. Written Tort Inquires

Any written communication received from other than the Department of Treasury (or their third party claims administrators) inquiring about a tort against the Department or any of the Department’s employees, regardless of the form submitted, shall be referred to the Department of Treasury, Claims Service Section.
3. Tort Claims Forwarded from Claims Service Section

   a. Regional Construction Office

      1) The Regional Construction Engineer will assign someone to coordinate tort claim investigations and responses.

      2) The Department of Treasury, Claims Service Section or the Department of Treasury’s third party claims administrators (Scibal Associates) may send a letter requesting an investigation of a tort claim.

      3) The Regional Tort Claim Coordinator will investigate and identify any claims for which the tort occurred within the limits of a Construction project, and forward applicable claims to the Resident Engineer. (See Attachment “A”)

         NOTE: The Contractor and the Contractor’s insurance is responsible for all tort claims within the limits of a project from the actual start date until the date of Final Acceptance regardless of cause with the exception of tort claims for accidents associated with snow or ice on the roadway.

      4) The Resident Engineer will respond directly to the requesting agency, confirming that the tort occurred within the limits of the Construction project. (See Attachment “B”) The Resident Engineer will also provide a copy of the Contract and a copy of the Insurance Certificate, Form DC-175, applicable for the date in question. (Refer to CPH Section III D) A copy of the response will be forwarded to the Regional Tort Claims Coordinator.

      5) If a claim can not be identified because of incomplete information, the Regional Tort Claims Coordinator will respond to the requesting agency accordingly. (See Attachment “C”)

      6) If a claim identified as not being associated with a Construction project administered by the Region, the Coordinator will respond to the agency accordingly and forward the letter to the Regional Maintenance Engineer. (See Attachment “D”)

         NOTE: Tort claims may be associated with projects administered by Regional Maintenance or Maintenance Engineering.

      7) The Regional Tort Claims Coordinator will maintain a log noting the disposition of all tort claims and responses. (See Attachment “E”) Responses to the requesting agency will be made within 15 days from their initial receipt by the Regional Office.
4. Repair of Work Damaged by the Public

a. Upon advice from legal counsel, the Department interprets Subsection 107.22 [Risk Assumed by the Contractor] so that the Contractor is responsible for any damage to work performed under the contract until acceptance. The only exception to this rule is when the State affirmatively acts with willful intent to cause loss, damage, and injury. Consequently, any work damaged due to traffic, must be repaired by the Contractor at no cost to the State. This does not apply to existing structures which have not been constructed under the contract. (e.g., The Contractor is responsible for repairing new or reset guide rail damaged by traffic, but is not responsible for damage to existing guide rail even though it is within the project limits.)

NOTE: The enforcement of Subsection 107.2 is not restricted to damage caused by motor vehicle accidents.

b. If existing structures become damaged prior to acceptance, the Resident Engineer will discuss the need to make repairs with the Field Manager and Project Manager. If it is determined to make repairs, the Resident Engineer will issue a Construction Order for the work. This work is federally non-participating with the exception of certain FHWA Impact Attenuators.

c. If a police accident report is available, the Construction Order will note the accident location, the final cost of repairs, and make reference to the police accident report. A copy of the Construction Order along with a copy of the police accident report will be forwarded to the Bureau of Maintenance Engineering & Support. The Bureau of Maintenance Engineering & Support will record the information and pursue the cost recovery of the damages in accordance with their established procedures.
NEW JERSEY DEPARTMENT OF TRANSPORTATION
MEMORANDUM

To: Lewis Mowris
   Resident Engineer
From: Garret Wall
   Regional Construction Engineer
Date: April 15, 2006
Phone: (201)648-3017
Subject: Tort Claim Investigation

Review the attached tort claim, and if the accident is within the limits of your project, respond directly to the requesting party. Attach a copy of the Contract Price Sheet and a copy of the Insurance Certificate for the project along with your response. Send a copy of our request to Ms. Crystal Bawl, Regional Tort Claim Coordinator.

If the accident is not within the limits of your project, respond directly to Ms. Bawl. If you can identify a possible alternative project or responsible party, it is requested that you inform Ms. Bawl of this information for further investigation.

Be reminded that the Contractor's insurance is required until Contract Acceptance, not contract completion.

c: file
April 15, 2006

Scibal Associates, Inc.
Casualty Claims Administrators
PO Box 500
Somers Point, NJ 08244

Attn: Fred Piccari

Re: File No.: 189-007-P14445-421
Claimant: Leopold Bloom
D/A: 10/13/05
Location: Rt. 1 South, Lyrecrapagne
Project: Rt. 1&9 Section 1A
Federal Project No. M-OOOS(000)

Dear Mr. Piccari:

The subject claim is within the limits of the Rt. 1&9 Sec. 1A project. The Contractor is Prime Contractor Co, Inc. 101 Generic Road, Urban City, NJ 07000. A copy of the Contract Face Sheet and the Insurance Certificate are provided herewith.

Sincerely,

Lewis Morris
Resident Engineer

c: Regional Construction Engineer
   Field Manager
   Regional Tort Claims Coordinator
   File
April 15, 2006

Scibal Associates, Inc.
Casualty Claims Administrators
PO Box 500
Somers Point, NJ 08244

Attn: Fred Piccari

Re: File No.: 189-007-P14445-421
Claimant: Leopold Bloom
D/A: 10/13/05
Location: Rt. 1 South

Dear Mr. Piccari:

The subject claim can not be identified as being within the limits of any construction project, because the noted location is not specific enough.

Sincerely,

______________________________
Garrett Wall
Regional Construction Engineer

c: file
April 15, 2006

Scibal Associates, Inc.
Casualty Claims Administrators
PO Box 500
Somers Point, NJ 08244

Attn: Fred Piccari

Re: File No.: 189-007-P14445-421
Claimant: Leopold Bloom
D/A 10/13/05
Location: Rt. 1 South, Lyrecrompagne

Dear Mr. Piccari:

The subject claim is not within the limits of any contracts administered by Region West Construction on the date noted. By copy of this memorandum, this claim is being forwarded to Mr. Edward Angel, Regional Maintenance Engineer, Region West for investigation.

Sincerely,

Garrett Wall
Regional Construction Engineer

c: Edward Angel - Regional Maintenance Engineer file
## ATTACHMENT “E”

<table>
<thead>
<tr>
<th>File No.</th>
<th>Claimant</th>
<th>Date of Accident</th>
<th>Location</th>
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<td>Leopoldo Diaz</td>
<td>10/13/95</td>
<td>Rt. 1 &amp; 9, Lysecrompagne</td>
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<td>within limits of Rt 19, Sec 1A</td>
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<td>Carol Blaha</td>
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2011 CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI – SUBSECTION I

SUPERCEDED BY

SECTION VI SUBSECTION I PAGE 9 OF 9
05/15/06
1. The Bureau of Construction Engineering Manpower Management staff will generate a Monthly Status of Personnel Regional Summary Form DC-114S for each Region. The report will be forwarded to the Regional Construction Engineer.

2. Completion of the Report

   a) The Regional Construction Engineer's designee will update the DC-114s data and complete the Form DC-114S transmittal memorandum that includes the following additional information:

      1) A list of any personnel by title and Region that have been transferred into and/or from the Region including retirements.

      2) Personnel needs or excesses which cannot be balanced within the Region.

      3) Explanations for any project which is beyond 90 days of the adjusted completion date without an adjustment Construction Order approved.

      4) Any changes in assignment of projects to Field Managers.

   b) The DC-114S shall also include the Regional Materials Staff total and corresponding information.

3. The DC-114S and transmittal memorandum shall be submitted to the Bureau of Construction Engineering Manpower Management staff in accordance with the annual submittal calendar distributed for this form and any special instructions contained in the monthly distribution of the Turnaround form.

4. The Manpower Management staff will input all the data that is required to update the Monthly Status of Projects Report database.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI SUBSECTION K

CONSTRUCTION OPERATIONS

UTILITY COORDINATION

05/15/06

1. Utility Agreements

Utility Agreements Modifications (UAM) authorizing utility construction should be submitted to utility owners prior to Final Design Submission, and signed prior to publication of Advertisement. The Project Manager will forward a copy of these documents to the Regional Construction Office no later than two weeks after the project is advertised.

Upon receipt at the Regional Construction Office, the Resident Engineer will ensure that he/she has a Utility Agreement for each utility involved in the project. Furthermore, the Resident Engineer will review each Utility Agreement to ensure that Utility Agreement requirements are in compliance with Subsection 105.09 of the project's Special Provisions.

The Resident Engineer will forward a copy of each Utility Agreement to the Contractor at the pre-construction conference.

Utility work may be performed by any of the following:

a. The utility owner (or a Contractor hired by the utility owner) performs the work at the utility owner's expense and agreement. This work should be monitored to ensure construction methods are performed in a satisfactory manner (e.g. proper compaction) and to ensure that one agreement with utilities does not conflict with proposed contract work.

b. The utility owner (or a Contractor hired by the utility owner) performs the work and is reimbursed by the Department. In no case, shall the Resident Engineer have to be monitored to the extent necessary to ensure that it is being performed in conformance with the Utility Agreements, as well as the project plans, specifications, quantities and materials. This should not normally require constant surveillance.

c. Department's Contractor, under the terms of the project's contract, performs the work. A typical example is bridge conduits. On Federally funded projects, the Resident Engineer must also review the project agreement between the FHWA and the NJDOT to determine the extent of Federal funding. This project agreement is produced by the Bureau of Capital Program Coordination and is distributed to the Resident Engineer via the Regional Construction Office.

This funding information must be placed by the Resident Engineer onto the DC-
174. Construction Order Cost Sharing Distribution form, when the first Construction Order is necessary. All work indicated as a betterment is performed at the utility owner's expense and the Department is reimbursed through billing by Accounting. The utility owner needs to be advised when utility work performed by the Department's Contractor is completed so the utility owner can inspect and approve the work.

2. Utility Notification

Typically, contracts have placed the responsibility to provide the advance notice to the utility owner as indicated in the utility schedules on the Department. However, newer contracts may have the responsibility placed upon the Contractor. The Resident Engineer should review the contract specifications to determine who is responsible for providing notice. This should be fully discussed at the Utility Preconstruction Meeting.

If the Department is responsible for providing notification, upon receipt of the executed Utility Agreement Modifications, the Resident Engineer is to send written notification to the owner listed in the Special Provisions informing them that construction is scheduled and that they should begin scheduling their work. The Resident Engineer should phone the utility contact representatives listed in the Special Provisions to verify that they are the correct contact and that the mailing address is correct. Inform the utility owners that a utility preconstruction meeting will be scheduled on or about (date).

NOTE -Advance Utility Work: The Field Manager should review the utility work and notice requirements during the pre-construction reviews. If utility work needs to be performed in advance of construction or if the advance notice needs to be sent in advance of construction, the Field Manager should contact the Project Manager and coordinate who (Project Manager, Field Manager, or Designer) will be responsible for providing the utility owner with the notice and when the notice should be sent. In some cases, funding must be secured in order to enable the Utility Agreement to be in place, which would postpone sending the notice. ..

On projects where advance utility work is to be performed, and the Project Manager requests construction inspection, the Field Manager (or if assigned, the Resident Engineer) will schedule an advance utility preconstruction meeting.

3. Utility Preconstruction Meeting

The Resident Engineer will schedule a Utility Preconstruction Meeting to be attended by utility owner representatives, Field Manager, Project Manager (or Coordinating Authority), the Contractor. The meeting should be scheduled to be
held within two weeks after the Preconstruction Conference is held. The Resident Engineer will chair the meeting and will prepare and distribute the meeting minutes. The following topics should be discussed at the meeting:

**Coordination**

a) The general role of the Contractor and RE for notifying the utility owner.
   - Who is to supply the notice
   - Will the utility owner's representative act as the central contact for all of the utility's operations
   - The need for notices for subsequent stage work (and the need for the Contractor guarantees that sites will be prepared for subsequent stage work)

b) The Contractor and utility owner's respective roles and responsibilities regarding cooperation and coordination of work as per Specifications Subsection 105.
   - Use a requirements
   - Site preparation, excavation or grading
   - Who is responsible for supporting role
   - Coordination of concurrent operations
   - Sets to work where

c) Coordination of utility relocation between utility owners.
   - Utilities for the occupancy (Notice to the utility owners when work can proceed. It is responsible for removing pole, New Jersey One Call)
   - Coordinating concurrent operations with sets to work where

d) Regular utility coordination meetings (Consider holding these meetings jointly with adjacent project Resident Engineer to ensure work is properly prioritized).

e) Obtain the contact names and phone numbers within the utility company for various features of work. Also, obtain supervisory and manager contact information.

**Schedule**

a) Discuss the time frames for notice and work durations noted in the Special Provisions with the utility owners and determine these are still considered feasible by the utility owner.

b) Review utility restrictions on service interruptions. Gas, Water and Electric utilities typically place seasonal restrictions on service interruptions.

c) Ask the utility owners if there are any unique customer service interruption restrictions on the project. Sometimes, because of unique customer needs, the utility owner will restrict when a service outage will be permitted (e.g. nights, weekends, or a season).

d) Review the Contractor's intended work schedule, and how the contractor's schedule affects the utility owner's work schedule. This can be critical where Contractor site preparation or traffic staging is required for utility
work. Typically, the Contractor's baseline progress schedule is not submitted at this time, and discussions will be of a general nature. Stress to the Contractor that the baseline progress schedule must include the appropriate time frame for notice, and any schedule restrictions.

e) If lane closures are required for utility work, discuss any limits on available working hours. If the Utility Agreement's available working hours do not match the project's available working hours (or if this was not included in the Utility Agreement) check with Traffic Operations to determine what restrictions will be required.

f) Review the status of Right-of-Way (ROW) acquisition. Is there sufficient ROW for a guy wire. Can relocations be adjusted to eliminate the need for additional ROW.

g) Discuss involved times in acquiring materials and coordination with the various utility owners.

h) Determine if utility owners can begin their work, taking into account plumes or staging work that must be performed by the Contractor first. Determine the site needs for the utility company (e.g. layout, clearing site/vegetation, clearing/grading of access). Try to obtain a specific starting date for the utility owner, which is agreeable to both of them, and the Contractor.

i) Determine if the work is being performed by the utility owner's forces or by a Contractor to the utility owner:
   - If the work is being contracted out, determine when that work will be able to bid, and when an utility owner contractor will be available to start work.
   - If the work is being performed by the utility owner's forces – determine what the expected crew size (is) and work schedule will be (e.g. how many days a week, how many shifts.) This will be needed to assess work progress and if the utility owner has provided adequate resources.

Traffic Control and Safety

a) Will the utility owner rely on the Contractor's traffic control (e.g. set-up. (Even if it is not included in the Contractor's traffic control requirements, providing safety set-ups through the Contractor is frequently less costly, than the through the utility owner.)

b) If the utility owner is providing traffic control, it must conform to MUTCD requirements. The Resident Engineer and the utility owner should review the basic traffic control requirements (signs, taper, traffic control devices, spacing) to avoid having to remove the utility owner from the project site because of inadequate safety.

c) Review how lane closure requests will be coordinated. The utility owner must provide the Resident Engineer with sufficient notice. Lane closures by the utility owners and the Contractor must be coordinated.
Budget and Invoicing

a) The utility owner and Resident Engineer need to agree on how the utility owner will notify the Resident Engineer of when they are working. This is particularly critical if the work is reimbursable to the utility owner by the Department so that DOT construction inspection personnel can keep accurate records. Remind the Utility Owners that starting work without notifying the Resident Engineer may affect their payment.

b) Review the billing procedure requirements. Utility owners must cooperate with the Resident Engineer. The Utility Company's billing must be able to identify material charges including salvage credits to the Resident Engineer's satisfaction. If betterments are being performed in conjunction with reimbursable work, resolve how the costs are to be separated.

c) Discuss with the utility company and determine if the utility agreement budget is considered reimbursable by the utility company.

d) Request that the utility company periodically reviews the cost budget as the work progresses and informs the Resident Engineer as to if the work is reasonably within budget.

Immediately after holding the Utility Progress/Construction meeting, the Resident Engineer and the utility owners representatives should conduct a project site walk through meeting to review the existing utility locations and the proposed utility locations. This review may reveal conditions or problems that were not addressed on the plans. Minor relocating may solve to resolve these issues.

4. Utility Progress/Coordination Meetings

Depending upon the magnitude and complexity of a project's utility work, the Resident Engineer should hold periodic utility coordination meetings. Where there are more than one project in an area that uses a utility owner's resources, joint project coordination meetings should be considered.

On projects with significant utility work, Utility Progress/Coordination Meetings should be held monthly. However, when utility work is particularly critical, and coordination between parties is a factor, the Resident Engineer should hold these meetings every two weeks. The Resident Engineer will chair the meeting and will prepare and distribute the meeting minutes. The following topics should be discussed at the meeting:

Schedule

a) Review the Contractor's progress schedule and any impacts on utility relocation work

- Contractor site preparation on schedule (e.g., layout, clearing site/vegetation clearing, grading, and access)
Any changes in the Contractor's schedule affect the utility owner's ability to meet previously estimated activity start or finish dates.

When does the Contractor need an area of utility work to be completed.

Have Change-of-Plan effect the utility owner's schedule.

Contractor initiated changes, or Contractor delays that affect utility owner progress must be documented in detail, as these may be used not only to refute Contractor claims, but also hold the Contractor liable for increased utility work costs. Prior to approving Value Engineering proposals or requests for traffic control staging changes, the Resident Engineer should discuss potential impacts on utility work.

b) Review the utility owner's progress

- What is the status of the utility owner's contractor procurement
- What is the status of the material procurement
- When will the utility owner expect to start work
- When is the area of utility work expected to be completed

The utility owner may deploy inadequate resources. Can the utility owner work overtime (overtime, on any hours and weekends) additional shifts, or apply additional resources to improve progress.

Coordination

a) Coordinate with following utility forces to perform work - these may be other units within a utility company or other utility owner. Examples include coordination between underground and aerial crews, fiber optic splicing crews, copper cable and fiber optic splicing utility lines and telecommunication utility lines.

- Who will notify the fiber optic utility line that the site is ready
- Can the following utility work immediately after the initial utility has completed an area
- Is any additional site preparation work by the Contractor needed.
- Is the NJ One Call current

Some companies will not order or stock until they submit the quantity of material needed. Are the facilities in place? Permit an as-built measurement. (This often can be done before the NJ One Call utility owner completes its work).

Changes

a) Discuss any utility field changes (See Field Changes for more discussion)

- Have any utility conflicts been encountered
- What is the status of any additional design
- Is a utility change order needed/what documentation will be needed
- What is the status of a utility change order's approval
- How does this affect the project's progress schedule
- Does the utility field change affect the work of other utility owners
Budget
a) Compare the total cost expended with the percent utility work completed, and review if the Utility Agreement budget is reasonable. If the utility owner identifies that a cost adjustment is necessary, have the utility owner submit a DC-150U explaining the cost adjustment. This should be done decreases as well as increases.
b) Are utility invoices being submitted in a timely manner.
c) If work at or near completion, request the utility owner submit a final invoice.

Note: If the utility owner fails to start work, fails to meet the work duration schedules, is otherwise not adequately responsive, the Resident Engineer should inform the Field Manager, the Project Manager, and the Bureau of Construction Engineering’s Utilities Division.

5. Layout

The contractor is responsible for providing survey controls for utility owners during the course of the project. If existing utility work is performed, utility layout is performed by the Design Consultant or by the Department’s Regional Design Survey unit for in-house designed projects. The contractor should ensure that relocated utility facilities do not conflict with proposed construction, notifying any High Voltage Proximity Act conflicts.

6. Field inspection of Utility Work

For all utility work, construction inspection personnel should document on the labor (classification and hours) used on a daily basis a DC-29a in sufficient detail to verify the utility invoices. Add to any construction inspection personnel shall confer with the utility representative and document approximate quantities of materials used. Reports should note conditions during the work of the utilities such as weather, plan changes, or if the contractor is following the progress of utility work. Information relative to the disposition of material (i.e., abandoned, salvaged or disposed) should also be noted.

Representatives from both the NJDOT and the utility owner should mutually agree on how the work is going to be monitored, i.e., labor, materials (or incorporated into the work or taken out of service) at the end of each work day. (Utility owners sending daily time sheets to the Resident Engineer can be adequate). This is particularly important where betterment work is performed. The Resident Engineer and the utility owner must be able to separate costs for betterment work. On projects where betterment costs cannot be separated (typically because a percentage improvement has been negotiated) the Resident Engineer should contact the Project Manager to determine the cost basis for betterment work.
Before permitting utility installation, the locations should be checked for present and future utility conflicts as well as other constructibility concerns through review of the layout by the Resident Engineer.

7. Field Changes

All changes to utility work and all adjustments to the Utility Agreement budget must be approved by the Department before making the change or exceeding the budget. When a change is identified, the utility owner shall request a change through the Resident Engineer and submit a signed DC-150U, Authorization for Utility Field Changes (see Attachment "A"), documenting the reasons for the change and providing a detailed cost estimate.

Changes may be the result of field conditions or a change in design preference. Typically, changes will be in one of three categories:

Minor Change

Minor changes are defined as changes in detail of the relocation work as opposed to changes in the scheme of relocation. An addition or subtraction of a few feet of conduit or pipe, as required by field conditions; the resetting of manhole covers and extension of manhole blocks; the alteration in pipe/conduit cover; etc., normally fall into this minor change category.

Major Change

Major changes are defined as changes in the scheme of relocation. This may include relocation of additional facilities because of changing field conditions or resulting from a Department initiated Change of Plan from a Contractor initiated change.

Budget Adjustment Changes

A budget adjustment change is defined as a request for additional funding that without any change in the utility work. Typically, this is required when a utility owner has failed to adequately estimate the costs for the agreed work. Budget adjustment changes -When a utility owner requests a

The Resident Engineer will review the request and verify the reasons for the change. The Resident Engineer is not expected to be able to discern the reasonableness of the associated costs; however, the Resident Engineer should require sufficient documentation to determine how the cost was developed. This is especially important when a request is submitted for multiple changes. The Resident Engineer’s review should consider the following:

General
- Is the change required to complete the project.
- How does the change effect utility owner’s schedule for the project
utility work. Revised work durations should be requested.

- How does the change expected to effect the Contractor's progress schedule.

Cost Participation:

- Does the change include costs for a betterment (a non-reimbursable improvement). The Resident Engineer should discuss this with the Project Manager. In some cases there is a shared benefit, for which a participation basis may be negotiated.

If changes are the result of Contractor initiated changes or actions, increased costs may be recoverable from the Contractor. The Resident Engineer should request a detailed explanation from the utility owner to document the cost increase attributed to the Contractor's actions. The Resident Engineer should discuss with issue with the Field Manager and the Project Manager to determine if it is appropriate to seek reimbursement.

Changes that are the result of a design error or omission may be recoverable from the Design Consultant. This may include unanticipated costs that should have been known through proper performance of Subsurface Utility Engineering. The Resident Engineer should request a detailed explanation from the utility owner to document the cost increase attributed to the error. (Additional costs incurred by the Contractor and paid by the Department may also be recoverable). The Resident Engineer should discuss the issue with the Field Manager and the Project Manager to determine if it is appropriate to seek reimbursement.

If the Resident Engineer concurs with the change for the change, he or she will sign the DC-150U and forward it to the Project Manager. The Resident Engineer should receive a copy of the executed utility change order and should follow up with the Project Manager to determine the utility change order's status. If the Resident Engineer has not received a copy of the utility change order within 7 days from when it was submitted to the Project Manager, the Resident Engineer will again contact the Project Manager to determine the change orders status.

5. Billing Procedure

Utility invoices are to be submitted and processed in accordance with the Department's "Procedures Governing Estimation of Costs, Requirements During Construction, and Billing the New Jersey Department of Transportation for Public Utility Work" dated April 1, 2003. Detailed requirements for utility invoices can be found in that document. Some important considerations are provided here in order to provide general guidance.
Form and Documentation

The owner shall submit two copies of all invoices to the Regional Construction office. Invoices must be submitted on the Department’s Payment Voucher (Vendor Invoice) form MV (unless an alternate form has been approved by the Department). All supporting documents must be attached showing the necessary itemization and breakdown for labor, material, subcontractor costs, overhead, etc. (e.g. time sheets, certified time reports, material receipts, etc.) Refer to the Procedures Governing Estimation of Costs, Procurement, Labor, Construction, and Billing the New Jersey Department of Transportation for Public Utility Work dated April 1, 2003 for detailed requirements.

The Resident Engineer will review the Invoice to verify that it is in accordance with the current Agreement budget, and that it has been filled out correctly. Check for the following (letters of credit tend to attach examples to be - Attachment “B”):

a. Project Description
b. Agreement number, Modification and/or Change Order number, Department utility job number, and Project Project number (if appropriate). Preliminary Engineering (PE) invoices shall also include the date of the letter authorizing PE funds. Master Agreement Receipts shall include the Master Agreement number in this location.
c. Payee Reference Number and sequential number in System.
d. Whether the invoice submitted is for Construction or Preliminary Engineering (PE). Construction charges can be invoiced separately from PE charges - Construction or Preliminary, Engineering PE must be submitted separately.
e. Authorized ceiling amount for the Agreement, Modification, and/or each Change Order. Each Agreement, Modification, and Change Order will identify a ceiling amount established for PE and CONSTRUCTION. Projects covered by Master Agreement Change Orders will only have authorized construction ceiling amounts for one or more Change Orders.
f. Amount being billed on the invoice submitted. A summary page showing how the amount was derived based on the billing categories appropriate to the Agreement. The summary shall clearly show how the Department’s share of the total cost was computed.
g. Total amount previously billed prior to the invoice currently being submitted.
h. Total amount billed to date including this invoice. This amount cannot exceed the total authorized ceiling amount. Invoices that exceed the authorized budget ceiling cannot be processed.
i. Percentage of work, relative to the authorized ceiling amount, completed for the billing period.
j. Percent billed to date relative to the authorized ceiling amount.
Review and Processing

The Resident Engineer should review the invoice for substantial conformity with the Resident Engineer's records. The field inspection records are intended to provide a basis to substantiate labor hours charged, and the general scope of materials constructed. Because constant monitoring is cost prohibitive, intermittent monitoring is deemed acceptable. Consequently, it is understood that minor discrepancies are likely. General records should be able to document 90% of the labor hours, but this can vary depending upon the degree of inspection oversight performed.

If costs for a utility when contract are included, the Resident Engineer may request billing information documenting the contract. Where such contracts are negotiated on a confidential basis, the utility owner must document why the information cannot be provided. The invoice must include a certification that "The prices shown in the bills from the (name of contractor) are in accordance with the contract including the method (from time to date) with the same prices that the contractor would charge, or similar work performed at (name of utility)'s expense.

The Resident Engineer's review is not a review of the rates (e.g. overhead, material or labor rates) applied, and the Resident Engineer's certification of services performed is understood to be limited to the responsibilities outlined in this procedure.

Approval for off-site work and engineering can be approved, providing the utility owner submits certified time sheets or a payroll certification for charges.

Invoices for Preliminary Engineering are processed by the Deputy Manager. However, design work that occurs after the Utility Agreement is executed, is considered Construction Engineering and should be charged on the CONSTRUCTION invoice. Since oversight is not performed on costs for Construction Engineering, if the Resident Engineer should confer with the Design Consultant to determine if the number of hours are considered excessive.

The utility owner must submit CONSTRUCTION invoices to the appropriate Regional Construction Engineer, for approval and processing. The Regional Construction office will be responsible for stamping the date received, recording the appropriate information and forwarding the payment invoice to the Resident Engineer so that it is received within 5 days of the date initially received by the Regional office. The Regional Construction office will maintain a log noting the status of all submitted utility invoices.

The Resident Engineer will have 30 days from the date the Regional Construction office initially received the invoice, to review and return the invoice to the Regional Construction office. The Resident Engineer will maintain a Utility Invoice Log
(Attachment “D”). The Resident Engineer must keep a copy of all invoices for the project. This file should also keep copies of correspondence relative to utility invoices.

After the invoice has been reviewed and if it is in agreement with project records for labor, materials, the initial reviewer shall sign and print his name on the backup documentation regarding the invoice and on Form AC-1641. The Resident Engineer will sign, title and date the payment voucher for approval (see Attachment “B”). The attached Form AC-1641, Expense Distribution, shall be filled out and completed including the required signatures for Materials Received, Services Rendered and Approval then forwarded to the Regional Office (see Attachment “C”). The Regional office will forward invoice to Account Payable for processing.

If an invoice is in disagreement with project records, the Resident Engineer is to notify the utility owner of the problem. If the problem cannot be rectified without a revised invoice or within the 30 day, the Resident Engineer will send the invoice back to the Regional Construction Engineer with a memo explaining why the invoice cannot be approved.

If a minor portion of the invoice is in dispute, the Resident Engineer may adjust the invoice to remove the disputed cost and process a reduced invoice for the amount that is not disputed. The disputed line and the invoice totals should be “red-lined” and appropriately adjusted. The Resident Engineer must also inform the utility owner (an e-mail will suffice), at the Regional Construction office why the reduction was made. The utility owner may re-invoice for the disputed charge if it can later provide supporting documentation.

If an invoice dispute cannot be reconciled between the Resident Engineer and the utility owner, the issue should be referred to the Field Manager, and if necessary to the Regional Construction Engineer for resolution.

Upon receipt from the Resident Engineer, the Regional Construction office will, within 30 working days of the date initially received and stamped, request appropriate information and forward the invoice to Accounting for payment, or respond back to the appropriate utility owner as to why the invoice cannot be approved with a copy of the transmittal letter to the Coordinating Authority.

The entire processing time from the receipt of the invoice in the Regional Construction office to the time it is forwarded to Accounting or returned to the utility owner will be 35 days or less.
6. Substantial Completion Notice and Final Invoice Limit

Upon substantial completion of the Department's contractor, the Resident Engineer will send to the utility owner a FINAL INVOICE REQUEST NOTIFICATION via certified mail requesting the utility owner to submit a final invoice. All invoices for costs incurred for relocation work shall be submitted to the Regional Construction Engineer within six months of this notice except:

- when the utility owner is not on hold its work or
- when the utility owner has provided a notice and is awaiting the Department's processing of a Utility Change Order to submit a final invoice.

When submitting final invoices, the utility owner shall clearly indicate the words “Final Invoice” on the face of the invoice.

Upon approval and processing of the final invoice, the Resident Engineer will notify the Project Manager that the Utility Agreement for that utility owner can be closed out.
NEW JERSEY DEPARTMENT OF TRANSPORTATION
AUTHORIZATION FOR UTILITY FIELD CHANGES

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<td>UTILITY AGREEMENT NO:</td>
<td>TASK ORDER NO:</td>
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<tr>
<td>OR MASTER AGREEMENT:</td>
<td>CHANGE ORDER NO:</td>
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DESCRIPTION OF CHANGE IN UTILITY WORK: [Work not covered by existing utility agreement necessary to progress NJDOT's construction project and the reason for the change:

| Utility Company Estimate to Nearest $1,000: |

| □ INCREASE | □ DECREASE |

THE CHANGE IN UTILITY WORK AND COST ESTIMATE HAVE BEEN DISCUSSED WITH AND APPROVED BY:

N.J.D.O.T. UTILITY ENGINEER

N.J.D.O.T. PROJECT MANAGER

FHWA AREA ENGINEER
(Major Changes on Full Oversight Projects Only)

WE AGREE THE ABOVE WORK IS NEEDED:

RESIDENT ENGINEER: (Signature) (Print) Date

UTILITY COMPANY REPRESENTATIVE: (Signature) (Print) Date

C: Coordinating Authority
Utility company contact person (named in the Project Specifications)
Regional Construction Engineer
Project Manager
FHWA on Full Oversight Project
STATE OF NEW JERSEY
PAYMENT VOUCHER
(VENDOR INVOICE)

PO# PV DATE

STATEWIDE UTILITY COMPANY
357, Atlantic Way
Rego-Park, New Jersey 08625

SEND COMPLETED FORM TO:
New Jersey Department of Transportation
Attn: Regional Construction Engineer
Region ______ Construction
Road Street Address
Some City, NJ ______

PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)

PAYEE NAME AND ADDRESS

Line No. REF. No.

LINE NO. REF. NO. FUND AGY ORG CD SUB-ORG/APPNT ACCT# DEPT/PROJ OBJ# SUB-OBJ REV SRCE SUB-REV PROJECT/ACTIVITY

ITEM NO. COMMODITY CODE/DESCRIPTION OF ITEM QUANTITY UNIT UNIT PRICE AMOUNT

[a] Route 1 Bridge over Culvert, Contract # 00598462, From Smithfield to Another, Mercer County, Relocation of Utility Facilities

[b] Authority: Agreement: UECA-2-1-Bridge over Culvert-98462
Mod: UAM-01-2-1-Bridge over Culvert-98462
C.O.: CCO-02-2-1-Bridge over Culvert-98462
Utility Job #: 0462701 PUR

[c] [f] Total Billed as of 4/1/03
Authorized Ceiling
Agmt. $20,000.00 $20,000.00
UAM#1 60,000.00 25,000.00
CCO#2 42,000.00 8,000.00
$92,000.00 $53,000.00

Total Previously Billed
$20,000.00
21,000.00
3,000.00
$44,000.00

[i]

Total Previously Billed $20,000.00
$44,000.00

Percentage of Work Completed this Invoice: 12 %
Percentage Billed to Date: 58 %

SIGNIFICATION BY RECEIVING AGENCY: I certify that the above numbers have been received or services rendered as stated herein.

Signature
Title
Date

SIGNIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just and payment is approved.

Authorized Signature
Title
Date
**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
Division of Accounting  
EXPENSE DISTRIBUTION

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<th>PARCEL NUMBER</th>
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**CONTACT NAME:**

**TELEPHONE:**

**TOTAL:**

**SECTION VI, SUBSECTION K**

*Form AC-1641 6/91*
<table>
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<tr>
<th>NO.</th>
<th>DATE RECEIVED</th>
<th>Amount Requested</th>
<th>Amount Approved</th>
<th>DATE SENT OUT</th>
<th>REMARKS</th>
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</table>

Indicate Any Reasons for Rejection or Reduction
June 20, 2005

New Jersey American Electric Utility Company
Corporate Plaza Tower
Newark, New Jersey 07102

Attention: Charles Olden

Re: Final Invoice Request Notification
UAM-01-2-Rt 1 Sec. 1A 05000995
Route 1 Section 1A
Federal Project No.: N1200-0000

Sir:

In accordance with the Article 5 of the above referenced contract and finally be advised that the Route 1 Section 1A project is substantially complete, and you are requested to submit all invoices for this project within six months from the receipt of this notice. The State will then reimburse your company for costs not included in invoices submitted after that date. When submitting your Final Invoice the invoice should clearly indicate "FINAL ADJUST" on the face of the invoice.

Sincerely,

Walter Edge
Resident Engineer

c: William Franklin, Regional Construction Engineer
Josiah Hardy, Project Manager
file

CERTIFIED MAIL RETURN RECEIPT REQUESTED ____________________________
1. Properly submitted consultant invoices should be submitted to Accounts Payable within 25 days of being received by the Region. Upon receipt by the Region, all consultant invoices shall be date stamped.

2. The consultant is required to submit one original invoice and two copies to the Regional Consultant Coordinator. The Region shall log the receipt of the invoice and forward it to the Resident Engineer. If the Resident Engineer is a consultant, the Region shall forward invoice to the Field Manager, and the Field Manager shall be responsible for the below noted actions directed toward the Resident Engineer.

3. The Resident Engineer will review the invoice, and verify the following:
   a. Direct salary costs do not include unauthorized personnel
   b. Direct salary costs are based on salary rates approved by the Regional Consultant Coordinator
   c. Hours for straight time and overtime agree with the Resident Engineer’s records
   d. Direct expense costs are authorized and reasonable
   e. Overhead costs are based on rates approved by the Regional Consultant Coordinator
   f. Fixed fee costs are based on the fixed fee rate approved by the Regional Consultant Coordinator, multiplied by the direct salary cost
   g. Fixed fee costs to the consultant and subconsultants are within the amount budgeted for fixed fee for the respective firm
   h. Audit costs provide satisfactory documentation
   i. Cost calculations are mathematically correct
   j. Total costs for the consultant and subconsultant are within the total amounts budgeted for the respective firm

Note 1: Costs for off site activities, such as schedule analysis, shall be simply checked that the hours are reasonable for the activity performed.

Note 2: Amounts budgeted refers to the amount budgeted for the agreement for the project. For multiple project agreements, each project will have a specific budget. For Term Agreements, each task order will have a specific budget.

4. If the invoice is not properly prepared, the Resident Engineer will reject the invoice. The Resident Engineer should call the Consultant Project Manager and explain the reason for the rejection, and return the rejected invoice to the Regional Consultant Coordinator with a memo explaining the basis for the rejection. Invoices can not be altered for any changes to the invoice amount on the Payment Voucher form (PV). Changes to the PV form can be made to correct format errors (e.g. correcting the agreement number). As invoices are subject to prompt payment requirements, which start as soon as the invoice is initially received by the Region, waiting for consultants to make corrections may result in the Department paying interest if the invoice is not formally resubmitted.
5. If the invoice is properly prepared, the Resident Engineer will sign the Payment Voucher, complete and sign the AC-1641, complete, and forward it to the Regional Consultant Coordinator. A copy of the invoice must be retained by the Resident Engineer for the project files.

Note: For work associated with project specific agreements, or for federal term agreement task orders, the job code number is the CE job code number for the project. For state funded term agreement task orders, the job code number is the number that is set-up for the term agreement. For federally funded agreements or task orders, the function code is Y525, and for state funded agreements the function code is Y536.

6. The Regional Consultant Coordinator will review the package, and sign the AC-1641. The Regional Consultant Coordinator will also review the package to ensure it conforms to the requirements noted on the Contract Manager checklist. The Regional Consultant Coordinator will then forward the invoice, AC-1641, and Contract Manager checklist to Accounts Payable.

7. The Region will log the status of the invoice, noting when the invoice was rejected and returned, if the consultant, or when it was transmitted to Accounts Payable.
STATE OF NEW JERSEY  
PAYMENT VOUCHER (INVOICE)  

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<tbody>
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<table>
<thead>
<tr>
<th>PAYEE NAME AND ADDRESS</th>
<th></th>
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</table>
| New Jersey Department of Transportation  
Region North Construction  
200 Stirlfi Ct  
Mt. Arlington, NJ 07856 |  |

<table>
<thead>
<tr>
<th>PAYEE SIGNATURE</th>
<th></th>
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| Jane C. Doe  
Project Services Accounting Mgr. |  |
| 1/1/10 |  |

<table>
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<tr>
<th>LINE NO</th>
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| 12/9/09 – 1/01/10       | Consultant Construction Inspection on:  
1. Sec. 1A, UPC 501-30000 | 10,000.00  
2. Sec. 2A, UPC 501-30000 | 2000.00  
3. Sec. 3C, UPC 501-30000 | 2000.00  
4. Sec. 4G, UPC 501-30000 | 2000.00  
| Previous billed to date | $0.00  
| Bill for this invoice | $70,000.00  
| TOTAL | $70,000.00 |  |

<table>
<thead>
<tr>
<th>CERTIFICATION BY RECEIVING AGENCY</th>
<th></th>
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</thead>
</table>
| I certify that the goods/services have been rendered in accordance with the contract agreement.  
Signature: Joe Rios  
Print Name/Title: Joe Rios  
Date: 1/1/10 |  |

<table>
<thead>
<tr>
<th>CERTIFICATION BY APPROVAL OFFICER</th>
<th></th>
</tr>
</thead>
</table>
| I certify that this Payment Voucher is correct and just and payment is approved.  
Authorized Signature – Accounting:  
Print Name/Title:  
Date: |  |
# Contract Manager Checklist

Submit to Accounting Operations (A/O) with Payment Voucher PV-C and Expense Distribution AC-1641

<table>
<thead>
<tr>
<th>Certified/Approved by Contract Manager/ Accounting Operations</th>
<th>A/O</th>
<th>Comments, if rejected by A/O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate original signature and dates are in correct fields on Payment Voucher (PV-C) and Expense Distribution (AC-1641).</td>
<td>☐</td>
<td></td>
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<tr>
<td>Brief sheets detailing Basic, Extra Work and Sub-consultant costs and rates have been provided. (Attached to PV-C)</td>
<td>☐</td>
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<tr>
<td>Support documentation has been provided, when required by Contract Manager or Accounting Operations. (Attached to PV-C)</td>
<td>☐</td>
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<tr>
<td>Fully executed funding action referenced in Payment Voucher, in Text or CP05/10 and the action is approved payment, enclosed and/or Accounting Operations. (If not, PV-C has attachment)</td>
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<tr>
<td>Request for payment does not exceed the BPA Aggregate Ceiling and/or the ceilings on an Extra Work Modification, Task Order and related Fixed Fee ceilings.</td>
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<tr>
<td>Job Number is active and correct. (AC-1641)</td>
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<tr>
<td>Function Code is active and correct. (AC-1641)</td>
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<tr>
<td>Agreement ID Number is active and correct. (AC-1641)</td>
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<tr>
<td>Verified/Approved by Accounting Operations Only</td>
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<tr>
<td>Vendor ID number is correct and Name and Address agree with Treasury. (PV-C)</td>
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</table>

Contract Manager Print Name/Date: ____________________________  Accounting Operations Processor Name/Date: ____________________________

CM-Checklist 6/08
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI
SUBSECTION M
CONSTRUCTION OPERATIONS

CONTRACTOR'S PERFORMANCE REPORT, FORM DC-83

DATE: 05/13/06

1. Contractor's Performance Report, Form DC-83: A Form DC-83 (Attachment "A") shall be completed for the Prime Contractor [which includes any work performed by subcontractor(s)] by the Resident Engineer from the contract start date until successful completion of the project. This will be the only Contractor's Performance Report which shall be prepared once the Executive Director of Regional Operations signs the Certificate of Completion, Form DC-20. The Regional Construction Engineer will advise the Resident Engineer once the Executive Director of Regional Operations has signed the DC-20. The Resident Engineer shall complete and submit the Final DC-83 to the Regional office within five (5) working days of being notified of the DC-20 signing. The Final DC-83 shall cover all work on the project including all Subcontractors. The Regional Construction Engineer shall process the DC-83 to the Bureau of Construction Services, Procurement upon acceptance of the project.

a. The DC-83 report shall be completed in accordance with the following procedure:

1) Project: If the project is using computer estimate certificates, include the estimate file number (E#).

2) Contractor: On the first line indicate the name of the Contractor as shown on the project documents (do not include the address). If the Contractor is a Joint Venture, on separate lines indicate the names of each Contractor in the Joint Venture. Check the appropriate block indicating the ratee is the Contractor. Insert the Contractor vendor identification number in spaces 6 to 19 in the left margin. The vendor identification number will be provided by the Manager, Bureau of Construction Services on the Notice to Proceed for Prime Contractor.

3) Period: Check the appropriate block indicating the report is the final report.

4) Rating: Objectively evaluate the ratee on each question which is applicable or applicable to the ratee during the rating period. If the question is not applicable or applicable, indicate "NA" in the block. Use the attached guidelines for the ratings. If the question is appropriate or applicable, indicate a rating of 09, 07, 05, or 03. All ratings must include an explanation in the remarks section. Prior to completing the DC-83 for work types under #6 - Landscape and #7 - Electrical, the Resident Engineer will consult with the appropriate electrical or landscape personnel for their input concerning performance.
5) Information: Check appropriate block "Yes" or "No" and include an explanation for any "No" response in the remarks section.

6) Remarks: Remarks must be included for **ALL** ratings, and "No" responses. Any other remark which may be beneficial in evaluating rating compliance and performance should be included.

b. The Resident Engineer shall compile the DC-83 utilizing the attached work type codes Attachment "B" and rating guidelines, Attachment "C". The Resident Engineer is required to maintain substantiating information for all Contractor's ratings. The Resident Engineer shall maintain an active DC-83 file for the current rating period. This file should contain all negative/positive documentation of the Contractor's performance. This should include copies of DC-29a's, field diary entries, letters to the contractors reviews conducted by other units, etc. All ratings of 5 or 3 require substantiating documentation that the Contractor has received at the time of the event.

This file should be used to compile the DC-83's and then filed with the Resident Engineer's copy of the DC-83 at the end of each rating period, for future reference. A new active DC-83 file should be established for the next rating period.

c. The completed reports shall be forwarded to the Field Manager within three (3) working days after the end of the rating period.

d. Within two (2) working days of the end of the rating period and upon written request, a Contractor may review their rating prior to submittal.

e. The Field Manager will review all ratings on the DC-83 and include any pertinent comments. At this time, with these two signatures on the DC-83, a copy will be mailed by the Resident Engineer to the principal officer of the Company. This copy is to be mailed to the Contractor's home office. Attachments "D" and "E" are example copies of the Resident Engineer's cover letter to forward the DC-83 performance evaluation to the contractor. The original DC-83 will then be forwarded to the Regional Construction Engineer.

f. The reports shall be forwarded to the Regional Construction Engineer within five (5) working days after the end of the rating period.
g. The Field Manager will assure that supporting documentation for all ratings is present in the contract files. The supporting information shall not be sent to Construction Services unless a direct request is made.

h. The Regional Construction Engineer, Regional Maintenance Engineer, Manager, Bureau of Maintenance Engineering and Manager, Bureau of Electrical Engineering will forward to the Manager, Bureau of Construction Services, Procurement a typewritten list of all Contractors and subcontractors, by Route and Section and/or Job Description, who have performed a sufficient amount of work to receive a rating. This list which is independent of the DC-83’s should be forwarded within one (1) week after the close of the rating period.

i. The Regional Construction Engineer, Manager, Bureau of Maintenance Engineering or Manager, Bureau of Electrical Engineering will review the Contractor’s completed DC-83 reports, and state in a transmittal memorandum to the Bureau of Construction Services, Procurement that the Contractors’ DC-83’s were reviewed.

j. The DC-83’s shall be forwarded to the Bureau of Construction Services, Procurement within ten (10) working days after the close of the rating period.

k. The Regional Construction Engineer will make Regional Personnel and Resident Engineers available to meet with a Contractor who wishes to review a rating given by the Resident Engineer.

l. The Manager, Bureau of Construction Services, Procurement will review the completed DC-83’s and initial them in the section titled “Bureau Use.” This review will include the Contractor Code.

m. The Manager, Bureau of Construction Services, Procurement will forward the completed DC-83’s to OTIS no later than forty-five (45) working days after the close of the rating period.
**ATTACHMENT "A"**

NEW JERSEY DEPARTMENT OF TRANSPORTATION  
CONTRACTOR’S PERFORMANCE REPORT

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<th>Engineer’s Estimate</th>
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To what degree has the contractor:

1. required/complied with direction by the Resident Engineer or Authorized Representative as per Subsection 105.08? (prime contractors only)  
   - [34 35]

2. compiled with site issues and safety of project site in accordance with Section 107 of Standard Specifications?  
   - [35 36]

3. had the Project supervised as per Subsection 105.08, attended job meetings and cooperated? (prime contractors only)  
   - [38 39]

4. performed the following work types classification in accordance with the plans and specifications?

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<thead>
<tr>
<th>R A T I N G S</th>
<th>A) 40 41</th>
<th>B) 44 45</th>
<th>C) 48 49</th>
<th>D) 52 53</th>
<th>E) 56 57</th>
<th>F) 60 61</th>
<th>G) 64 65</th>
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   AVERAGE A) THRU  
   - [80 81]

5. adhere to project schedule, including updates?  
   - [82 83]

CONTINUED ON REVERSE SIDE
6. To what degree has the contractor complied with:
A) EEO? Affirmative Action Specifications? 84 85
B) DBE Program (Federal Projects only)? 86 87
C) Training Specifications? 88 89
D) Labor Standards/Wage-Rate Specifications 90 91
E) EEO Special Provisions and/or Special Contract Provisions for investigating, Reporting, and Resolving Employment Discrimination and Sexual Harassment? 92 93

平均平均

7. To what degree has the contractor submitted in a timely manner:
A) schedule? 94 95
B) schedule updates? 96 97
C) shop drawings? 98 99
D) material orders? 100 101
E) EEO document? 102 103

平均平均

Did the Prime/Subcontractor:

8. provide proper and sufficient equipment on the project? Yes No 104 105
9. have the project adequately staffed with competent and cooperative workers? 106 107
10. submit and practice their Quality Assurance Program? 108 109

INSTRUCTIONS
A form DC-83 is to be completed by the Resident Engineer for the Prime Contractor

REGION

SIGNATURES

BUREAU

ADDITIONAL REMARKS

PAGE 5 OF 22
03/16/2009
ATTACHMENT "B"

WORK TYPE CLASSIFICATIONS

* 1. **GRADING** - Work involving earthwork and drainage as defined below:

   1a **Clearing** - This work shall consist of clearing the site of trees and vegetation, removal of bridges, structures, culverts, sidewalls, curbs and gutters, pipes, manholes, inlets, and other conflicting structures.

   1b **Drainage** - This work shall consist of the construction of storm drains for surface drainage, underdrains and subbase outlets, inlets, manholes, and miscellaneous type chambers.

   1c **Earthwork** - This classification shall consist of the necessary cleaning, excavation, placement and grading of various materials in embankments. This classification shall also include the placement and grading of unbound roadway subbase materials.

* 2. **PAVING** - Work involving pavement as outlined in 2a, 2b, 2c, and 2d below:

   2a **Apply Bituminous Material** - This work shall consist of furnishing and placing of liquid bituminous and cover materials.

   2b **Paving Bituminous** - This work shall consist of construction of various courses of bituminous concrete and the final preparation of the underlying material.

   2c **Paving Concrete** - This work shall consist of constructing a surface course of portland concrete mix, with or without reinforcement, to include the installation of required expansion and/or contraction joints, surface texture finish, and the final preparation of the underlying material. The underlying material can include concrete base course.

   2d **Bituminous Concrete Curb** - Work consists of using a self-propelled automatic machine or any paver with proper attachments to place bituminous concrete curb.

* MAJOR CATEGORY NOT RATABLE
* 3. **GRADING & PAVING** - This work shall consist of a combination of grading and paving (Bituminous and Concrete) as defined in:

3a **Grading & Bituminous Paving** - This work shall consist of a combination of grading and bituminous paving as defined in 2b above.

3b **Grading & Concrete Paving** - This work shall consist of a combination of grading and concrete paving as defined in 2c above.

4. **BRIDGE** - This work shall consist of the construction of bridges and related demolition, viaducts, trestles, culverts, headwalls, retaining walls, abutments, piers, deck slabs and similar structures of steel, concrete, timber, etc. and the following:

4a **Bridge Fender Systems & Bulkheads** - This work shall consist of construction and repair of timber, concrete and steel bulkheads, fender systems and dolphins.

4b **Bridge Repair** - This work shall consist of the removal and disposal of loose and disintegrated concrete, scarification of existing concrete bridge decks prior to repair and demolition, injection of epoxy adhesive for sealing cracks and any and all bridge related repair including concrete, timber, reinforcement steel, and structural steel.

4c **Caisson** - This work shall consist of the construction of watertight chambers used in construction work underwater or as a foundation.

4d **Erection of Bridge Railing** - This work shall consist of the furnishing and erection of metal railing and fences on bridges.

4e **Erection of Iron & Steel and/or Pre-Stressed Concrete and/or Protective Coating of Structural Steel** - This work shall consist of the furnishing, fabricating, erection and painting of structural members for bridges as well as miscellaneous structures.

4f **Erection of Permanent Forms** - This work shall consist of placing metal deck forms to remain in place.

* MAJOR CATEGORY NOT RATALE
4g **Foundation Excavation** - This work shall consist of excavation for the construction of piers, walls, abutments, box culverts and other structures.

4h **Latex Modified Overlay** - This work shall consist of the construction of latex modified concrete overlay.

4i **Miscellaneous Structures** - This work shall consist of construction of culverts of less than 5'-0" feet span; concrete headwalls and other similar structures.

4j **Noise Barriers** - This work shall consist of the erection of pre-fabricated panels and framing to form noise barriers.

4k **Painting** - This work shall consist of the cleaning and painting of structural steel and metal surfaces on existing bridges and other structures.

4l **Pile Driving** - This work shall consist of furnishing and driving of various types of piles.

4m **Reinforcing Steel** - This work shall consist of furnishing and placement of various types of reinforcing steel bars.

4n **Sandblasting** - This work shall consist of the use of approved methods and equipment in the sandblasting of various items, such as structural steel.

4o **Sign Structures** - This work shall consist of furnishing, assembling, and installing sign structures and supports.

4p **Soil & Rock Anchors** - This work shall consist of furnishing soil rock anchors, and construction of structures utilizing these systems.

4q **Welding** - This work shall consist of the welding of shear connector studs and all related structural steel welding.

4r **Bridge Approach and Transition Slabs** - This work shall consist of placing reinforced concrete approach and transition slabs adjacent to bridge locations where designated.

4s **Bridge Parapets** - This work shall consist of placing reinforced concrete parapets and railings on bridges or other structures.
4t **Earth Retaining Structures** - This work shall consist of installing earth retaining structures made of reinforced concrete or other earth retaining systems.

4u **Hydrodemolition** - This work type shall consist of utilizing high pressure water jets to clean and scarify concrete surfaces. Integral parts of this work type include obtaining written permission from the local water supply company, having supervision certified by the equipment manufacturer onsite, and filtering and processing or hauling runoff water and debris in accordance with local and state regulations.

* 5. **HEAVY HIGHWAY** - This work type classification shall consist of a combination of Grading, Paving and Bridge as outlined in work types 1, 2, 3, and 4. Firms holding Heavy Highway may do work in all work type classifications except Landscape. Prior to the start of work, proof of licensing is needed for those work type classifications requiring special licensing.

* 6. **LANDSCAPE** - This classification shall consist of all work involving Landscape Architectural considerations as outlined in 6a, 6b, 6c, 6d, 6e, and 6f below:

  6a **Chemical Vegetation Control** - This work shall consist of using chemicals to remove unwanted growth or to regulate same.

  6b **Grubbing** - This work shall consist of removing vegetation and roots from a prescribed area.

  6c **Mowing** - This work shall consist of the cutting of grass to a prescribed length in a prescribed area.

  6d **Planting** - This work shall consist of furnishing, delivering, and planting trees, shrubs, vines and ground cover plants.

  6e **Topsoiling and Seeding** - This work shall consist of the preparation and placement of approved topsoil stripped from the site of the project and the furnishing, preparation and placement of topsoil required in excess of that obtained from stripping, furnishing and placing of seed mixtures and grain seed, fertilizing and mulching and furnishing and placement of slope boards as required.

* **MAJOR CATEGORY NOT RATAABLE**
6f **Tree Trimming & Removal** - This work shall consist of the selective removal of trees and the removal of all defective or undesirable limbs and repair of all blazes or wounds on existing trees.

7. **ELECTRICAL** - This classification consists of work involving traffic signals, highway lighting and sign lighting, as described in 7a, 7b and 7c below. Specific licensing required.

7a **Highway Lighting & Sign Lighting** - This work shall consist of furnishing and installing complete multiple type highway lighting and sign systems.

7b **Movable Bridge Installations** - This work shall consist of furnishing and installing complete electrical and mechanical systems.

7c **Traffic Signals** - This work shall consist of furnishing and installing completely wired traffic signal systems.

* **8. GENERAL CONCRETE** - Work involving place of concrete mixtures as outlined in 8a, 8b, 8c, 8d, and 8e below:

8a **Concrete Median Center Curb** - This work shall consist of the construction of concrete barrier curbs.

8b **Concrete Repair** - This work shall consist of concrete repairs to existing concrete construction items such as: curbs and headers, sidewalks, culverts under five feet, headwalls, etc.

8c **Curbs, Sidewalks and Miscellaneous Concrete Work** - This work shall consist of the construction of concrete curbs, sidewalks, islands, and other incidental concrete work.

8d **Sawing, Sealing, and Curing** - This work shall consist of sawing, cleaning, and sealing of joints and cracks on concrete and bituminous pavements.

8e **Paving Concrete Base** - This work shall consist of constructing a base course of a portland concrete mix, with or without reinforcement, and the final preparation of the underlying material.

* **MAJOR CATEGORY NOT RATAIBLE**
9. **MISCELLANEOUS** - This classification encompasses various specialty categories of work generally associated with highway construction. Those classified under miscellaneous will be identified by their particular work specialty.

- Boring
- Core Drilling
- Engineering
- Erection of Steel Plate
- Pipe and Drainage, Metal
- Bin type Retaining Walls
- Bus Shelters
- Grouting
- Natural Stone Masonry
- Rigging
- Asbestos Removal
- Trenching
- Erection of Ornamental Steel
- Railroad Track Work
- Large Diameter Pipe 3 or more feet in diameter
- Cathodic Protection
- Diving
- Sewage Disposal
- Tunneling
- Mechanical Construction, Plumbing, Heating, Ventilating and A/C Conditioning
- Subsurface Investigation
- Rehabilitation repair of existing pipeline and conduit
- Resin impregnated tube, and/or (specific licensing required)
- Location by the transmission of impregnated materials
- Excavation Method
- Cleaning Existing Drainage
- Pipe and Structures
- Subsurface Investigation and Truck Scale Installation

10. **DEMOLITION** - This work shall consist of demolition of buildings within the right-of-way.

11. **DEWATERING** - This work shall consist of the removal and disposal of water within existing pipe systems, and the control of surface and ground water during construction.

12. **DREDGING** - This work shall consist of the removal of earth in wet areas.

13. **FENCING** - This work shall consist of the construction of new fence and gates, and the removal and function of existing fence.

* **MAJOR CATEGORY NOT RATALABLE**
14. **REST AND SERVICE BUILDINGS** - This work shall consist of the construction of buildings and appurtenances, rest areas, and service buildings.

15. **GUIDE RAIL** - This work shall consist of the installation, resurfacing or rehabilitation of guide rail and end treatments.

16. **IMPACT ATTENUATORS INSTALLATION** - This work shall consist of furnishing, assembling and placement of both impact modules or units to form a total barrier configuration. This classification shall also include the replacement, repair or rehabilitation of impact attenuators.

17. **STANDARD PAVEMENT MARKINGS** - This work shall consist of the placement and removal of standard pavement markings such as paint and recessed or raised reflective markers.

18. **LONG LIFE PAVEMENT MARKINGS** - This work shall consist of the placement and/or removal of pavement markings and stripes made of material such as epoxy, thermoplastic, and preformed tape.

19. **PNEUMATIC TURF OR GUNITE** - This work shall consist of pneumatically applying a course of mortar or gunite on steel or concrete surfaces.

20. **SAND DRAINS & SAND FILL** - This work shall consist of placing sand drains by mandrel and hollow shaft auger methods and associated sand embankment.

21. **PERMANENT SIGNS** - This work shall consist of the furnishing, assembling, and erection of permanent signs and delineators.

22. **UNDERGROUND UTILITIES** - This work shall consist of furnishing, installing, replacement and relocation of various types of conduit and piping for underground utilities.

23. **WATERPROOFING** - This work shall consist of the preparation and application of a waterproofing compound.

24. **MAINTENANCE & PROTECTION OF TRAFFIC** - This work shall consist of furnishing, placing, cleaning, and maintaining construction signs and other traffic control devices in accordance with plans and specifications.
25. **MILLING** - This work shall consist of the removal or cold milling and profiling of existing portland cement concrete or bituminous pavement.

26. **BLASTING** - This work shall consist of furnishing a fully qualified and licensed blaster using standard explosives and incidental materials to drill and blast in designated areas.

27. **REMOVAL OF PETROLEUM PRODUCTS, DEBRIS, AND HAZARDOUS MATERIAL** -
   This work consists of removal and disposal of petroleum products using pumping equipment that will provide maximum protection without endangering to health, life or property; as well as the removal and disposal of debris and hazardous material.

28. **HEALTH AND SAFETY PLAN** - This work shall consists of submitting an acceptable health and safety plan for the removal of hazardous material from the job site in accordance with contract specifications and subsequent monitoring to assure compliance through the life of the contract.

29. **SAMPLING AND ANALYSIS** - This work shall include the sampling and analysis of soil, ground water, and sand and gravel material to determine the degree and type of contamination in accordance with rules and regulations of the New Jersey Department of Environmental Protection.

30. **DESIGN SERVICES (FOR SUBCONTRACTING ONLY)** - This work shall include providing a detailed set of design drawings which conformed in all respects to N.J.D.O.T. design manuals and standards based upon the criteria outlined in the contract documents. Design drawings must be developed and signed by a Professional Engineer licensed by the State of New Jersey. In addition, the firm must be cost basis approved by N.J.D.O.T. A copy of the cost basis approval letter must be submitted with application.

31. **MODIFIED DESIGN BUILD** - This classification shall consist of a combination of Grading, Paving, and Bridges as defined in work type codes 1, 2, 3, and 4, and Design of Highway & Bridge Projects.

32. **COMPUTERIZED ARTERIAL TRAFFIC CONTROL SYSTEMS** - This work shall consist of furnishing and installing a complete computerized arterial or multi-arterial traffic signal control system, which will be interconnected to a traffic operations center through a fiber optic or other communications media.
33. **INTELLIGENT TRANSPORTATION SYSTEMS** - This work shall consist of furnishing and installing a complete and operational Intelligent Transportation System which will utilize computer software, through fiber optic communications, or other communication media, to analyze traffic conditions and activate on demand intelligent traffic surveillance, incident detection and incident management subsystems.

34. **SYSTEM INTEGRATOR** - This work shall consist of the successful installation, completion, testing and integration of the various systems and subsystems of computerized traffic signal control project or an intelligent transportation systems project as outlined in other computerized/Intelligent Transportation System Classifications and various system components.

35. **RUMBLE STRIPS** - This work shall consist of making transverse saw cut grooves perpendicular or radial to the existing lane striping in accordance with the contract documents.

36. **REHABILITATION OF MOVABLE BRIDGE HOUSES** - This work shall consist of the complete renovation and related demolition for the exterior and interior of the operator's and machinery houses. This work includes, but is not limited to the installation of doors, windows, insulation, floor tile, partitions, metal lockers, electrical wiring, plumbing and electrical fixtures, siding, roof repair, painting safety railing, walkways and indoor enclosures.

37. **MACHINE SWEEPING** - This work shall consist of removal of dirt, debris and other road waste from the roadway surface in areas where the pavement meets curb, barrier curb or berm, by use of mechanical sweeper.

38. **CORRECTIVE ACTION WORK** - This work will include all work on the Resident Engineer's corrective action inspection lists to prepare the project for final acceptance.
ATTACHMENT “C”  RATING GUIDELINES

RATING QUESTION #1

09 The Contractor has given the work constant and continuous attention to facilitate the continuous progress of the work and required 10 direction from the Resident Engineer or Authorized Representative.

07 The Contractor has complied with required direction from the Resident Engineer or Authorized Representative.

05 The Contractor has complied with required direction after repeated notifications from the Resident Engineer or Authorized Representative.

03 Contractor complies only upon written order of suspension (Subsection 108.15).

RATING QUESTION #2

09 This Contractor has no documented work site safety, environmental, or cleanup violations. This Contractor always provided for a safe and clean work site, including compliance with all environmental permits.

07 This Contractor has documented violations. These violations were immediately corrected upon notification by the Resident Engineer. This Contractor always provided for a safe and clean work site, including compliance with all environmental permits.

05 This Contractor has documented violations. These violations were corrected after repeated notifications by the Resident Engineer. This Contractor required direction in providing a safe and clean work site, including compliance with all environmental permits.

03 This Contractor has numerous documented violations. Only upon written order of suspension from the Resident Engineer were the violations corrected. This Contractor improved work site safety and cleaned up the work site and/or permit violations only after repeated direction by the Resident Engineer.
RATING QUESTION #3

09 The Contractor has provided a superintendent or alternate who is thoroughly experienced in the type of work being performed, has a thorough understanding of the contract provisions, is on the site where work is in progress, and is always available for Resident Engineer’s direction including attendance at scheduled project meetings.

07 The Contractor has provided a superintendent or alternate who is experienced in the type of work being performed, is familiar with contract provisions, is on the site where work is in progress, and is always available for Resident Engineer’s direction including attendance at scheduled project meetings.

05 The Contractor has provided a superintendent or alternate who is experienced in the type of work being performed and is familiar with contract provisions. The superintendent or alternate is not always on the site when work is in progress, or is not always available for Resident Engineer’s direction or to attend project meetings.

03 The Contractor has provided a superintendent or alternate who is not experienced in the type of work being performed and demonstrates a limited (or no) knowledge of contract provisions. The superintendent or alternate is not always on the site where work is in progress, or is not always available for Resident Engineer’s direction or to attend job meetings.

RATING QUESTION #4

For Classification #24 - Maintenance and Protection of Traffic

09 The Contractor always provides for public safety and convenience, following the Traffic Control Plan and/or Nighttime Operations plans, without being reminded.

07 The Contractor has documented violations. These violations were immediately corrected upon notification by the Resident Engineer. This Contractor always provided for public safety and convenience.
This Contractor has documented violations. These violations were corrected after repeated notifications by the Resident Engineer. This Contractor required direction in providing for public safety and convenience in accordance with Traffic Control Plans and/or Nighttime Operation Plans.

This Contractor has numerous documented violations. Only upon written order of suspension from the Resident Engineer were the violations corrected. This Contractor provided for public safety and convenience only after repeated direction by the Resident Engineer for compliance with Traffic Control Plans and/or Nighttime Operation plans.

This Contractor's work did not require the Maintenance and Protection of Traffic or Nighttime Operations.

For Classification 430 - Corrective Action Work

This Contractor reviewed his work prior to the Resident Engineer's review, and no corrective work was required at the time of the Department's inspection.

The Contractor completed all corrective work within ten (10) working days of transmittal of the corrective action list by the Resident Engineer.

The Contractor completed corrective work between ten (10) and twenty (20) working days of transmittal of the corrective action list by the Resident Engineer.

The Contractor took longer than twenty (20) working days to complete corrective work. Resident Engineer was required to give repeated direction to get work completed.

Corrective action inspection not conducted during this period.

For All Other Work Types

There were documented evidence of high quality work that is in accordance with the plans and specifications.

There were documented evidence of numerous deviations from the plans and specifications. Any deviations corrected upon notification by the Resident Engineer as per Subsections 105.05 and 105.16.
Documented evidence of numerous deviations from the plans and specifications. All deviations corrected as per Subsections 108.05 or 108.16.

Documented evidence of deviations from the plans and specifications. Workmanship and finished product is unacceptable, requiring removal and replacement, or penalty for leaving work in place more than fifteen percent (15%).

RATING QUESTION #5

This Contractor adhered to the progress schedule, early start dates, including updates. Adjusted the schedule when conditions changed without a reminder.

This Contractor adhered to the progress schedule.

This Contractor adhered to the progress schedule only when reminded to do so in accordance with Subsection 108.04.

This Contractor did not adhere to the progress schedule even when reminded to do so repeatedly in accordance with Subsection 108.04.

RATING QUESTION #6

A. EEO and Affirmative Action Compliance

This Contractor has no documented violations of the NJDOT EEO and Affirmative Action Specifications.

This Contractor has documented violations of the NJDOT EEO and Affirmative Action Specifications. These violations were immediately corrected upon notification by the Department.

This Contractor has documented violations of the NJDOT Specifications relating to EEO and Affirmative Action. These violations were corrected only after repeated notification by the Department. This Contractor required direction in complying with the EEO and Affirmative Action Specifications.
This Contractor has numerous documented violations of the EEO and Affirmative Action Specifications, requiring written warning of sanctions and/or the issuance of a show cause notice.

**B. DBE Program Compliance** - This is regarding federal-aid projects only.

09 This Contractor has no documented violations of the approved NJDOT DBE Program.

07 This Contractor has documented violations of the approved NJDOT DBE Program. These violations, including but not limited to not meeting the DBE goal or not demonstrating a good faith effort to meet the goal, were immediately corrected upon notification by the Department.

05 This Contractor has documented violations of the approved NJDOT DBE Program. These violations were corrected only after repeated notification by the Department. This Contractor has required direction in complying with the approved NJDOT DBE Program.

03 This Contractor has numerous documented violations of the approved NJDOT DBE Program, requiring written warning of sanctions and/or the issuance of a show cause notice.

**C. Training Program Compliance**

09 This Contractor has no documented violations of the NJDOT Training Special Provisions.

07 This Contractor has documented violations of the NJDOT Training Special Provisions. These violations were immediately corrected upon notification by the Department.

05 This Contractor has documented violations of the NJDOT Training Special Provisions. These violations were corrected only after repeated notification by the Department. This Contractor required direction in complying with the NJDOT Training Special Provisions.
This Contractor has numerous documented violations of the NJDOT Special Provisions, requiring written warning of sanctions and/or the issuance of a show cause notice.

D. Labor Standards/Wage-Rate Compliance

This Contractor has no documented violations of the NJDOT Contract Specifications relating to Labor Standards/Wage-Rate Compliance.

This Contractor has documented violations of the NJDOT Contract Specifications relating to Labor Standards/Wage-Rate Compliance. These violations were immediately corrected upon notification by the Department.

This Contractor has documented violations of the NJDOT Contract Specifications relating to Labor Standards/Wage-Rate Compliance. These violations were corrected only after repeated notification by the Department. This Contractor required repeated direction from the Department in complying with the NJDOT Contract Specifications relating to Labor Standards/Wage-Rate Compliance.

This Contractor has numerous documented violations of the NJDOT Contract Specifications relating to Labor Standards/Wage-Rate Compliance, requiring written warnings of sanctions.

E. Employment Discrimination/Sexual Harassment Complaints

This Contractor has no documented violations of the NJDOT EEO Special Provisions and/or the NJDOT Special Contract Provisions for Investigating, Reporting and Resolving Employment Discrimination - Sexual Harassment Complaints.

This Contractor has documented violations of the NJDOT EEO Special Provisions and/or the NJDOT Special Contract Provisions for Investigating, Reporting and Resolving Employment Discrimination - Sexual Harassment Complaints. These violations were immediately corrected upon notification by the Department.

This Contractor has documented violations of the NJDOT EEO Special Provisions and/or the NJDOT Special Contract Provisions for Investigating, Reporting and Resolving Employment Discrimination - Sexual Harassment Complaints. These violations were corrected only after repeated notification
by the Department. This Contractor has required direction in complying with the NJDOT EEO Special Provisions and/or the NJDOT Special Contract Provisions for Investigating, Reporting and Resolving Employment Discrimination-Sexual Harassment Complaints.

03 This Contractor has numerous documented violations of the NJDOT EEO Special Provisions and/or the NJDOT Special Provisions for Investigating, Reporting and Resolving Employment Discrimination-Sexual Harassment Complaints, requiring written warning of sanctions and/or the issuance of a show cause notice.

RATING QUESTION #7

For All Items (A-E)

09 Submissions made on time, and in accordance with the contract and/or progress schedule without reminder from Resident Engineer.

07 Submissions made 0-90 days after due date. Reminders from the Resident Engineer required occasionally.

05 Submissions made 0-90 days after due date. Constant reminders required by the Resident Engineer to comply.

03 Submissions over 90 days late and/or only after repeated reminders from the Resident Engineer including warnings of non-payment or other sanctions.
ATTACHMENT “D”

Mr. John Doe (Name of the Contractor’s Principal Officer)
A-Z Construction Company
123 Main Street
Anywhere, New Jersey 08153

Attention: Mr. John Doe

Dear Mr. Doe:

Enclosed is your rating for the six/three month period ending ___________. This is for your information only.

Sincerely,

(Resident Engineer’s Name)

c: Field Manager
   Regional Construction Engineer

Enclosure
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI  SUBSECTION M-1  DATE

CONSTRUCTION OPERATIONS  CONSULTANT EVALUATION SYSTEM  05/1

1. Consultant Evaluation

A Consultant Evaluation System has been established that will provide means to obtain performance data, and to afford Consultants an opportunity to improve their services. In addition, the rating of the performance will be taken into account during Department review of the Expressions of interest for new Agreements. Work performance will be evaluated every 6 months by the Consultant Contract Manager (CCM) or Contracting Unit while the consultant is under contract with the Department. Subconsultants will not be rated independently but will be included in the prime Consultant’s rating.

a. The Division of Construction Services and Materials will be the CCM or Contracting Unit for all order Agreements providing Construction Inspection Services. Project management will be conducted by the CCM, the Contracting Unit for Project where Agreements provide Construction Inspection or Design Services. In such case, the Resident Engineer (Project field manager if the Resident Engineer is a consultant) will rate the consultant every 6 months for their performance while the project is under construction. Thereafter, the rater will be called the Resident Engineer (RE).

2. Rating Criteria

a. The rating period starts when an Agreement is approved or a modification is approved that increases a new phase or work. The first rating period will end on March 31st or September 30th. Thereafter, a consultant will be evaluated every 6 months until the project is completed.

Subsequent rating periods will end on April 1st or October 1st and will end either September 30th or March 31st.

b. Prior to beginning work, it will be necessary for the Consultants to gain an understanding by all parties involved with the project for the services of a consultant. Consultants providing Construction Inspection Services will be rated in 2 categories; Overall Quality (30%) and Project management (10%). See Attachments “A” and “B” for the rating category standards and sample forms.
3. Procedure

a. The Department’s CCM or Contracting Unit will submit to Consultant Evaluation Project Information Form (PIF) (Attachment 1) to the Division of Procurement, Bureau of Professional Services when an agreement is approved or a modification is approved that initiates a new phase of work. Submission of the Project Information Form by the Professional Services that the evaluation period is to begin and identifies the Department Unit(s) involved in rating the Consultant during the life of the agreement.

b. Once a Consultant is brought on board by the Construction Division Services, the Consultant establishes 2 additional files in the Project Standard Filing System. They are: 1) Consultant Evaluation System – Current Documentation and 2) Consultant Evaluation System – Ratings (similar to the required DC-83 forms). Any positive or negative documentation (letters, memos, notes, etc...) shall be sent to the Consultant Project Manager as the event occurs and shall be placed in the Consultant Documentation file. Approximately 1 month prior to the end of the rating period, the Consultant Project Manager will send a reminder to the Department Unit or Contracting Unit that at a rating period ending on March 31st or September 30th.

c. At the end of the rating period, the Resident Engineer will review the information in the Consultant Evaluation System – Current Documentation file. Follow the specific instructions on page 4 of this Section to fill out the Excel score sheet available from the Regional Consultant Coordinator (RCC). Only one consultant’s rating. Remember, all ratings of “1” or “n/a” are to be marked on separate, attached sheet(s).

d. Once the rating forms are complete, the Resident Engineer shall contact his Project Field Manager to review and sign the package within 10 working days of the end of the rating period. The Field Manager shall deliver the original completed forms and three (3) copies to the Regional Consultant Coordinator.

e. The Regional Consultant Coordinator (RCC) will review all submitted ratings for completeness. The RCC will also compile ONE composite rating for Term Agreements that had more than one active task during the rating period by filling out a DC83(c).
f. The RCC will assemble all Consultant Inspection Rating received and will transmit the original plus one copy to the Office of Procurement/Professional Services Unit, a copy to the Office of Construction Engineering, and will maintain a copy in the RCC Office for a minimum of two years after the end of the rating cycle. The Division of Procurement/Professional Services will transmit a copy of the ratings to the individual Consultants.

Note:

Attachment "A" - Sample Design sheets will be used to generate a Consultant Construction Inspection Rating.

Attachment "B" - Define guidelines (development of a "1" thru "5") for the CM ratings and for the 11 ft.
Note: the directions below will also be contained in the Excel spreadsheet.

Instructions to Raters:
Make sure that you read the separate guidelines that will assist you in determining what a "1" thru a "5" mean for each item.
ONLY ENTER INFORMATION ON EACH SHEET THAT IS SHADED IN BLUE

1. Fill out all portions of the Cover sheet that are shaded in blue. If not applicable, type "n/a".

2. Enter "1" thru "5" for each question on the Pre-Rating sheet in the blue boxes. Use the guidelines for your answers that are on the Pre-Guidelines sheet. Enter an "X" in the N/A column for each item that is not applicable. Rating the project management of the firm. You must explain all "1", "2", and "3" ratings on a separate sheet. The rating will be automatically generated. Do not type in any column other than this sheet.

3. Enter "1" thru "5" for each item that is applicable in the boxes on the Staff form. Use the guidelines for the answers on the Staff Guidelines sheet. If you have any categories that are "n/a", enter an "X" in the n/a column. You must explain all "1", "2", and "3" ratings on a separate sheet.

Note: Environmental and Traffic questions pertain to ALL staff on your project. There should be one entry per line. There should be an "X" in the n/a column for those items. Note: if you do not have either a Lead or a Consultant responsible for it, every item will be marked with an "X" in the n/a column. For those sections of the rating sheet. The rating will be automatically generated. Do not enter an average of any "n/a" items.

4. On the CES sheet, fill in Rating, Period, Year, Cycle, Rating Type, and remarks. If you need to attach separate sheets or remarks, place "attached" in the remarks boxes. (Fill in all blue boxes on this sheet.)

5. Sign the blue boxes on the CES sheet after filling out.

6. Remarks are necessary ONLY, even if you are rating the consultant as a "5". You may put them on a separate CES or on a separate sheet of paper, if needed. A brief remark is necessary for n/a's.

7. Set up signed copies of all forms sheets. Send to Regional Invoice Coordinator. Assemble forms of the following order: Cover, Pre-Rating, Staff rating, CES, and copies of the rating guidelines. You may keep them for your use in the next rating cycle.

Note: there is NO NEED to print these out in color; black print is fine.
**Project Description:** Maint Roadway Repair 747

**Contract Agreement Type:** Consultant Construction Inspection

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Acme Engineers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant Agreement #</td>
<td>2005BCE792</td>
</tr>
<tr>
<td>Consultant Project Manager</td>
<td>Jane Smith</td>
</tr>
<tr>
<td>Structural Evaluation</td>
<td>ON System:</td>
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<td>Federal Proj. No.</td>
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<td>OFF System:</td>
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<td>State Job No.</td>
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<tr>
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<tr>
<td>Division/Unit:</td>
<td>Construction, Jobs and Materials, Road No. Construction</td>
</tr>
<tr>
<td>Department's Project Manager</td>
<td>John Rate</td>
</tr>
<tr>
<td>Department's Project Supervisor</td>
<td>Joe Reviewer</td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
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<td>Signature &amp; Date</td>
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<tr>
<td>Quality</td>
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</tr>
<tr>
<td>Project Management Comments:</td>
<td>Write Comments here or attach on separate sheet of paper</td>
</tr>
</tbody>
</table>

**Total Weighted Category Rating:** 3.49

Prepared by Bureau of Professional Services
ATTACHMENT “A”

CONSULTANT EVALUATION
PROJECT INFORMATION FORM
DIVISION OF PROCUREMENT / BUREAU OF PROFESSIONAL SERVICES

Date: 8/18/2005

Project: Maint Roadway Repair 747
(Route and Section or Project Description)

CE Job #: 1234567

Federal Project # (or "State") n/a

Consultant Firm: Acme Engineers

Consultant Project Manager: John Doe

Vendor: ABC Co.

Agreement #: 005BCE792

Agreement Date: 5/3/2005

Modification #: n/a

Agreement Contract Amount: $1,000,000.00

UPC#: 44522

Rater's name: Joe Rater

Rater's Supervisor: Jane Review

Design
Planning
Construction
Structural Engineering and Bridge Maintenance

PROJECT RATING UNIT:
Construction Services and Materials

Note: Send ALL copies to the Regional Consultant Coordinator, and the Region will distribute copies as necessary. Make a copy to keep for your own files, if you so desire.
ATTACHMENT “A”

NEW JERSEY DEPARTMENT OF TRANSPORTATION
CONSTRUCTION ENGINEERING/INSPECTION CONSULTANT PERFORMANCE
PROJECT MANAGEMENT

Project: Maint Roadway Repair 747
Consultant: Acme Engineers
Proj. Mgr: Jane Smith
Rating Period: Apr 1 - Sep 30
Rater: John Rater
(Rater is the STATE R.E. for the project, or the F.M. Consultant R.E.)

Answer the following for the Project Management of the Consultant FIRM, not the individual MAKER.

<table>
<thead>
<tr>
<th>Consultant Project Management</th>
<th>RTG</th>
<th>Rater</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project was staffed as per agreement</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2 Trained personnel, including CPR and inspection and survey procedures, were provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 The Project Manager performed his monthly inspections and promptly corrected any deficiencies (G.M. Consultant Coordinator for input in this category)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Invoices were submitted correctly and promptly</td>
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<td></td>
</tr>
<tr>
<td>5 The agreement, budget and expenses were properly managed.</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>6 The Cost Proposal and Alterations were properly handled. (Contact Regional Consultant Coordinator for input in this category).</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>7 Responds to requests for information by telephone or email, or in person to DOT. (Contact Regional Consultant Coordinator for input in this category)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>8 Asbuilds are completed in accordance with the CPR Manual (Sec 7, Subsect H).</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>9 Projects are completed in accordance with the CPR Manual (Sec 7, Subsect B).</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

Sum of Ratings = 24
Number of rated items = 7

EXPLAIN ALL LOWER RATINGS ON SEPARATE SHEET

Overall PM Rating = 3.43
# NEW JERSEY DEPARTMENT OF TRANSPORTATION

CONSTRUCTION ENGINEERING/INSPECTION CONSULTANT PERFORMANCE

## OVERALL QUALITY

<table>
<thead>
<tr>
<th>Field Inspect.</th>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Consultant STAFF is familiar with construction inspection procedures.</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>The Consultant STAFF reviews and is familiar with the plans and specs for the project.</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Contractor's progress is reported by the Consultant STAFF.</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Traffic Control Devices were in place and devices were kept General Conformance with Plans. Devices were cleaned and were in good working order.</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>The Consultant STAFF follows the State's Policy.</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Personal safety is adhered to by all Consultant STAFF.</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>Environmental Control is being followed Conformance with the plan and are working and well maintained.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admin.</th>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Consultant STAFF keeps and maintains Project Diaries (or equivalent).</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>Consultant STAFF provides technical support to the Design Professional as relative to Material Testing.</td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>Consultant STAFF maintains good relationship with various agencies associated with the project.</td>
<td>3</td>
</tr>
<tr>
<td>11</td>
<td>Consultant STAFF monitors submission, maintenance, changes, and quality of DBE/EOC.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Meets or exceeds the contract requirements.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lead Inspect.</th>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Recommends the NJDOT solutions to the project.</td>
<td>3</td>
</tr>
<tr>
<td>14</td>
<td>Reviews and approves extra work, time extensions.</td>
<td>3</td>
</tr>
<tr>
<td>15</td>
<td>Supervises consultant subcontracts.</td>
<td>3</td>
</tr>
<tr>
<td>16</td>
<td>Coordinates work of utilities and other construction projects with the Consultant.</td>
<td>3</td>
</tr>
<tr>
<td>17</td>
<td>Monitors the Contractor's performance and activities.</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scheduler for #17</th>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Submits Payroll for approval.</td>
<td>3</td>
</tr>
<tr>
<td>19</td>
<td>Prepares Correspondence (copies of minutes).</td>
<td>3</td>
</tr>
<tr>
<td>20</td>
<td>Prepares Monthly Reports.</td>
<td>3</td>
</tr>
<tr>
<td>21</td>
<td>Prepares Correspondence.</td>
<td>3</td>
</tr>
<tr>
<td>22</td>
<td>Closes out the project.</td>
<td>x</td>
</tr>
</tbody>
</table>

**Sum of ratings = 70**

**Number of rated items = 20**

**Overall Quality Rating = 3.50**

Reviewer: Joe Reviewer

Reviewer is the Rater's Supervisor
### ATTACHMENT “B”

#### PM GUIDELINES

<table>
<thead>
<tr>
<th>Condition</th>
<th>Rating = 2</th>
<th>Rating = 3</th>
<th>Rating = 4</th>
<th>Rating = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent (more than one person) substitutions in staffing required and/or</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>adequate staffing not provided in time to meet or exceed the expected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>staffing profile in the technical project staffing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The &quot;Overall Quality Rating&quot; of the key staff provided is := 3, and/or two or more</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>overall category ratings are := 3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An inspection has not been conducted for two or more months during which the project is active, and/or two or more reports have not been completed in all respects and distributed to all required recipients within two days of the inspection. Safety and environmental deficiencies were not reported immediately to the RE or his representative on the day of inspection.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An inspection has been conducted during each month that the project is active and a report has been completed in all respects and distributed to all required recipients within two days of the inspection. Safety and environmental deficiencies are reported immediately to the RE or his representative on the day of inspection.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SECTION VI, SUBSECTION M-1

Staff provided in accordance with Technical Proposal are available within 5 business days of notice from the NJDOT, except that if the NJDOT delays the authorized start by greater than two weeks after the execution of the Agreement by the NJDOT, staff provided in accordance with Technical Proposal are available within 14 business days of notice to proceed. No substitutions required were made except for death, disability, or employee leave. NOTE: Term Agreements are exempt from the "no substitution" rule.
<table>
<thead>
<tr>
<th>Q4</th>
<th>Rating = 2</th>
<th>Rating = 3</th>
<th>Rating = 4</th>
<th>Rating = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>One or more invoices received more than 60 days after invoice cut-off (from prime or sub), or at least one invoice requiring major corrections (incorrect hours, unapproved rates, improper expenses) for improper billing.</td>
<td>Two or more invoices received more than 30 days after invoice cut-off date (from the prime or sub), or more than two invoices having minor errors of less than 10% each in total amount.</td>
<td>No more than one invoice received more than 30 days after invoice cut-off date (from the prime or sub), and no more than two invoices having minor errors of less than 10% each in total amount.</td>
<td>All invoices for the rating period received within 30 days of invoice cutoff date with a minor correction required on one billing.</td>
<td>All invoices for the rating period received within 30 days of invoice cut-off date, and no corrections required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q5</th>
<th>Rating = 2</th>
<th>Rating = 3</th>
<th>Rating = 4</th>
<th>Rating = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has exceeded budget limits (or multi-year funding limits) without notification to the Prime.</td>
<td>Has exceeded the Regional Consultant Coordinator’s budget limits may be insufficient, with at least one month notice of item ceiling limits (“No Cost Modifications”) or less than three months’ notice for over agreement ceiling limits.</td>
<td>Has informed the Regional Consultant Coordinator that the Prime’s budget may be insufficient, with at least one month notice of item ceiling limits (“No Cost Modifications”) or less than three months notice for over agreement ceiling limits.</td>
<td>Suggested the Regional Consultant Coordinator of steps being taken to avoid budget shortfalls.</td>
<td>Takes proactive measures to maintain expenses within line-item budget limits, including informing the Regional Consultant Coordinator of steps being taken to avoid budget shortfalls.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q6</th>
<th>Rating = 2</th>
<th>Rating = 3</th>
<th>Rating = 4</th>
<th>Rating = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required more than 15 business days from the initial Scope Meeting to provide a Cost Proposal (or more than 10 days to provide corrected cost proposal after request by RCC) and/or Agreement documents. Has not responded to phone or e-mail inquiries on at least two occasions for more than two business days or one occasion for more than five business days.</td>
<td>Provides a Cost Proposal and Agreement documents within 5 business days of the initial Scope Meeting or receipt of the Agreement and/or provides revisions to the cost proposal requested by RCC within 7 business days of the date requested.</td>
<td>Provides a Cost Proposal and Agreement documents within 5 business days of the initial Scope Meeting or receipt of the Agreement and/or provides revisions to the cost proposal requested by RCC within 7 business days of the date requested.</td>
<td>Provides an acceptable Consultant Cost Proposal and Agreement documents within 5 business days of the initial Scope Meeting. No revisions were required based on consultant submission.</td>
<td>Provides an acceptable Consultant Cost Proposal and Agreement documents within 5 business days of the initial Scope Meeting. No revisions were required based on consultant submission.</td>
</tr>
<tr>
<td>Q7</td>
<td>Rating = 1</td>
<td>Rating = 2</td>
<td>Rating = 3</td>
<td>Rating = 4</td>
</tr>
<tr>
<td>----</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Has not responded to RFI's on at least three occasions for up to three business days.</td>
<td>Has not responded to RFI's on up to three occasions for three to five business days.</td>
<td>Responds to RFI's within two business days.</td>
<td>Responds to RFI's within one business day.</td>
<td>Responds to RFI's inquiries same day. (Rating for this category will not be reduced to 4 or below if contact from NJDOT is made after noon of day in question)</td>
</tr>
</tbody>
</table>

Asbults are prepared by staff using ACES when possible and manually prepared DC30's when ACES-generated asbults are inadequate for the calculations required. Target percentages in the CPH manual are not met throughout the construction project and closeout.

**In rating question 7, target percentages can be found in the CPH manual, Section G.**

<table>
<thead>
<tr>
<th>Q8</th>
<th>Rating = 1</th>
<th>Rating = 2</th>
<th>Rating = 3</th>
<th>Rating = 4</th>
<th>Rating = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds the target dates contained in the CPH manual by 20 or more calendar days.</td>
<td>Exceeds the target dates for closing the contract by 19 or more calendar days.</td>
<td>Closes out project 1 - 19 calendar days in advance of the target dates established by the CPH manual. Projects with claims pending are exempt from this requirement except that all other closeout work is complete in advance of these target dates.</td>
<td>Closes out project 1 - 19 calendar days in advance of the target dates established by the CPH manual. Projects with claims pending are exempt from this requirement except that all other closeout work is complete in advance of those target dates.</td>
<td>Closes out project at least 20 days in advance of the target dates for closeout in the CPH manual. Projects with claims pending are exempt from this requirement, except that all other closeout paperwork is complete in advance of those target dates.</td>
<td></td>
</tr>
</tbody>
</table>

**In rating Question 9, rating is NOT to be reduced. Consultant RE (or the lead inspector or Asst. RE) to provide weekly reminders to the non-responsive parties.**

Closeout is completed within the CPH Manual, Section D.
<table>
<thead>
<tr>
<th>Rating</th>
<th>Rating = 2</th>
<th>Rating = 3</th>
<th>Rating = 4</th>
<th>Rating = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Consultant staff needed training in two to three of the following: state forms, inspection equipment, application or specs to observations. Training consisted of several sessions per topic.</td>
<td>Consultant staff needed training in two to three of the following: state forms, inspection equipment, application or specs to observations. Training consisted of several sessions per topic.</td>
<td>Consultant staff needed training in ONE of the following: state forms, inspection equipment, application of plans and specs to observations. Training consisted of one session.</td>
<td>Consultant staff needed no training.</td>
</tr>
<tr>
<td>Q2</td>
<td>Consultant staff was notified/reminder from State's RE (consultant RE) daily as to the contents of the plans and specs to ensure compliance.</td>
<td>Consultant staff was notified/reminder from State's RE (consultant RE) once a week as to the contents of the plans and specs to ensure compliance.</td>
<td>Consultant staff was notified/reminder from State's RE (consultant RE) once a month as to the contents of the plans and specs to ensure compliance.</td>
<td>Consultant staff is fully familiar with plans and specs.</td>
</tr>
<tr>
<td>Q3</td>
<td>Progress, Pay and Asbuilt Reports are reported on proper DC29 form with no ONE error or omission per week OR submitted more than once per week beyond one business day of the work performed.</td>
<td>Progress, Pay and Asbuilt Reports are reported on proper DC29 form with no ONE error or omission per week OR submitted more than once per week beyond one business day of the work performed.</td>
<td>Progress, Pay and Asbuilt Reports are reported on proper DC29 form with no ONE error or omission per week OR submitted more than once per week beyond one business day of the work performed.</td>
<td>Progress, Pay and Asbuilt Reports are reported on proper DC29 form with no ONE error or omission per week OR submitted more than once per week beyond one business day of the work performed.</td>
</tr>
<tr>
<td>Q4</td>
<td>Traffic Control Inspections are made, but are reported more than one business day after the inspection is made or not reported at all. OR - NJDOT or other agency observed the same, repeated deficiency, and no report has been made to the contractor, or if reported to the contractor, no appropriate escalation of the contractor's failure to comply has been made.</td>
<td>Traffic Control Inspections are made, but are reported more than one business day after the inspection is made or not reported at all. OR - NJDOT or other agency observed the same, repeated deficiency, and no report has been made to the contractor, or if reported to the contractor, no appropriate escalation of the contractor's failure to comply has been made.</td>
<td>Traffic Control Inspections are made, but are reported more than one business day after the inspection is made or not reported at all. OR - NJDOT or other agency observed the same, repeated deficiency, and no report has been made to the contractor, or if reported to the contractor, no appropriate escalation of the contractor's failure to comply has been made.</td>
<td>Traffic Control Inspections are made, but are reported more than one business day after the inspection is made or not reported at all. OR - NJDOT or other agency observed the same, repeated deficiency, and no report has been made to the contractor, or if reported to the contractor, no appropriate escalation of the contractor's failure to comply has been made.</td>
</tr>
</tbody>
</table>

Note: "Inspections" for the category above includes the requirement for all construction personnel to be responsible for the observation and reporting of Traffic Control deficiencies, even if not formally assigned to this item.
### ATTACHMENT “B”

#### STAFF GUIDELINES

<table>
<thead>
<tr>
<th>Rating = 1</th>
<th>Rating = 2</th>
<th>Rating = 3</th>
<th>Rating = 4</th>
<th>Rating = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q5</td>
<td>Has violated the NUDOT’s Late Lane Openings policy (/notification requirements) on one or more occasions.</td>
<td></td>
<td></td>
<td>In full compliance with NUDOT’s Late Lane Openings policy (notification requirements).</td>
</tr>
<tr>
<td>Q6</td>
<td>Consultant staff needs ongoing personal safety reminders and is hesitant to comply.</td>
<td></td>
<td></td>
<td>Consultant staff has been observed ONCE during cycle without necessary personal safety gear, but immediately dons the gear</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Consultant staff has NEVER been observed without safety vest, hard hat, and protective footwear.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Consultant staff has NEVER been observed without safety vest, hard hat, and protective footwear.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Has NEVER been observed (when conditions require) without eye protection, ear protection, and fall protection.</td>
</tr>
<tr>
<td>Q7</td>
<td>Environmental Inspections are made and findings are reported on forms provided by the Department. Consultant staff provides written notification of deficiencies (to RE and Contractor) within 3 days of inspection.</td>
<td>Environmental Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff provides written notification of deficiencies (to RE and Contractor) within 3 days of inspection.</td>
<td>Environmental Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff provides written notification of deficiencies (to RE and Contractor) within 3 days of inspection.</td>
<td>Environmental Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff provides written notification of deficiencies (to RE and Contractor) within 3 days of inspection.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Follow-up action is taken on deficiencies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Requirement for all consultant staff to be responsible for the observation and reporting of Environmental safety and Permit Compliance.</td>
</tr>
</tbody>
</table>

---

**Note:** "Inspections" for the category above values are made on at least one occasion that does not meet the guidelines required by the CPH.

**Rating = 1:** Upon inspection, diary is routinely in poor condition or is not properly documented (days missing etc.)

**Rating = 2:** Poor documentation on at least one occasion that does not meet the guidelines required by the CPH.

**Rating = 3:** Provides a minimum of documentation as required by Section 10 and is compliant with inspection procedures. Occasionally fails to provide specific information. Routinely fails to provide specific information upon request to provide specific information.

**Rating = 4:** Maintains Section 10 documentation standards and provides specific information when requested. Routinely fails to provide specific information upon request to provide specific information.

**Rating = 5:** Routinely maintains all documentation standards of Section 10. Provides specific information upon request to provide specific information. Routinely failures to provide specific information upon request to provide specific information.
<table>
<thead>
<tr>
<th>Rating = 1</th>
<th>Rating = 2</th>
<th>Rating = 3</th>
<th>Rating = 4</th>
<th>Rating = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q9</td>
<td>Materials testing was not performed by Materials Unit due to lack of advance notice on Regional Materials by consultant staff. Materials incorporated into the Work that were not from approved sources.</td>
<td>&quot;1&quot; or &quot;3&quot; should be marked for this question. Reason for lack of compliance is due to advance notification.</td>
<td>DC24's / DC156's are produced and transmitted to Trenton containing errors or omissions, or are submitted later than the Tuesday following the cutoff date, more than twice per month, and more than one month per rating cycle.</td>
<td>Consistently provides advance notice for request for testing as prescribed in the CPH. All materials incorporated into the Work are from approved sources.</td>
</tr>
<tr>
<td>Q10</td>
<td>Maintains inconsistent relationship of cooperation with affected owners and client public and other agencies. Evidenced by large number of complaints to the Department and/or other Department officials.</td>
<td>Maintains relationship with the public and other agencies with minimal complaints.</td>
<td>Maintains consistent relationship with affected homeowners, businesses and municipal officials on the job site. Has a constant relationship in good standing with other agencies such as FHWA, DEP etc with no substantiated complaints.</td>
<td>Maintains routine relationship with affected homeowners, businesses and municipal officials on the job site. Has a consistent relationship in good standing with other agencies such as FHWA, DEP etc with no substantiated complaints.</td>
</tr>
<tr>
<td>Q11</td>
<td>DBE/EOC (DC-18 etc.) or DM documents are not complete or missing. No DC-29(a)'s for items. Appropriate documentation not immediately available. Slow responses to provide required documents. (&gt;7 DAYS)</td>
<td>One or two of the following documents are missing. Appropriate documentation not available within 4-7 days.</td>
<td>One or two of the following documents are not complete or missing. Appropriate documentation made available within one day.</td>
<td>Review by DOT personnel finds that DBE/EOC documents are ALWAYS complete, current and in compliance with the CPH and/or missing information has been requested from the Contractor. Form DC-29(a)'s filed for each appropriate pay item along with all correspondence to the DCR/AA. All documents up to date.</td>
</tr>
<tr>
<td>Q12</td>
<td>DC24's / DC156's are produced and transmitted to Trenton containing errors or omissions, or are submitted later than the Tuesday following the cutoff date, more than twice per month, and more than one month per rating cycle.</td>
<td>DC24's / DC156's are produced and transmitted to Trenton containing errors or omissions, or are submitted later than the Tuesday following the cutoff date, more than twice per month, and more than one month per rating cycle.</td>
<td>DC24's / DC156's are produced and transmitted to Trenton without errors or omissions, and are submitted prior to the Tuesday following the cutoff date, no more than once during the rating cycle.</td>
<td>DC24's / DC156's are produced and transmitted to Trenton with no errors or omissions no later than Monday following the cutoff date.</td>
</tr>
</tbody>
</table>
# Attachment “B”

## Staff Guidelines

<table>
<thead>
<tr>
<th>Rating = 1</th>
<th>Rating = 2</th>
<th>Rating = 3</th>
<th>Rating = 4</th>
<th>Rating = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q13: Fails to notify NJDOT of problems that have arisen.</td>
<td>Fails to notify NJDOT of project problems that have arisen and recommends options.</td>
<td>Meets potential problems before they arise and recommends one course of action.</td>
<td>Identifies potential problems before they arise and recommends more than one alternative to resolve (or identifies that only one course of action is possible.) Provides estimate of time and costs for solution(s).</td>
<td></td>
</tr>
<tr>
<td>Q14: Does not review, perform an on site review, of claims for validation of the contract documents and extra time requests.</td>
<td>Reviews contractor claims for validity with contract provisions and requested time extensions for validation in accordance with the Contractor's approved baseline schedules or update within timeframe established in CPH manual.</td>
<td>Reviews contractor claims for validity with contract provisions and requested time extensions for validation in accordance with the Contractor's approved baseline schedules or update within timeframe established in CPH manual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q15: Does not provide supervision (direction, training) to consultant subordinate staff.</td>
<td>Assembles and provides training to consultant subordinate staff.</td>
<td>Assigns tasks and provides training to consultant subordinate staff. Identifies strengths and weaknesses and assigns staff accordingly. Notifies NJDOT if weaknesses that impact the employee's work product cannot be readily resolved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q16: Does not coordinate the needs of the utilities or adjacent contracts with his Contractor. Utilities are not informed of updates to the Contractor's CPM.</td>
<td>Is familiar with the utility work on the project and coordinates work with the utilities working on the project. No conflicts between the contractor and the utilities.</td>
<td>Is very familiar with the utility work on the project and coordinates work with the utilities working on the project as well as with any RE's on adjacent projects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rating = 1</td>
<td>Rating = 2</td>
<td>Rating = 3</td>
<td>Rating = 4</td>
<td>Rating = 5</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Q17</td>
<td>Has not reviewed the contractor's progress schedule against work in progress.</td>
<td></td>
<td>Reviews the baseline and updates and has compared work in progress versus scheduled project progress. Notifies the NJDOT and the Contractor when the schedule is not being followed. Notifies the NJDOT and the Contractor when the Contractor is falling behind schedule. Notifies the contractor and the NJDOT when Contractor submissions are late.</td>
<td></td>
</tr>
<tr>
<td>Q18</td>
<td>Substantially late estimates were received from the contractor. Only more estimates were prepared more days after the cut-off date.</td>
<td>Preapres payment estimates within two days of the cut-off date for every estimate prepared during the rating cycle. Estimates contain no payment errors and no date errors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q19</td>
<td>Does not prepare &quot;critical&quot; correspondence. &quot;Critical&quot; correspondence would not impact progress, issues related to safety or environmental deficiencies, for example.</td>
<td>Preapres &quot;critical&quot; correspondence with no assistance from the NJDOT. Critical correspondence is prepared within 3 business days. Correspondence contains no errors of fact; minor and non-repetitive grammatical errors should not reduce rating from a 5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q20</td>
<td>Preapres &quot;routine&quot; correspondence without assistance from the NJDOT at least 90% of the time. Routine correspondence is prepared beyond 15 business days.</td>
<td>Preapres &quot;routine&quot; correspondence without assistance from the NJDOT at least 90% of the time. Routine correspondence is prepared within 11-15 business days.</td>
<td>Preapres &quot;routine&quot; correspondence with no assistance from the NJDOT. Routine correspondence is prepared within 4-9 business days. Correspondence contains no errors of fact; minor and non-repetitive grammatical errors should not reduce rating from a 5.</td>
<td></td>
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### ATTACHMENT "B" STAFF GUIDELINES

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>Rating 2</td>
<td>NJDOT has been contacted by the Field Manager or above by the Contractor, reporting that the failure of the part of the consultant staff to prepare Construction Orders has adversely impacted the cash flow, OR does not address fully any required time adjustments, or not justified in accordance with the Contractor's approved CPM.</td>
</tr>
<tr>
<td>Rating 3</td>
<td>Prepares Construction Orders without assistance from the NJDOT. Construction Orders are not timely, to not adversely impact or delay (30) payments to the Contractor. Any required time adjustments are noted and justified in accordance with the contractor's approved CPM.</td>
</tr>
<tr>
<td>Rating 4</td>
<td>Prepares Construction Orders without assistance from the NJDOT. Construction Orders are prepared in a timely manner, so as to not adversely impact payments to the Contractor. Any required time adjustments are noted and justified in accordance with the contractor's approved CPM.</td>
</tr>
<tr>
<td>Rating 5</td>
<td>Prepares Construction Orders without assistance from the NJDOT. Construction Orders are prepared in a timely manner, so as to not adversely impact payments to the Contractor. Any required time adjustments are noted and justified in accordance with the contractor's approved CPM.</td>
</tr>
</tbody>
</table>

**Questions**

- **Q21**: Exceeds the target dates for closeout in the CPH manual in 19 or more calendar days.
- **Q22**: Exceeds the target dates for closeout in the CPH manual in 19 or more calendar days.

In rating Question 22, rating is NOT if Consultant RE (or lead inspector) has provided closeout reminders to the non-responsive Consultant RE for 19 or more calendar days. The Consultant RE must be provided with reminders by outside parties, as long as those individuals have been approved by outside parties. Closeouts are found in the CPH manual in Section VI, Subsection M-1.
1. Regular Monthly Estimates
   a. With the project’s Notice to Proceed, the Resident Engineer will be
      informed of the monthly estimate date for the project.

   b. Pay-quantities must be documented by Daily Inspection reports (Form
      DC-29). Progress payments must be measured or estimated in
      conformance to Section 109.01 of the Standard Specifications, as well as
      the applicable Measurement and Payment Section for the work. Payment
      for Extra Work can only be made upon execution of a Change
      Order. Under no circumstances should payment for work be made for
      work under an item not associated with the work.

   c. RE’s are reminded that payments should not be made for work for which
      material is accepted on the basis of a Certificate of Compliance until the
      RE has received the required Certificate of Compliance as per Section
      106.07.

   d. The RE shall prepare a preliminary monthly estimate using the ACES
      construction management program on the project’s estimate due date, or
      the following state business day when the due date falls on a weekend or
      holiday. For most regular monthly estimates, the Work-Performed-to-
      Date and the End Date for the preliminary estimate should be the same
      as the project’s estimate due date. The Work-Performed-to-Date
      represents when the work was done. If the Work-Performed-to-Date
      represents a date after the Contract Completion date, liquidated damages
      may be assessed. If a Change Order to extend the Contract Time is
      pending and liquidated damages should not be assessed, the RE should
      inform Accounting Operations. The End Date for an estimate represents
      the cut-off for calculating progress payment.

   e. If the Contractor is not up to date with the submission of Contractor and
      Subcontractor payrolls, the RE will send the Contractor a written notice
      detailing all outstanding payrolls. If the Contractor has not submitted the
      outstanding payrolls detailed in the notice by the following monthly
      estimate, the RE shall not process a monthly progress estimate until the
      Contractor is in compliance.

   It is customary for the RE to review with the Contractor the quantities that
   will be submitted for payment. This is to ensure that there are no
   unintended discrepancies. Consultation with the Contractor should not
   be interpreted as a negotiation for payment. The RE is the sole judge of
   the appropriate estimated payment for work performed.
g. Estimates cannot be transmitted for payments exceeding the project's funding limit. Every RE must be aware of the project's funding limit. Payment against the funding limit should only be problematic near the end of a project. The funding status of any particular Construction Order can be determined by looking it up on the Certifications of Funds (COF) database that is available on the intranet. If an estimate is in excess of the project's funding limit, the estimate must be reduced so that the amount is within the funded amount. RE should not withhold an estimate simply to wait for a construction order's funding to clear, without the Contractor's consent. [e.g. Don't hold up payment for a $1M estimate to wait for a $1,000 change order to clear. But a Contractor may want you to wait a few days to clear a $900,000 change order.]

h. If the Contractor submits a written request to postpone the processing of a monthly estimate (usually to extend the estimate’s Work-Performed-to-Date), the RE may extend the time for processing a monthly progress estimate.

i. The RE shall e-mail the Regional Construction Engineer and Field Manager whenever the processing of a monthly progress estimate is delayed more than 2 business days beyond the estimate due date, explaining the reasons for the delay.

j. For regular monthly estimates, the RE will upload the monthly estimate for processing, wait one working day, and then check to ensure that the estimate has passed edit before transmitting a printed copy of the proposed monthly progress estimate to the Contractor with a request to complete form DL-72, Contractor Certification of Payment to Subcontractors and Suppliers (Refer to Attachment “A”).

k. Upon receipt of the Contractor’s properly completed DL-72 with an original signature (fax or scanned images from the contractor are not acceptable), the RE must date stamp, as received, the front of the DL-72. The RE will immediately scan the DL-72 and forward the image via e-mail to NJSDOT.ACCOUNTING@dot.state.nj.us, Gary Gorish, and Alan Murdock, of Accounting Operations. In the subject line, simply note “DL-72, file #, Estimate #” (Refer to Attachment “B”).

Important: The date of receipt of a correctly completed DL-72 starts the time for the Department's prompt payment obligations. Any delays in processing the estimate may result in the Department having to pay interest on the amount due the Contractor. If the Contractor submits an incomplete or incorrectly completed DL-72, the form must be rejected and the Contractor must resubmit a new form.
I. If the Bureau of Accounting Operations indicates that a Request for Billing, Form AC-75 is needed because a monthly estimate indicates over payment to the Contractor on previous estimates, and the amount paid to the Contractor exceeds the Adjusted Contract Amount, the Regional Construction Engineer will submit the Request for Billing in accordance with Section 4 of this procedure.

2. Substantial Completion Estimates
   a. A Substantial Completion estimate may only be processed when the RE has received approval of the Substantial Completion Memorandum (as per CPH VII.A).

   b. After uploading a Substantial Completion estimate, the RE will inform the Regional Construction Engineer via e-mail, and request approval of the Substantial Completion estimate. When the Regional Construction Engineer electronically approves the Substantial Completion estimate, the Regional Construction Engineer will respond to the RE, wait one working day, and then check to ensure that the estimate has passed edit. Only then will the RE transmit a printed copy of the proposed monthly progress estimate to the Contractor with a request to complete form DL-72.

   c. Upon receipt of the Contractor’s properly completed DL-72 with an original signature (fax or scanned images from the contractor are not acceptable), the RE must date stamp, as received, the front of the DL-72. The RE will immediately scan the DL-72 and forward the image via e-mail to Mathieu.Fraisse@dot.state.nj.us, Gary Gorish, and Alan Murdoch of Accounting Operations. In the subject line, simply note “DL-72, DP file #, Estimate #” (Refer to Attachment “B”)

3. Final Estimate
   a. A Final estimate may only be processed when the RE has received a copy of the executed Form AD-12, Department Action, for Project Acceptance and Final Payment (as per CPH VII.A).

   b. After uploading a Final estimate, the RE will inform the Regional Construction Engineer via e-mail, and request approval of the Final estimate. When the Regional Construction Engineer electronically approves the Final estimate, the Regional Construction Engineer will respond to the RE.

   Accounting Operations will send a Proposed Final Certificate to the Regional Construction Engineer via e-mail to the ConNorth, RCE; ConCentral, RCE; or ConSouth, RCE e-mail boxes.

   d. The Regional Construction Engineer will forward the Proposed Final
Certificate to the RE to review it for agreement with the project records. If any discrepancies exist, the RE will return the Proposed Final Certificate to Accounting Operation with a memorandum noting the discrepancies and requesting that a corrected Proposed Final Certificate be issued. A copy of the memorandum will be sent to the Regional Construction Engineer. If the Proposed Final Certificate is satisfactory, the RE will return the Proposed Final Certificate to the Regional Construction Engineer for processing. If the Proposed Final Certificate indicates that the Contractor owes money to the Department, the Regional Construction Engineer will submit a Request for Billing in accordance with Section 4 of this procedure.

e. The Regional Construction Engineer will forward to the Contractor, the following:

1) The Proposed Final Certificate

2) A Payment Voucher - the Regional Construction Engineer shall complete: Parts A (Vendor ID); B (Contractor Address); E (DOT Address); G (Payee Reference) and the dollar amounts in Part C (Refer to Attachment “C”).

3) A DL-72

4) A transmittal letter requesting a response (Refer to Attachment “D”)

f. If the Contractor submits a Full or Conditional Release within 30 Days, the Regional Construction Engineer will:

1) Date stamp received, the front of the Payment Voucher, and the DL-72.

2) Complete an AC-1641

Forward the original Payment Voucher, AC-1641, DL-72 and a copy of the AC-12, to Accounting Operations, and retain a copy of the documents for the project file.

g. If the Contractor fails to respond within 30 Days:

1) If the Contractor fails to provide any response, the Regional Construction Engineer will call the Contractor and request a response. The Contractor’s failure to respond within the 30-day period results in his waiver of any rights for claims. However, payment cannot be processed until the Contractor submits a completed DL-72 and Payment Voucher. If the Contractor refuses to respond, the Regional Construction Engineer will send an e-mail to the Manager of Accounting Operations informing him or her that the Contractor has failed to respond to the Proposed Final Certificate and that additional attempts will be made to solicit the Payment Voucher and DL-72.

2) If the Regional Construction Engineer is unable to serve the
notice (e.g. the Contractor has gone out of business or the notices are returned as undeliverable), the Regional Construction Engineer will contact the Department of Treasury, Division of Revenue, Business Services (formerly Commercial Recording) [http://www.state.nj.us/treasury/revenue/telnumbers.htm] and obtain the name of the company’s registered agent for servicing processes. The Regional Construction Engineer will send the registered agent the notice, and after 30 additional days submit a second notice to the registered agent. If the Contractor and/or the registered agent have still not responded, the Regional Construction Engineer will submit a memorandum to the Director of Accounting recommending that any funds due the Contractor be forfeited.

h. If the Contractor’s response is received beyond the 30-day period, the Regional construction Engineer will:
   1) Date stamp received, the front of the Payment Voucher, and the DL-72.
   2) Complete an AC-1641
   3) Forward the original Payment Voucher, AC-1641, DL-72 and a copy of the AD-12, to Accounting Operations, and retain a copy of the documents for the project file.

4. Request for Billing
   a. If an estimate indicates that the Contractor owes money to the Department, the Regional Construction Engineer will prepare a Request for Billing, Form AC-75, scan it and submit the form via e-mail to the Office of the Director, Construction Services & Materials. The Office of the Director will sign the form and forward it to Accounting Operations via e-mail.

   b. If the amount owed is associated with a Proposed Final Certificate, the Regional Construction Engineer will forward the AC-75 along with the Payment Voucher, AC-1641, and DC-72 to the Office of Director, Construction Services & Materials. The Office of the Director will sign the form and forward all the documents to Accounting Operations.

   c. The Regional Construction Engineer will complete Form AC-75, as per instructions provided on Accounting Operations sharepoint drive. Note that the description of the overpayment must identify the items and the funding involved for the items. (Refer to Attachment “G”)
NEW JERSEY DEPARTMENT OF TRANSPORTATION

CONTRACTOR CERTIFICATION OF PAYMENT TO SUBCONTRACTORS AND SUPPLIERS

Project: ________________________________
(Room/Section or Project Name)

DP file No. ____________

I, ________________________________, as ________________________________, of
(Name) ________________________________, make this certification for
(Name of Contractor)

the issuance of a partial payment under Estimate Certificate No. ________, of the above-mentioned project, to state that:

☐ No subcontractor or supplier has been used on this project.

☐ Each subcontractor and supplier used on this project has been paid the amount due from the previous progress payment and shall be paid any amount due from this progress payment.

☐ The following subcontractors and suppliers have been used and the work performed or materials supplied to this project from the proceeds of the previous progress payment are to be paid for work performed or materials supplied to this project from the proceeds of the current progress payment because there exists a valid basis under the terms of the subcontractor’s or supplier’s agreement to withhold payment and therefore payment is withheld:

(subcontractor or supplier)

(subcontractor or supplier)

(subcontractor or supplier)

For each of the above subcontractors and suppliers from whom payment from the proceeds of the previous progress payment is being withheld, a copy of the written notice of withholdings of payments provided to the subcontractor or supplier and to the bonding company providing the performance bond for the general contractor required by N.J.S.A. 52:32-40 and -41, must be attached.

For information, I hereby certify:

☐ No payment is to be withheld from payments to subcontractors.

In making the foregoing statements, I hereby certify that I am fully aware that any false statements made by me are subject to punishment. I further certify that I have full power and authority to execute this certification on behalf of the Contractor and that any approvals and other actions necessary in connection with the execution of this certification by the undersigned have been signed and act in full force and effect as to the date of execution of this certification. This certification has been reviewed for accuracy by _________________________________.

__________________________
Signature

__________________________
Date
Attachment “B”

From: Lewis Morris
To: ACCOUNTING, NJDOT; Gorish, Gary; Murdoch, Alan;
Subject: DL-72, DP File No. 06994, Estimate No. 4:

The DL-72 for regular Monthly Estimate No. 4 for the Rt. 1 Sec. 1A & 2B project, DP File No. 06994 is attached and the estimate may be processed.

Lewis Morris
Resident Engineer
Region North Construction
(201)555-5001

CC: Field Manager, Regional Construction Engineer
## STATE OF NEW JERSEY

**PAYMENT VOUCHER (VENDOR INVOICE)**

**Document**

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**Contract No.**

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**Contractor Name:**

**Address:**

**City, State, Zip Code:**

**Payee Name and Address:**

**Address:**

**City, State, Zip Code:**

**Payee Declarations:**

I certify that the within payment voucher is correct in all its particulars. That the described goods or services have been furnished or rendered and that no bonus is due given or received on account of said document.

**Payee Signature:**

**Payee Title**

**Billing Date**

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</table>

**Certification by Receiving Agency:**

I certify that the above article has been received or services rendered as stated herein.

**Signature:**

**Date:**

| Certification by Approval Officer:**
I certify that this Payment Voucher is correct and just and payment is approved.

**Authorized Signature:**

**Date:**

---

**PV 12/03**
October 01, 2006

Acme Contracting Co., Inc.
123 Generic Street
Anonymous Big City, New Jersey 07000

Attn: Mr. William Livingston

Re:  Route 1 Section 1A & 2B
Federal Project No.: M-OOOS(000)

Dear Sir:

Forwarded herewith is the Proposed Final Certificate No. 99 for the above noted project. Please be advised that within thirty days of the date of this letter you must return the attached Payment Voucher with either a full or a conditional release as required by Subsection 109.11.

If providing a full release, the following statement must be included on the front of the Payment Voucher:

In consideration of the above payment, I hereby release the State of New Jersey, the Commissioner of Transportation, the Department, their agents, officers, and employees from all claims and liability of whatsoever nature for anything done or furnished or in any manner growing out of the performance of the Work.

If you wish to reserve the right for any claims against the Department, provide a conditional release with the following statement included on the front of the Payment Voucher:

In consideration of the above payment, I hereby release the State of New Jersey, the Commissioner of Transportation, the Department, their agents, officers, and employees from all claims and liability of whatsoever nature for anything done or furnished or in any manner growing out of the performance of the Work except for __________________________.

If additional space is required to list your claims, provide a letter listing all reserved claims, and in the conditional release state:   …except for the claims listed in a letter dated_________”.  The list of claims must include specific amounts for each claim, and only claims properly filed with the Resident Engineer may be reserved.

Submit your response to:

Mr. Garret Wall, Regional Construction Engineer
New Jersey Department of Transportation
2 Route 21
Newark, N.J. 07114

Sincerely,

Regional Construction Engineer

cc: Resident Engineer

CERTIFIED MAIL - RETURN RECEIPT REQUESTED NO. __________
# Attachment “E”

**STATE OF NEW JERSEY**

**PAYMENT VOUCHER (VENDOR INVOICE)**

**REPORT NO.**

**PAYMENT DATE**

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<td>123 Generic Street</td>
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<td>Anonymous Big City, NJ 07000</td>
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**PAYEE DECLARATIONS**

I certify that the within payment voucher is correct in all its particulars. That the described goods or services have been furnished or rendered and that no bonus has been given or received on account of said document.

Signed:

William Smith

PAYMENT DATE:

10/03/06

**BILLING DATE**

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**CERTIFICATION BY THE VOUCHER AGENCY:** I certify that the above services rendered as stated herein.

Signature:

Title:

Date:

**TOTAL:** $35,500.78

**CERTIFICATION BY APPROVAL OFFICER:** I certify that this Payment Voucher is correct and just and payment is approved.

Authorized Signature:

Title:

Date:
## Attachment “F”

### PAYMENT VOUCHER

**STATE OF NEW JERSEY**

**PAYMENT VOUCHER**

**VENDOR INVOICE**

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**PAYEE NAME AND ADDRESS**

Acme Contracting Co., Inc.
123 Generic Street
Anonymous Big City, NJ 07000

**PAYEE DECLARATIONS**

I certify that the information provided is correct in its particulars. The goods or services described have been furnished or rendered and that no bonuses have been given or received on account of said document.

**PAYEE SIGNATURE**

WILLIAM LIVINGSTON

**PAYEE REFERENCE**

NEW JERSEY DEPARTMENT OF TRANSPORTATION
P.O. BOX 604
TRENTON, NJ 08625

**BILLING DATE**

10/03/06

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**CASH RELEASE**

The above payment, I hereby release the State of New Jersey, the Commissioner of Transportation, the individual agents, officers, and employees from all claims and liability of whatsoever nature for anything done or furnished by any manner growing out of the performance of the Work except for the claims listed in a letter dated October 5, 2006.

**TOTAL**

$35,500.78

### CERTIFICATION BY RECIPIENT AGENCY

I certify that the above statement is accurate and correct.

**SIGNATURE**

**TITLE**

**DATE**

### CERTIFICATION BY APPROVAL OFFICER

I certify that this Payment Voucher is correct and that the payment is approved.

**SIGNATURE**

**TITLE**

**DATE**

**PV 12/03**
### PAYMENT VOUCHER

**STATE OF NEW JERSEY**

**PAYMENT VOUCHER (VENDOR INVOICE)**

**CONTRACT NO.**

**AGENCY REF.**

**BUYER**

**RECEIVED FROM**

**PAYEE NAME AND ADDRESS**

*Acme Contracting Co., Inc.*  
*123 Green Street*  
*Anonymous Big City, NJ 07000*

**PAYEE DECLARATIONS**

I certify that the above payment voucher is correct in all its particulars. That the described goods or services have been furnished or rendered and that no bonus has been given or received on account of said document.

**BILLING DATE**

**PAYMENT**

**BILLING DATE**

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**FUND**

**AGCY**

**ORG CODE**

**SUBJECT ACCOUNT**

**TTH**

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**BS ACT**

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**Total** $35,500.78

**CERTIFICATION BY APPROVAL OFFICER**

I certify that this Payment Voucher is correct and just and payment is approved.

**Authorized Signature**

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**PV 12/03**

**06/19/10**

**RESCINDED 06/30/2018**
# REQUEST FOR BILLING

**TO:** Bureau of Agreement Accounting  
Division of Accounting & Auditing  

(Name & Address of Party To Be Billed)  

**Name:** Trap Rock Industries, Inc.  
**Attention:**  
**Phone #:**  
**Fax #:**  
**Address:** P.O. Box 419  
Kingston, NJ 08528  

(Account #:  
Fiscal Year:  
Budget Code:  
Job/Sub-Job #:  
Function Code:  
Agree ID #:  
Return To:  
Encumbrance #:)

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<th>UNITS</th>
<th>AMOUNT</th>
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</table>
| Overpayment DP 08104  
Route 55, NB & SB Cont. #040064089  
Resurfacing From South Of Leonard Cake Rd To South Of Lambs Rd M.P. 40.0 to 51.0  
Estimate No. 14 ($12,42) | | |

Proposed Final Certificate Estimate No. 14 is a negative quantity due to an error in the asbuilt calculation for Item No. 3. Construction Layout that was included in Change Order No. 4 resulting in an overpayment. This error was corrected on Change Order No. 5.

This Project is 100% Subcontracted.

| TOTAL | |
|-------| |

**Receiver:**  
Name: Emerson Custom  
Phone: 609-485-1000  
Fax: 609-485-1001  
Date:  
Signature:  

**Supervisory:**  
Name: Sean Sheehy  
Phone: 609-530-8166  
Date:  
Signature:  

Attachment "G"
1. The General Notes on the Traffic Control Plans will note the restrictions as to when lane closures may be performed for the project. Both advance and progress notices are required prior to altering the normal flow of traffic. The Department is committed to minimizing traffic impacts and providing the public with traffic information.

Definitions:
Traffic Impact – Alterations in the normal flow of traffic, including – full or partial lane closures, full or partial shoulder closures, full or partial ramp closures, lane shifts, detours, and alternating traffic patterns. This also includes moving operations such as line striping, and maintenance sweeping operations.
Temporary Lane Closure – A traffic impact, which is set-up and removed on a daily basis.
Permanent Lane Closure – A traffic impact, which is maintained for 24 hours or more.
TIC - Traffic Impact Coordinator
TOC – Traffic Operations Center

2. Advance Traffic Impact Notice (28-day Notice)
   a. For all projects, the Contractor must notify the Resident Engineer in writing 28 days in advance of a traffic impact. This is required for any new Permanent Lane Closures.

   For projects having only Temporary Lane Closures, an Advance Traffic Impact Notice is required only before the initial start of traffic impacts.

   Subsequent Temporary Lane Closures (including temporary detours, those in place for less than 24 hours) do not require a separate Advance Traffic Impact Notice; notice for the initial implementation of a traffic stage should include expected Temporary Lane Closures.

   Generally, the establishment of new Permanent Lane Closures may begin no earlier than the allowable lane closure hour permitted for Friday night, and must be fully implemented by 6:00 PM the following Sunday, and as otherwise restricted by the allowable lane closure hours noted in the General Notes on the Traffic Control Plans. However, if the Resident Engineer is aware of circumstances that warrant changing this from a weekend implementation to a work-week implementation (e.g. along shore routes during the summer season, nearby shopping malls or other special community concerns), the Resident Engineer should elevate a request for a change through the Regional Construction Engineer to the Director of Construction and Materials.

   b. Upon receipt of the Contractor’s 28- day Advance Traffic Impact Notice, the Resident Engineer will evaluate the notice for conformity with the Contract, and if acceptable, the RE will immediately forward a completed form TO-103 via e-mail to the TIC at TIC@dot.state.nj.us with a copy to the Field Manager, the Regional Construction Engineer, and the Director of Construction & Materials.
The description of the new traffic pattern should include any Temporary Lane Closures, which will be implemented during the stage, even if the Temporary Lane Closure is not being used at the onset.

c. The TIC will forward the information to:
   1) Deputy Commissioner
   2) Chief of Staff
   3) Director of Communications
   4) Assistant Commissioner, Government & Community Relations
   5) Assistant Commissioner, CPM
   6) Director of Construction Services & Materials
   7) Director of Project Management
   8) Director of Operations Support
   9) Executive Director of Traffic Operations
  10) Director of Traffic Operations
  11) Regional Construction Engineer
  12) Field Manager
  13) Resident Engineer
  14) Program Manager
  15) Project Manager
  16) Manager of Traffic Operations
  17) the respective TOC.

d. The TOC will send a response to acknowledge receipt of the notice, and will indicate if a 14-day Advance Traffic Impact Confirmation Notice is required. The 14-day Advance Traffic Impact Confirmation Notice is used to provide the public with traffic advisory information via Variable Message Signs. Traffic Operations will assist Resident Engineers with any necessary changes to fixed signs and Portable Variable Message Signs.

3. Advanced Traffic Impact Confirmation Notices (14-day notices)
   a. If a 14-day Advance Traffic Impact Confirmation Notice is required, the Contractor must provide the Resident Engineer with a written notice confirming or rescheduling the date of the scheduled Permanent Lane Closure, 14 days before the date provided in the 28-day Advance Traffic Impact Notice.

   b. Upon receipt of the Contractor’s 14- day Advance Traffic Impact Confirmation Notice, the Resident Engineer will immediately forward a completed form TO-103 via e-mail to the TIC at TIC@dot.state.nj.us with a copy to the Field Manager, the Regional Construction Engineer, and the Director of Construction & Materials.

   c. If it is determined that the Contractor will be unable to implement the new traffic pattern on the date scheduled with the 28-day Advance Traffic Impact Notice (within the standard Friday to Sunday time window), the Resident Engineer will immediately notify the TIC either by phone or by e-mail. If delayed, the Permanent Lane Closure must be rescheduled for the next Friday for which the Contractor is prepared. Delays in implementing a Temporary Lane Closure can be rescheduled on the next available date that conforms to the General Notes on the Traffic Control Plans. Projects having alternative restrictions (those that do not have the standard Friday to Sunday restriction for implementing a Permanent Lane Closure), also must be
rescheduled for the next available date that conforms to the General Notes on the Traffic Control Plans.

d. The TIC will forward the 14-day Advance Traffic Confirmation Notice information to the Director of Communications, and the Assistant Commissioner, Government & Community Relations, the Assistant Commissioner, CPM, the Director of Operations Support, the Director of Construction & Materials, the Director of Project Management, the Director of Operations Support, the Director of Traffic Operations, the Regional Construction Engineer, the Field Manager, and the respective Manager of Traffic Operations, and the respective TOC.

4. Advanced Traffic Impact Confirmation Notices (7-day notices)
   a. A 7-day Advance Traffic Impact Confirmation Notice is required for all projects. The Contractor must provide the Resident Engineer with a written notice confirming or rescheduling the date of the scheduled traffic impact, 7 days before the date provided in the 28-day Advance Traffic Impact Notice (or as rescheduled in a 14-day Advance Traffic Impact Confirmation Notice). The 7-day Advance Traffic Impact Notice is used to provide the public with traffic advisory information via the Department's website.

   b. Upon receipt of the Contractor's 7-day Advance Traffic Impact Confirmation Notice, the Resident Engineer will immediately forward a completed form TO-103 via e-mail to the TIC at TIC@dot.state.nj.us with a copy to the Field Manager, the Regional Construction Engineer, and the Director of Construction & Materials.

   c. The TIC will forward the 7-day Advance Traffic Confirmation Notice information to the Director of Communications, and the Assistant Commissioner, Government & Community Relations, the Assistant Commissioner, CPM, the Director of Operations Support, the Director of Construction & Materials, the Director of Project Management, the Director of Operations Support, the Director of Traffic Operations, the Regional Construction Engineer, the Field Manager, and the respective Manager of Traffic Operations, and the respective TOC.

5. Delays in Start Date for Traffic Impacts
   a. If the Contractor indicates that it will be unable to implement the Permanent Lane Closure on the date scheduled (within the standard Friday to Sunday time window), the new traffic pattern will be delayed until the following Friday. Delays in implementing a Temporary Lane Closure can be rescheduled on the next available date that conforms to the General Notes on the Traffic Control Plans. Projects having alternative restrictions (those that do not have the standard Friday to Sunday restriction for implementing a Permanent Lane Closure), also must be rescheduled for the next available date that conforms to the General Notes on the Traffic Control Plans.

   b. If the Contractor informs the Resident Engineer that it is unable to implement a Permanent or Temporary Lane Closure on the date scheduled, the Resident Engineer will immediately inform the TIC via e-mail.

   c. If the a Permanent Lane Closure is delayed or if a Temporary Lane Closure is delayed by more than 7 days, the TIC will advise the Director of Communications,
and the Assistant Commissioner, Government & Community Relations, the Director of Operations Support, the Director of Construction & Materials, the Director of Project Management, the Director of Operations Support, the Director of Traffic Operations, the Regional Construction Engineer, the Field Manager, and the respective Manager of Traffic Operations, and the respective TOC.

6. Requests to Deviate from Standard Procedure or the Contract.
If circumstances warrant, restrictions for lane closures can be changed. Approval for such will only be made where an important public interest is served. Requests that are solely for the Contractor’s convenience will be rejected.

a. Advance Notice Requirements
The Resident Engineer will forward requests to implement a traffic impact with less than 28-days notice to the Regional Construction Engineer with a detailed statement explaining the benefit to the Department and why the request should be granted. If the Regional Construction Engineer concurs with the request, the Regional Construction Engineer will forward it to the Director of Construction & Materials.

If the Director of Construction & Materials concurs with the request, the Director of Construction & Materials will discuss the request with the Director of Traffic Operations. If they agree, the Director of Construction & Materials will forward it to the Assistant Commissioner of CPM. The Assistant Commissioner will discuss the request with the Assistant Commissioner, Government & Community Relations, and with the Executive Director, Traffic Operations, and inform the Director of Construction & Materials of the decision.

b. Allowable lane closure hours
The Resident Engineer with the concurrence of the Regional Construction Engineer will forward requests to deviate from the allowable lane closure hours to the Manager, Traffic Operations. If the Manager, Traffic Operations, concurs, the Manager will provide a written approval for the request. If appropriate, the Resident Engineer will secure a Supplementary Agreement negotiating a credit to the Department for the change in allowable lane closure hours. In situations, where a change in allowable lane closure hours is only permitted for a short period of time or is only permitted at the discretion of the Resident Engineer, a Supplementary Agreement is not appropriate. When a Supplementary Agreement is deemed not to be appropriate, any written communication from the Resident Engineer to the Contractor should note that the allowed change in lane closure hours can be rescinded by the Department at its discretion.

c. Lane Closure implementation restrictions
(i.e. Friday to Sunday implementation of new traffic patterns)
The Resident Engineer will forward requests to implement a traffic impact to the Regional Construction Engineer with a detailed statement explaining why the benefit to the Department and why the request should be granted. If the Regional Construction Engineer concurs with the request, the Regional Construction Engineer will forward it to the Director of Construction & Materials.

If the Director of Construction & Materials concurs with the request, the Director will forward it to the Assistant Commissioner of CPM. The Assistant Commissioner will discuss the request with the Assistant Commissioner, Government & Community Relations, the Director of Operations Support, the Director of Construction & Materials, the Director of Project Management, the Director of Operations Support, the Director of Traffic Operations, the Regional Construction Engineer, the Field Manager, and the respective Manager of Traffic Operations, and the respective TOC.
Relations, and with the Executive Director, Traffic Operations, and inform the Director of Construction & Materials of the decision.

d. **Staging and Traffic Control Plan**

Requests for a change in staging or with the Traffic Control Plan must be approved by the Project Manager, Regional Traffic Engineer and Traffic Signal and Safety Engineering (TSSE). If a detour is involved, additional approvals by local governments may also be required. After discussing the proposal with the Project Manager, the Resident Engineer will schedule a meeting to discuss the feasibility of the proposed change. The Resident Engineer will invite the Field Manger, the Project Manager, the Manager of Traffic Operations and the Regional Traffic Engineer from TSSE. Department Policy & Procedure advises that it may take 35 days for a change to be approved. The time needed to approve a particular request will depend on a number of factors, but Contractor’s should not expect an immediate response.

If Traffic Operations and TSSE concur with the proposed change in staging or the Traffic Control Plan, the Project Manager will secure written concurrence for the change from the Program Manager. Project Management is responsible for briefing the Assistant Commissioner, Government & Community Relations, and the Deputy Commissioner if the proposed change alters the information provided in previous briefings.

Upon receipt of written concurrence from the Program Manager, the Resident Engineer will provide details explaining the change to the TIC along with Advance Notice as required above.

7. **Progress Notices  (Weekly and Daily Lane Closure Requests)**

   a. The Contractor may only perform a lane or shoulder closing with the Department’s approval. The Contractor is required to submit a request for planned lane and shoulder closures for each 7-day period beginning on Monday to the Resident Engineer by 9:00 a.m. of the preceding Friday.

   b. The Resident Engineer will evaluate the requests for conformance with the Contract restrictions. Additionally, the Resident Engineer will evaluate if a requested lane or shoulder closing is necessary to perform work, and if it unnecessary, the Resident Engineer may reject a lane or shoulder closure request. The intent is not to reject a request because a closure could be avoided by any possible means, but rather to ensure that the significant interference to traffic is not permitted when no work is being performed or when interference can easily be avoided.

   By noon on the preceding Friday, the Resident Engineer will complete the Weekly Lane Closure Request, form TO-100, and submit it the respective TOC via e-mail. Form TO-100 should not be submitted via Fax.

   Permanent Lane Closures that continue to be in progress (unchanged from the previous report) must be reported every week on the Weekly Lane Closure Request, Form TO-100.

   c. By noon the day in advance (or on Friday for weekend closures), the Resident
Engineer will complete, Daily Lane and Shoulder Closure Request, form TO-101 and submit it to the respective TOC via e-mail. Form TO-101 should not be submitted via Fax. A TO-101 is not required for Permanent Lane Closures that are already in place. It is required for each Temporary Lane Closure.

d. Traffic Operations will inform, the Resident Engineer if the request is being disapproved within 4 hours of receipt of the request if the request is submitted during normal working hours, or within 12 hours of receipt if the request is submitted during non-business hours. (If this is responsibility for submitting the TO-101 is delegated, TOC will inform the person submitting the TO-101).

e. The Resident Engineer may reject or rescind approval for a lane or shoulder closing because of weather conditions, or because an emergency condition on or off the project results in excessive traffic congestion.

8. Cancellations

a. If a scheduled closure is cancelled due to weather or other causes, the Resident Engineer will submit the Daily Lane and Shoulder Closure Request, form TO-101, indicating the cancellation. If the decision to cancel the scheduled closure is made after business hours or just prior to the scheduled start, the Resident Engineer will call or e-mail the respective TOC informing them of the cancellation.

b. If a lane closure is opened up more than an hour earlier than scheduled, the Resident Engineer will phone and notify the respective TOC.

9. Emergency Closures

a. If an emergency lane closure is necessary, the Resident Engineer will phone and notify the respective TOC, the Field Manager and the Regional Construction Engineer. If the emergency lane closure occurs after business hours, the Resident Engineer will call the Regional Construction Engineer.

b. The Regional Construction Engineer will phone and notify the Director of Construction and Materials.

c. The Director of Construction and Materials will notify the following by e-mail: Deputy Commissioner, Assistant Commissioner of CPM, Chief of Staff; Director of Project Management, Director of Operations Support, Executive Director of Traffic Operations, Director of Traffic Operations, Director of Communications, and the Managers of the TOC.

d. When the emergency work is completed and the lane is restored to service, the Resident Engineer will phone and notify the respective TOC, the Field Manager and the Regional Construction Engineer.

10. Unanticipated Construction Delays

a. The Department has a zero tolerance policy concerning late running construction. The Resident Engineer is responsible for ensuring that the Contractor adheres to the allowable lane closure hours provided in the Contract. Under no circumstance should the Contractor be permitted to work beyond the allowable working hours provided without prior approval from Traffic Operations.
b. The Resident Engineer must ensure that the Contractor begins removal of traffic control devices so that the lane or shoulder closing is opened to traffic in accordance with the allowable lane closure hours. Additionally, the Resident Engineer should evaluate the work to determine if the Contractor’s work progress is sufficient so that it will be able to open the lane or shoulder to traffic.

c. There may be times when working beyond the planned allowable closure hours is necessary to deal with exigent circumstances in the interest of public safety (e.g. utility line break, equipment breakdown in the lane, etc...). If a lane or shoulder closure is scheduled and can not be opened by the required time, the Resident Engineer will phone and notify the TOC and provide the following information:

1) The name and phone number of the Resident Engineer (and the name and phone number of the on-site person in charge if the Resident Engineer is not on-site)
2) The allowable lane closure hours
3) The anticipated time the lane will be reopened
4) The reason for the delay
5) If the Contract provides for lane occupancy damages, and if so, what the rate is.

Additionally, the Resident Engineer will phone and notify the Field Manager and the Regional Construction Engineer.

The Resident Engineer should continue to update Traffic Operations, the Field Manager, and the Regional Construction Engineer about the situation until the closure is opened to traffic. Often, the RE will need to provide information updates on an hourly basis.

11. Developer Agreements

a. Generally, Advance Notices for Traffic Impacts are not required for work performed under a Developer Agreement. However, Regional personnel should use their judgment as to when the TIC should be informed of a Traffic Impact for work under a Developer Agreement. When submitting this information, Regional personnel should clearly communicate that the Traffic Impact is associated with a Developer Agreement, and that the information is being sent to keep Senior Management informed.

b. For Major Access projects, the TIC will forward the information to the Director of Communications, and the Assistant Commissioner, Government & Community Relations, the Assistant Commissioner of CPM, the Manager of Major Access, the Director of Construction & Materials, the Director of Traffic Operations, the Regional Construction Engineer, the Field Manager, and the respective Manager of Traffic Operations, and the respective TOC.

c. Progress Notices (Weekly and Daily Lane Closure Requests) are required for all Traffic Impacts associated with a Developer Agreement.
Division of Traffic Operations
Advanced Traffic Impact Notice

TRAFFIC OPERATIONS NORTH
COUNTIES: BERGEN, ESSEX, HUDSON, HUNTERDON, MIDDLESEX, MORRIS, PASSAIC, SOMERSET, SUSSEX, UNION, WARREN
PHONE: (201) 797-3676
FAX: (201) 797-7538
EMAIL: TOC.North@dot.state.nj.us
Michael.Pilsbury@dot.state.nj.us

TRAFFIC OPERATIONS SOUTH
COUNTIES: ATLANTIC, BURLINGTON, CAMDEN, CAPE MAY, CUMBERLAND, GLOUCESTER, MERCER, MONMOUTH, OCEAN, SALEM
PHONE: (856) 486-6650
FAX: (856) 486-6802
EMAIL: TOC.South@dot.state.nj.us
Mark.Phillips@dot.state.nj.us

☐ 28-Day Notice ☐ 14-Day Notice ☐ 7-Day Notice

Date:

Project:

Route/Direction/MP:

Municipality/County:

Nature of work:

Anticipated Traffic Impacts

Description of New Traffic Pattern:

Proposed Start Date of New Traffic Pattern:

Any other comments:

TO – 103

Revised 08/09/2007
**NJ DEPARTMENT OF TRANSPORTATION**  
**DIVISION OF TRAFFIC OPERATIONS**  
**DAILY LANE AND SHOULDER CLOSURE REQUEST**

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<th>TOC SOUTH</th>
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<td>FAX: (201) 797-7538</td>
<td>FAX: (856) 486-6802</td>
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<td><a href="mailto:TOC.North@dot.state.nj.us">TOC.North@dot.state.nj.us</a></td>
<td><a href="mailto:TOC.South@dot.state.nj.us">TOC.South@dot.state.nj.us</a></td>
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**RESIDENT ENGINEER:**

**CREW NUMBER:**

**OFFICE PHONE #:**

**PROJECT NAME:**

**OFFICE FAX #:**

**JOB NUMBER:**

**CELL #:**

**PAGER #:**

**DATE OF REQUEST:**

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<td>DAY OF WORK:</td>
<td>WORK HOURS:</td>
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**TYPE OF WORK**

- ☐ BRIDGE WORK
- ☐ DRAINAGE WORK
- ☐ ELECTRIC WORK
- ☐ OTHER:
- ☐ MAINTENANCE
- ☐ SWEEPING
- ☐ TREE TRIMMING
- ☐ POTHOLE REPAIRS
- ☐ MILLING & PAVING
- ☐ STRIPING

**DIRECTION**

- ☐ NB
- ☐ SB
- ☐ EB
- ☐ WB

**LANES CLOSED**

- ☐ SHOULDER
- ☐ SLOW LANE
- ☐ CENTER LANE
- ☐ SPEED LANE
- ☐ RAMP
- ☐ DETOUR
- ☐ ALTERNATING TRAFFIC
- ☐ STAGING CHANGE
- ☐ SLOW DOWN
- ☐ MOVING OPERATION
- ☐ OTHER (USE COMMENTS BOX)

**TOTAL NUMBER OF LANES:**

**NUMBER OF LANES CLOSED:**

**PORTABLE VMS USE:** YES: ☐ NO: ☐

**IF YES, LOCATION:**

**COMMENTS:**

☐ ABOVE WORK IS BEING CANCELED

☐ LANE CLOSURE HOURS AS PER PLANS:

☐ LANE CLOSURE HOURS AS PER TRAFFIC OPERATIONS APPROVED REVIEW

Disapproved by Traffic Operations _____ Date_______

For more information on planned construction related lane closures, log on to: www.njcommuter.com

TO 101

Revised 09/09/05
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| COMMENTS:                             |                                              |
|                                      |                                              |

FOR MORE INFORMATION ON PLANNED CONSTRUCTION RELATED LANE CLOSURES, LOG ON TO: www.njcommuter.com
During the Constructibility Review, Construction will inform Major Access if it will require a Consultant Resident Engineer and/or a Consultant Inspection Staff. Generally, both Consultant Resident Engineers and Consultant Inspection Staff are utilized for the majority of Major Access Agreements. State Resident Engineers are usually utilized only on agreements with a very significant scope of work.

If a Developer is directed to provide consultants, they are required to use a consultant firm that is prequalified by the Department for construction inspection services. The Regional Consultant Coordinator (RCC) may assist a Developer in the list of consultant firms, but must not give the appearance of favoring any particular consultant firm. If the Developer asks about a firm for which the RCC is not familiar, the RCC should inquire with Professional Services Procurement. Additionally, a firm may become prequalified with the Department through Professional Services Procurement.

Prior to the Preconstruction Conference, the Developer must identify the consultant firm, which will provide construction inspection services, and a resume for the proposed Resident Engineer. The project Field Manager or the RCC will review the resume of the proposed Resident Engineer. If necessary, the RCC or the RCE may interview the proposed Resident Engineer to determine if the individual is acceptable. Under the terms of the Agreement, the Resident Engineer is required to be a full-time Resident Engineer on the construction site and have one of the following requirements:

1. Licensed PE with a minimum of three years experience as a Resident Engineer for construction inspection of road and/or bridge construction projects.
2. Ten years experience with inspection of road and/or bridge construction projects, five years of which shall have been in the capacity as a Resident Engineer.
3. NICET-4 certification with at least three years as a Resident Engineer on road and/or bridge construction projects.

Prior to actual construction, the consultant firm must provide the Field Manager with resumes for all consultant construction personnel. At least one person assigned to the project should have the Traffic Control Coordinator Certification. All consultant construction inspectors are subject to approval by the Field Manager. The Field Manager should require similar road/bridge construction inspection experience and may also require SAT or ACI certifications. The Department does not require a specific number of consultant inspectors for an Agreement Project. Rather, it requires that “a sufficient number of trained engineering and inspection personnel” be provided to adequately and completely perform the requirements of the agreement.

Because much of the Standard Specifications and the Construction Procedures Handbook is not written from an agreement project perspective, the following topics are provided to highlight key responsibilities for a Consultant Resident Engineer. It is not intended to be an exhaustive list, but rather should be used as a starting point for the Field Manager in guiding the consultant.

1. Insurance
The Developer/Contractor must provide a Certificate of Insurance that complies with Subsection 107.23 of the Standard Specifications.
• No work may be permitted within the State’s ROW without valid insurance certificates on file with the Resident Engineer.
• The Insurance Certificate must clearly identify the Agreement Project.
• The Comprehensive and General Liability Insurance must name the State, its officers and employees as additional insured.
• The required minimum amounts of insurance are:
  General Liability   $3,000,000
  Professional Liability   $1,000,000 [For Developer’s Consultant]
  Automobile Liability   $1,000,000
  Workers’ Compensation amount required by law
• The Consultant Resident Engineer shall review the insurance certificate and provide it to the Field Manager. The Field Manager will forward a copy to the Regional Construction Office for its files.

2. DC-34 Key Contact Personnel
The Consultant Resident Engineer must submit a DC-34, Key Contact Personnel, prior to the performance of any work within the State’s ROW. The information on the DC-34 is also entered into the Department’s ACES program (see Reports below).

3. Work Zone and Traffic Safety
Maintaining public safety is to be given the highest priority. Consultant inspectors will suspend Contractor’s operations and take any additional action necessary to safeguard the public from any immediate hazard.

All traffic control devices must be in accordance with NJDOT’s standard details. Traffic control devices must be NCHRP-350 compliant. All construction signs and traffic control devices must be in place prior to performing any work within the State’s ROW. Consultant inspection staff should be thoroughly familiar with Section VIII of the Construction Procedures Handbook.

The consultant inspection staff must perform daily traffic control safety inspections. All traffic control devices must be maintained in good condition, and in conformance with the Traffic Control Plan. The consultant must inform the Developer/Contractor of any work zone or traffic safety deficiencies immediately. Minor deficiencies must be corrected within 24 hours. Immediate hazards require immediate action. If a Developer/Contractor fails to take corrective action, the Resident Engineer shall inform the Field Manager.

Changes to the Traffic Control Plan (TCP) require approval by the Regional Traffic Engineer- Work Zones. For projects in Sussex, Warren, Passaic Bergen, Morris, Essex, Hunterdon, Hunterdon, Somberset, and Middlesex counties the Traffic Engineer can be reached at (732) 409-3260. For projects in Cape May, Atlantic, Cumberland, Salem, Gloucester, Camden, Burlington, Ocean, Monmouth and Mercer counties the Traffic Engineer can be reached at (856) 486-6724. The Resident Engineer should also discuss any changes with the Field Manager.

Prior to performing any work within the State ROW, the Developer/Contractor must submit a Safety and Health Program in accordance with Subsection 107.10 of the Standard Specifications. The Resident Engineer must ensure that the Program is reviewed and accepted by the Regional representative from the Office of Capital Project Safety (ROCPS Rep).

Prior to performing any work at night within the State ROW, the Developer/Contractor must perform a Nighttime Operation Demonstration in accordance with Subsection 617.05 of the
Standard Specifications. The Resident Engineer must contact the RCOPS Rep. who will review the demonstration.

4. Traffic
Prior to closing any shoulders or lanes, the Resident Engineer must fax a Traffic Interference Report (TIR) to Traffic Operations (North or South office depending on location), and to the RCOPS Rep. The TIR must be submitted a minimum of 72 hours before the lane restriction. Consultant inspection staff should be thoroughly familiar with Section VI Subsection O of the Construction Procedures Handbook.

The consultant inspection staff will enforce the allowable working hours. If the Developer/Contractor is unable to reopen a lane restriction by the required time, the consultant staff will call and inform Traffic Operations. These restrictions are not to be taken lightly. Failure to adhere to the allowable working hours may result in suspension of work.

Whenever a significant traffic event occurs (e.g. serious traffic accident, traffic backups, work performed beyond the allowable work hours) occurs, the Resident Engineer should call and inform both the Field Manager and the NJDOT Regional Office.

5. Contractors & Subcontractors
Any work performed within the State's ultimate ROW must be performed by contractors that are prequalified by the Department for the type of work. The Resident Engineer must obtain a list of all contractors/subcontractors and what work each will be performing. The Resident Engineer shall submit the list to the Regional Construction Office for review and approval. The Resident Engineer must monitor the work to ensure that only approved subcontractors perform work.

6. Materials
The Resident Engineer shall compile a list of all materials to be used in construction. The Developer/Contractor is required to submit a Materials Questionnaire (DC-2891) for all materials to be incorporated into the work of the project. The DC-2891 is used to identify the source of materials. Approval of the DC-2891 is approval of the source only. It is not an approval of the material itself. The DC-2891 is reviewed and signed by the Resident Engineer and then forwarded to the NJDOT Bureau of Materials, PO Box 607, Trenton NJ 08625. Please note that for concrete and asphalt suppliers, it is sufficient to indicate the supplier name, plant address, and batch design serial number on the DC-2891.

Electrical items are not approved by the Bureau of Materials. For electrical items, a list of the items and catalog cuts must be sent to NJDOT Bureau of Traffic Signal and Safety Engineering, PO Box 600, Trenton NJ 08625.

Intelligent Transportation System (ITS) items are also not approved by the Bureau of Materials. For ITS items, a list of items and catalog cuts must be sent to NJDOT Intelligent Transportation System Unit, PO Box 600, Trenton NJ 08625.

When approved, the DC-2891 will indicate the method of material acceptance (e.g. Field Testing, Certification, or Random Plant Inspection).

Generally, there are three types of materials that require field sampling and testing: Concrete; Hot Mix Asphalt; and Soil Aggregates (e.g. Subbase, DGABC, Zone 3 Embankment).
Plant inspection for concrete and bituminous materials is performed by NJDOT Regional Materials. On site testing of materials (concrete and soils) are usually performed by NJDOT Regional Materials. Prior to any work on the project, the Resident Engineer should contact the NJDOT Materials team leader to receive NJDOT forms and tags for concrete testing. By 2:00 PM of the day preceding delivery of hot mix asphalt, concrete or soil aggregate material, the Resident Engineer must fax a notice to Regional Materials. NJDOT Regional Materials may inform the Resident Engineer that Plant Inspection and/or Field Inspection by NJDOT Regional Material is waived. Such a waiver is only for the single request and should not be taken as a general waiver. Concrete or hot mix asphalt should not be permitted to be used without plant inspection by Regional Materials (unless specifically waived by Regional Materials). Materials tickets should be checked for the plant inspector's signature.

If NJDOT Regional Materials indicates that it will not be able to perform field-testing for concrete, the consultant inspection staff shall be required to perform slump and air void testing. Additionally, consultant inspectors may be required to prepare concrete cylinders for strength testing. These cylinders will require NJDOT tags. Guidance for Concrete Site Testing is provided in Construction Procedures Handbook Section VI Subsection F-12.

Soil Aggregates will require sampling and analysis by NJDOT Regional Materials prior to use. The Resident Engineer must obtain from the Developer/Contractor independent testing results for gradation and optimum moisture. These must be submitted with the DC-2891 for any soil aggregates. After delivery and prior to placement the NJDOT Materials team leader obtain a sample for testing that will be compared to the Developer's test results. After placement, Subbase and DGABC will require compaction density testing. The Resident Engineer must contact the materials team leader to coordinate density testing. The Resident Engineer must ensure that Subbase and DGABC have passed density testing prior to the application of a succeeding layer.

Prior to HMA paving, the Resident Engineer must hold a pre-paving meeting. The Field Manager will assist the Resident Engineer as to who should attend this meeting.

Core samples may be required. The Resident Engineer must contact the Bureau of Materials to determine if core samples will be required. If required, core samples of HMA must be taken no sooner than 12 hours after paving and no later than 48 hours for the first lot and no later than six working days for subsequent lots. Cores are taken by the Contractor in accordance with Subsections 214.220, locations determined by the Bureau of Materials. Guidance for requesting core sample locations, coring, handling and delivery of cores is provided in Construction Procedure Handbook Section VI Subsection F-14.

The Standard Specifications provides for payment adjustments in lieu of removal and replacement for some material deficiencies. Some Agreements may have provisions by which a Developer may provide payment in lieu of removal and replacement. If the Agreement does not have a provision, the Resident Engineer should discuss non-conforming material reports with the Field Manager.

Certain types of materials will be inspected at the supplier’s yard (e.g. pre-cast inlets, RCC pipe, reinforcement steel). These materials must have a NJDOT inspection stamp.
It is important that the Consultant checks the materials being used on the project and ensures that only approved materials are used. The Consultant should receive all material delivery tickets and certifications (as required).

7. Work Drawings and Changes in Design
All work drawings shall be submitted in accordance with Subsection 105.04. All work must be performed according to approved plans and drawings. The procedure for submitting and approving drawings should be reviewed with the Developer/Contractor at the start of the project. In all instances the Field Manager shall be informed of any design changes. Any required or requested design changes must be approved by the Case Manager from NJDOT Major Access.

The Field Manager will be informed of any design changes, and all changes will be thoroughly documented for the as-built drawings.

8. Environmental
Prior to the performance of any work, erosion control and sediment control items must be in place. Consultant inspection staff must make regular inspections for environmental compliance. Strict attention should be paid to silt fence maintenance, erosion repairs, and brushing dirt or dust off the roadways. If there are regulated or hazardous waste issues on the project, the Resident Engineer should discuss them with the Field Manager. Guidance for hazardous waste or spills can be found in Section VI Subsection C of the Construction Procedure Handbook.

9. Electrical Work
All electrical work is subject to inspection by NJDOT electrical inspectors. The Resident Engineer shall notify the Regional Electrical Engineer or his designated inspector prior to the start of any electrical work that will become part of the Department's system. Prior to starting any electrical work, an inspection of existing facilities shall be performed. This includes disruption of any loop detectors. Many Agreement Projects involve traffic signals. Whenever a Developer/Contractor enters a signal controller cabinet or performs any work on an existing traffic signal, the Developer/Contractor assumes the responsibility for maintenance of the system until acceptance of the signal. This requires maintenance inspections by the electrical contractor every two months. It also includes emergency call requirements. Guidance regarding Traffic Signals is provided in Section VI Subsection H of the Construction Procedures Handbook. Activation of a new traffic signal system may only be performed after obtaining written authorization. A separate agreement to cover operation and maintenance must be in place, prior to energizing any proposed electrical facilities.

10. Reports
The Consultant inspection staff must complete daily inspection reports on Department forms DC-29. These reports shall detail the work performed and the construction methods used. The reports shall document how the work conforms to the plans and specifications. The Consultant will be required to have a computer run the States ACES computer program as modified for Agreement Projects. The information from the daily reports must be entered into ACES, and biweekly DC-156 reports must be submitted every two weeks.

The Resident Engineer must maintain a project diary noting activities performed on the project every day. Guidance for diary entries and record keeping may be found in Section III Subsection B of the Construction Procedure Handbook.
11. Maintenance
The Developer/Contractor is responsible for performing maintenance of the roadway within the limits of the project in accordance with Subsection 105.19 of the Standard Specifications. This includes removal of debris, general sweeping, and patching potholes.

12. Acceptance and Closeout
The Developer/Contractor must submit a set of As-built Plans on clear Mylar. The Key Sheet shall include a certification signed by a Professional Engineer stating that the project was constructed in substantial conformance with the plans and specifications. The Resident Engineer shall review the as-built plans and ensure that they accurately reflect any changes. CADD files or Mylar drawings may be required on some projects. These are sent to the Office of Regional Design Survey in the Regional Headquarters.

When the Developer/Contractor has completed the work, an acceptance inspection will need to be scheduled. The Resident Engineer will review the project with the Field Manager to determine if the project is ready for an Acceptance Inspection. If Field Manager concurs, the Resident Engineer will contact arrange an Acceptance Inspection in accordance with Section VII Subsection A of the Construction Procedures Handbook.

Upon completion of any corrective actions, the Resident Engineer will send a notice to the RCE that the project is ready for a Final Acceptance Inspection. The RCE will schedule the Final Acceptance Inspection and initiate the Certificate of Completion, DC-20. If the initial Acceptance Inspection did not require any corrective action, the Resident Engineer will notify the RCE that the initial Acceptance Inspection is to be considered the Final Acceptance Inspection, and request the DC-20. The Resident Engineer will review the need for additional closeout requirements with the Field Manager (e.g., Memorandum for Raised Pavement Markers, As-built Database Input form DC-77) Additional guidance for closeout of agreement projects can be found in Section VII Subsection J of the Construction Procedures Handbook.

The Field Manager shall be responsible for ensuring that project records are collected and transferred to the Regional Office for Record Storage.
The Department maintains an inventory that records the vertical under-clearance of all structures (bridges and overhead signs). It is important to ensure that the minimum under-clearances are obtained to keep vehicles from hitting our structures, but it is also important to ensure that the Department has an accurate record of vertical under-clearances, because this information is used to direct over-sized vehicles along the highway system. Similarly, information about lane width restrictions for single-lane-each-direction highways is also used to direct over-sized vehicles.

For this purpose, the following procedure is provided:

I. Vertical Under-clearance
   A. Pre-Construction Review
      1) The RE will review the project plans to determine if the project will reduce the vertical under-clearance (VUC) of a roadway by more than 6" for structures having an existing VUC of more than 15'-0", or more than 3" for structures having an existing VUC of less than 15'-0". The RE should be able to obtain this information from simply reviewing the plans; it is not intended that the RE verify existing clearances. The RE should consider the following:
         i. Are new structures (bridges or overhead signs) being constructed that will result in a VUC where none existed previously?
         ii. Are changes planned to existing structures that will change the VUC? (e.g. changes in the height of a structure or the installation of a new sign)
         iii. Are there changes to the road grade that will affect the VUC of a structure overhead?
         iv. Are there changes in VUC due to temporary structures?
         v. Are there changes in staging or shifting of traffic lanes that change the VUC?
         vi. Do any of the structures have VUC's that are less than the posted clearance or less than 14'-6"?

      NOTE: N.J.S.A. 27:5G-1 through 4, requires that every road having a VUC of less than 14'-6" have a minimum clearance marked or posted on the structure. If changes result in a VUC of less than 14'-6" to a lane opened to traffic, the RE should ensure that appropriate signs are posted. In addition, if there are any changes to the VUC for a structure with existing reduced minimum clearance signs, the RE should ensure that the signs are appropriately changed.

   B. Changes during Construction
      1) If construction will reduce an existing VUC by more than 6" for structures having an existing VUC of more than 15'-0", or more than 3" for structures having an existing VUC of less than 15'-0", the RE will notify the TIC (Traffic Interference Coordinator) via e-mail prior to performing the work. If the work is specific to a certain stage, the RE will notify the TIC of the planned change to the VUC with
the Advanced Notice for Traffic Interference for that stage. If the change is not specific to a particular stage, the RE will notify the TIC of the planned change to VUC with the Advanced Notice for Traffic Interference at the start of the project.

If new structures (temporary or permanent) are constructed, prior to opening the roadway to traffic, the RE will notify the TIC (Traffic Interference Coordinator) via e-mail that the new VUC’s are established. If the structure is being constructed over roadways open to traffic, the RE will notify the TIC of the planned VUC prior to performing the work.

3. If a change in the road grade reduces an existing VUC by more than 6” (or more than 3” for structures having a existing VUC of less than 15’-0”), the RE will inform the TIC of the planned VUC. If the work is specific to a certain stage, the RE will notify the TIC of the planned change to the VUC with the Advanced Notice for Traffic Interference for that stage. If the change is not specific to a particular stage, the RE will notify the TIC of the planned change to the VUC with the Advanced Notice for Traffic Interference at the start of the project.

4. When notifying the TIC of a change in VUC, provide the following information:
   i. Project Name
   ii. Structure(s) description
   iii. Structure(s) number
   iv. Roadway with changed VUC
   v. Direction of Roadway (e.g. NB, SB, NB & SB…)

NOTE: Construction operations may affect the VUC of a structure several times during a project. Notices of changes in VUC during construction are not required every time a beam is placed, or a section of roadway is milled or paved. Rather, a single notice is requested for the project, unless the change is stage specific.

C. Measuring VUC

1. The RE should obtain VUC measurements during stage construction to avoid having additional lane closures for this sole purpose.

2. Measurements of VUC are to be made to the nearest 1/10 of a LF, and taken at each lane line, shoulder line, and curb line/edge of pavement line beneath the structure. For Bridge structures, measurements must be taken beneath each fascia beam.

D. As-built of VUC - Vertical Under-clearance Report

1. For all projects that have structures having a change in the VUC (even when less than 6”), after the completion of the project, the RE will submit a Vertical Under-clearance Report, Form DC-31 to Structural Evaluation via e-mail to Structural.Evaluation@dot.state.nj.us.

2. Thus, the report is required, whenever paving under a structure or placing new
beams or overhead signs.

3) The RE will provide a sketch detailing the road configuration, lane numbering and locations of measurement with the Vertical Under-clearance Report.

II. Lane Width Restrictions

Changes during Construction

1) If construction will reduce the number of available lanes to one lane in any direction, or if it will reduce the lane width of an existing one lane each direction high light, the RE will notify the TIC via e-mail prior to performing the work. If the work is specific to a certain stage, the RE will notify the TIC of the planned lane width restriction with the Advanced Notice for Traffic Interference for that stage. If the change is not specific to a particular stage, the RE will notify the TIC of the planned change to VUC with the Advanced Notice for Traffic Interference at the start of the project.

2) When notifying the TIC of a change to lane width restriction, provide the following information:
   i. Project Name
   ii. Roadway/Direction of Roadway (e.g. NB, SB, NB & SB …)
   iii. Mile post limits of lane width restriction
   iv. Lane Width include lane width and shoulder width

3) When a lane width restriction is removed, notify the TIC of the change.

NOTE: Notices of lane width restrictions are not required for every temporary lane closure. Rather, a single notice is requested for the project unless the change is stage specific.
With this report, provide a sketch showing the road configuration, lane numbering, and location of measurements for each structure.

<table>
<thead>
<tr>
<th>Structure No.</th>
<th>Roadway under Description</th>
<th>Vertical Under Clearance (in feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>Ramp A over Rt. 80</td>
<td>19.8</td>
</tr>
<tr>
<td>1234567</td>
<td>Ramp A over Rt. 80</td>
<td>19.8</td>
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<td>1234567</td>
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</tbody>
</table>

Resident Engineer: 6/12/2010
Prepared By: 6/12/2010

Purpose:
Vertical Underclearance Asbuilt Report
New Jersey Department of Transportation

DC-31 (6/2010)
With this report, provide a sketch showing the road configuration/lane numbering and location of measurements for each structure.
SECTION VII - CONSTRUCTION COMPLETION

PROJECT COMPLETION AND CLOSEOUT FLOWCHART

SUBSECTION - A PROJECT COMPLETION AND ACCEPTANCE

SUBSECTION - B FINAL STATUS FORMS FOR PROJECT COMPLETION AND CLOSEOUT

SUBSECTION - C CLOSEOUT MEETING

SUBSECTION - D MATERIALS CERTIFICATION, CREDIT FOR FAILING SAMPLES AND FORM LB-95A

SUBSECTION - E STATISTICAL CONCRETE SPECIFICATION

SUBSECTION - F PROCEDURE FOR BITUMINOUS PAVEMENT THICKNESS AND AIR VOID LOTS

SUBSECTION - G PROCEDURE FOR DETERMINING COMPLIANCE OF BITUMINOUS MIXTURES AND PAVEMENTS TO SPECIFIED QUALITY REQUIREMENTS

SUBSECTION - G-1 AS-BUILT PAVEMENT DATABASE IMPLEMENTATION

SUBSECTION - H CONSTRUCTION AS-BUILT PROCEDURE

SUBSECTION - I STORAGE OF MATERIALS FROM COMPLETED OR TERMINATED CONSTRUCTION PROJECT FOR USE ON FUTURE CONSTRUCTION PROJECTS

SUBSECTION - J PROCEDURES FOR CLOSEOUT OF CONSTRUCTION WORK PERFORMED UNDER DEVELOPER AGREEMENTS

SUBSECTION - K FHWA REQUIRED DOCUMENTS FOR ALTERNATE PROCEDURES AND FULL OVERSIGHT PROJECTS

SUBSECTION - L RETENTION AND STORAGE OF CONSTRUCTION RECORDS
1. Substantial Completion

   a. The term "Substantial Completion" means the point at which, the performance of all Work on the Project has been completed except for landscaping items (including the planting of trees, shrubs, vines, ground covers, and seedlings), final cleanup, and repair of unacceptable Work, and provided the Engineer has solely determined that:

      1) the Project is safe and convenient for use by the public and
      2) failure to complete the Work and repairs except as noted above does not result in the deterioration of other completed Work and provided further, that the value of landscaping work remaining to be performed, repairs, and cleanup is less than two percent of the Total Adjusted Contract Price.

   b. Contractor's Notice

      When the Contractor has notified the Resident Engineer in writing that the project is substantially complete in accordance with Subsection 105.22 of the Contract Specifications, the following procedures will be followed:

      NOTE: If Substantial Completion is an interim completion requirement of Subsection 106.1.0 of the Contract Specifications, also refer to paragraph 2, Interim Completion of this subsection.

      1) Upon receipt of the Contractor's written notice that the project is substantially complete (a notice of final completion may be accepted as a notice of substantial completion), the Resident Engineer and the Field Manager will review and inspect the project. On Federal full oversight projects, the FHWA Area Engineer shall be notified by the Resident Engineer of this review and inspection.

      2) If the Resident Engineer determines that the project is not substantially complete, he/she will notify the Contractor within five (5) working days. (Refer to Attachment "A".) The Resident Engineer's letter will note what work remains to be completed in order for the project to be considered substantially complete. The Contractor is required to re-notify the Resident Engineer in writing upon completion of the work.

      3) If the Resident Engineer with the concurrence of the Field Manager and the Project Manager determines that the project is substantially complete, the Resident Engineer will prepare a Substantial Completion Memorandum recommending that the project be found substantially complete (Refer to Attachment "B"). The memorandum will fix the date of Substantial
Completion as the date of the Contractor’s last acceptable notice of substantial completion.

c. Approval for Substantial Completion

1) The Resident Engineer will submit the Substantial Completion Memorandum to the Regional Construction Engineer for approval. If the Regional Construction Engineer concurs, he/she shall sign the memorandum, and return it to the Resident Engineer. The Resident engineer will send the Project Manager a copy of the approved Substantial Completion Memorandum.

2) Following approval of the Substantial completion Memorandum, the Resident engineer will process the next monthly progress estimate as a substantial completion estimate. The Resident Engineer will notify the Regional Construction Engineer when the substantial completion estimate has been processed, and the Regional Construction Engineer will electronically approve the substantial completion estimate.

3) Declaring a project substantially complete triggers the start of many closeout functions to be performed by the Resident Engineer. These functions are shown on the Section VII flowchart and include:

   a) Setting up and conducting the Corrective Action Inspection for the various interested parties, Maintenance jurisdictions, etc. in accordance with Paragraph 4.B.4) of this Subsection.
   b) Finalizing the as-built quantities (See CPH Subsection VII-H).
   c) Sending a list of missing documents to the Contractor. (e.g., payrolls, certifications, forms, etc.) (See CPH Subsection VII-C.2.c).
   d) Conducting a closeout meeting with the Contractor to discuss unresolved issues. (See CPH Subsection VII-D).
   e) Sending Final Invoice Request Notification to utility companies. (See CPH Section IV.K)

2. Interim Completion:

a. Failure to meet an interim completion date or substantial completion date.

   The Resident Engineer will notify the Contractor in writing, informing them that they are behind schedule and that the appropriate liquidated damages will be assessed. (Refer to Attachment "C")

NOTE: If an extension of time, that would affect the interim completion date, is under consideration, the matter should be discussed with the Field Manager and Project Manager. Whereupon the Project Manager will evaluate the relative merits of the extension of time being considered and determine if the delay notice should be sent to the Contractor. Generally, a delay notice should not be
sent if damages for constructive acceleration could be incurred.

b. Contractor's Notice

1) When the Contractor completes a portion of the project that has an interim completion date, he/she is required to notify the Resident Engineer in writing. Upon receipt of the Contractor's notice of interim completion, the Resident Engineer will review and inspect that portion of the project.

2) If the Resident Engineer determines that the portion of the project is not complete, he/she will notify the Contractor in writing within five (5) working days. The Resident Engineer's letter will state what work remains to be completed in order for the portion of the project to be considered complete. (Refer to Attachment "D") The Contractor is required to renotify the Resident Engineer upon completion of the work.

3) If the Resident Engineer, with the concurrence of the Field Manager, determines that the portion of the project appears complete, he/she will notify the Contractor of the actual interim completion date. (Refer to Attachment "D") The date of the Contractor's last required notice of interim completion shall be the actual interim completion date.

3. Partial Acceptance
   a. Contractor's Request

1) Upon receipt of the Contractor's written request for partial acceptance, the Resident Engineer will review and inspect the area(s) to be considered. The Contractor's written request shall clearly define the limits of the area to be considered. In order for an area to be accepted under the provisions of partial acceptance, the following criteria should be met:

a) All work within the area under consideration must be complete.
   b) The area must be opened for the safe, convenient use by the public.
   c) The area must not be required by the Contractor for the completion of the remaining areas of the project.

2) If the Resident Engineer determines that the area(s) should not be considered for partial acceptance he/she will notify the Contractor of the decision.

3) If the Resident Engineer, with the concurrence of the Field Manager and Project Manager, determines that the area is suitable for partial acceptance, he/she shall set a date for a Partial Acceptance Inspection. (Refer to Attachment "F") The date of the Partial Acceptance Inspection shall be set to allow interested parties a minimum of ten (10) working days from the receipt of the notification to review and inspect the area(s) under consideration. The
interested parties (Refer to Paragraph 4.b.4 in this subsection for a list) will be notified.

4) Interested Parties will inspect the area under consideration for partial acceptance, and provide the Resident Engineer with a corrective action list on or before the date of the Partial Acceptance Inspection. Copies are not to be sent to the Contractor.

**NOTE:** On full oversight projects the FHWA shall be invited to the partial acceptance inspection; however, it does not relieve the NJDOT from correcting any deficiencies that may be noted by the FHWA in their final inspection of the entire project.

b. Evaluation of corrective action for design deficiencies.

Refer forward to Paragraph 4 of this subsection and follow steps 1) to 4) prior to the following step:

5) The Resident Engineer will within thirty days from the date of the Contractor’s notice of partial acceptance, notify the Contractor that the area is not complete and inform them of the required corrective action. (Refer to Attachment “H”). With the concurrence of the Project Manager, a Construction Order will be issued for any extra work or any additional work necessary to address any design deficiencies, which are required to be addressed under the contract. The Contractor must initiate another request for completion of the work for partial acceptance to be considered. If any additional extra work is required, the Resident Engineer will notify all interested parties in writing. (Refer to Attachment “H”) All interested parties will have the ability to review this additional or extra work in subsequent Acceptance Inspections.

c. Objections to partial acceptance.

If any of the interested parties other than FHWA, objects to the partial acceptance under consideration, the Contractor’s request for partial acceptance and the objection will be referred to the Regional Construction Engineer prior to any decision. The Regional Construction Engineer will advise the Resident Engineer whether the request is to be denied or to over rule the objection and to proceed with the partial acceptance. If the decision is to deny the Contractor’s partial acceptance request, the Resident Engineer will notify the Contractor in writing that the request has been denied. If the decision is to over rule the objection, the Resident Engineer will proceed with step d. “Approval of partial acceptance”. In the memorandum of partial acceptance, the Resident Engineer will note the objection and the Regional Construction Engineer’s decision to proceed with the partial acceptance. A copy of this memorandum will be sent to the party who initially objected the partial acceptance.
d. Approval of partial acceptance

1) If there is no corrective action required and there are no objections to partial acceptance, the Resident Engineer shall prepare and sign a Memorandum of Partial Completion. Signatures recommending partial acceptance will be secured as required. (Refer to Attachment "I") The Resident Engineer will forward the Memorandum to the Regional Construction Engineer.

2) If the Regional Construction Engineer concurs, he/she shall sign the Memorandum recommending partial acceptance and secure the signature of Executive Director of Regional Operations recommending partial acceptance except for Local Aid projects. The Regional Construction Engineer will forward the memorandum to the Project Manager for approval. The Project Manager will notify the Resident Engineer who will notify the Contractor of the partial acceptance in writing. (Refer to Attachment "J")

3) If any additional work is required for an area of the project, which has already received partial acceptance, the Resident Engineer will notify all of the Interested Parties. (Refer to Attachment "I")

4. Completion and Final Acceptance

a. Failure to meet the contract completion or substantial completion date.

1) If the Contractor fails to meet the requirements for the contract substantial completion or completion date the Resident Engineer will notify the Contractor in writing that the Contractor is behind schedule and that the appropriate liquidated damages will be assessed. (Refer to Attachment "K")

NOTE: If an extension of time that would affect the contract substantial completion and/or completion date is under consideration, the matter should be discussed with the Field Manager and the Project Manager. Whereupon the Field Manager will evaluate the relative merits of the extension of time being considered and determine if a delay notice should be sent to the Contractor. Generally a delay notice should not be sent if damages for constructive acceleration could be incurred.

b. Contractor's Notice

When the Contractor is complete with all physical work on the project, he/she is required to notify the Resident Engineer in writing. [The letter should specify the name of the project and state that all work under the contract has been completed. It can be the same letter sent in compliance with Subsection 105.22.] Upon receipt of the Contractor's notice of completion, the following procedures will be followed:

1) The Resident Engineer will review and inspect the project to evaluate the
notice of completion. In order for the contract to be considered finally complete and ready for final acceptance, all work must be completed. This includes:

a) Landscaping work (except the requirements for replacement planting in accordance with Subsection 813.05 of the Contract Specifications)
b) Final cleanup
c) Repairs of any unacceptable work
d) Submission of all documents required

These 4 items are not required to be complete for substantial completion.

NOTE 1: The Resident Engineer must review all materials testing results prior to Final Completion and Final Acceptance. The specifications concerning material acceptance has provisions, which may require removal or replacement of material or allow for removal and replacement of material in lieu of the application of penalties and deductions.

NOTE 2: If applicable, the Resident Engineer shall obtain a Memorandum of Acceptance for Turf and/or Plantings from the Bureau of Landscape and Urban Design. If a growing season is needed to develop a stand of grass, the Resident Engineer will proceed with the directions for Completion and Final Acceptance except that a retainage amount equal to the value of the stand of grass will not be released until the turf is accepted. The Department Action Form AD-120 for Final Acceptance and Final Payment will note that retainage will be held pending turf acceptance. Full retainage will be released upon notification from the Project Manager to the Director, Bureau of Accounting and Auditing after the turf has been accepted.

2) If the Resident Engineer determines that the project is not complete, he/she will notify the Contractor in writing within five (5) working days. The Resident Engineer's letter will note what work remains to be completed in order for the project to be considered complete. (Refer to Attachment "A") The Contractor is required to renotify the Resident Engineer upon completion of the work.

3) The Regional Construction Engineer may waive the assessment of liquidated damages for delays in the submission of documents, which could not have been completed by the contract completion date. (e.g., telephone line clearance reports, waste disposal manifests ... etc.)

4) If the Resident Engineer with the concurrence of the Field Manager and the Project Manager determines that the project appears complete, he/she shall set a date for Corrective Action inspection. (Refer to Attachment "L") The date of the Corrective Action Inspection shall be set to allow interested parties a minimum of ten (10) working days from the receipt of the notification to review and inspect the area(s) under consideration. The following parties will be notified:
a) Project Manager  
b) Field Manager  
c) Regional Construction Engineer  
d) Executive Director of Regional Operations  
e) Regional Maintenance Engineer (for any Region with jurisdiction)*  
f) Regional Electrical Engineer  
g) Manager, Traffic Engineering and Investigation  
h) Manager, Bureau of Maintenance Engineering (for Bridge Painting contracts only)*  
i) Manager, Traffic Signal and Safety Systems  
j) Manager, Bureau of Landscape and Urban Design  
k) FHWA *(not required for Exempt Projects)  
l) Supervisor of Sign Shop, Bureau of Maintenance Support (Projects with CO signs)*  
m) Third Party Participating Agencies (e.g. NTPK, NJHA, Port Authority)*  
n) Any County or Municipal Engineer with acceptance jurisdiction*  
o) Any other organization involved in the project  
p) Regional Traffic Operations  
q) Regional Electrical Maintenance Supervisor  
r) Manager, Bureau of Structural Design  
s) Manager, Drawbridge Operations  
* - Applicable - to be determined by the Resident Engineer and Project Manager.

5) The Resident Engineer will confirm the date and time of the corrective action inspection with the FHWA Area Engineer on all Full Oversight and Alternate Procedures projects. Furthermore, the Resident Engineer will notify the Project Manager that Form FHWA 1446-C must be submitted for Alternate Procedures projects only.

6) The Project Manager will complete, sign, and submit the Form FHWA 1446-C to the FHWA. The form will include a statement noting the date, time and location of the Corrective Action/Acceptance Inspection. (Refer to Attachment "A").

7) Interested Parties will inspect the area under consideration for acceptance, and provide the Resident Engineer with a corrective action list on or before the Corrective Action Inspection date. No copies are to be sent to the Contractor.

c. Evaluation of corrective action for design deficiencies.

1) The Resident Engineer will prepare a Memorandum of Record, compiling all identified deficiencies noted by any of the interested parties. If the Resident Engineer identifies a particular deficiency as a design deficiency, he/she will contact the initiator of the item in question and the Project Manager to seek
mutual agreement as to classifying the item as either a design deficiency or as a construction deficiency.

2) The Resident Engineer will prepare a memorandum to the Project Manager, listing all design deficiencies and any disputed deficiencies.

3) The Project Manager will review the list and attempt to resolve disputed items with the initiating agency. The Project Manager will decide if any design deficiencies should be corrected under the contract. For Capital Program projects, the Project Manager will also notify the Program Manager of any remaining disputed deficiencies or design deficiencies. For projects initiated by Operations, the Project Manager will also notify the Director of Operations Support of any remaining disputed deficiencies or design deficiencies. The Project Manager shall communicate the recommended disposition of any deficiency directly with the Executive Director, Regional Operations and gain his written concurrence for the disposition. The Project Manager will confirm the agreement in a written document to the Executive Director, Regional Operations prior to taking formal action.

4) For Capital Program projects, the Program Manager shall decide the disposition of any remaining disputed deficiencies and/or decide if any other design deficiency shall be corrected under the contract. For projects initiated by Operations, the Director of Operations Support shall decide the disposition of any remaining disputed deficiencies and/or decide if any other design deficiency shall be corrected under the contract. The Project Manager will inform the Resident Engineer of these findings and the appropriate Design Engineer the uncorrected deficiencies.

5) The Resident Engineer will within thirty calendar days from the date of the Contractor's notice of completion, notify the Contractor that the area is not complete and inform him of the required corrective action. The corrective action list sent to the Contractor should be completed within 20 calendar days, unless there are extenuating circumstances so as not to delay the closer to the project. The Resident Engineer should include an anticipated reasonable completion date on all corrective action lists sent to the Contractor. (Refer to Attachment "N") With the concurrence of the Project Manager, a Construction Order will be issued for any extra work or any additional work necessary to address any design deficiencies, which are required to be addressed under the contract with a time extension to complete the work. The Contractor is required to re-notify the Resident Engineer in writing upon completion of the work. If any additional or extra work is required, the Resident Engineer will notify all interested parties in writing. (Refer to Attachment "O") All interested parties will have the ability to review this additional or extra work in the subsequent Final Acceptance Inspection.
d. Approval of Final Completion and Acceptance

1) If there is no additional work, extra work, or corrective action required, the Corrective Action Inspection is deemed to be the Final Acceptance Inspection. The Resident Engineer will prepare a memorandum of record noting that a corrective action inspection was held and no corrective work was required. A copy of this memorandum will be sent to the Regional Construction Engineer, Field Manager and Project Manager.

2) If there was corrective work the Resident Engineer, upon re-notification from the contractor that all work is complete, will inform the Regional Construction Engineer to set up the Final Acceptance Inspection by following the same steps as outlined under Contractor's Notice in paragraph b.4) above.

3) After the Final Acceptance Inspection has been held and all submissions have been received, the project is ready for Final Acceptance.

4) On all Federal Aid projects with full oversight, if the FHWA Area Engineer noted any corrective action on their Final Report the Resident Engineer will write a letter to the FHWA certifying that any identified deficiencies were corrected (Refer to Attachment “F”).

5) For all Federal Aid projects with Exempt Project status the Resident Engineer will write a memorandum to the FHWA notifying them that a Final Acceptance Inspection has been held.

6) The Resident Engineer will obtain a Letter of Acceptance for projects with areas which are under the jurisdiction of an outside agency. The Resident Engineer will contact the representative of the agency and request an Acceptance Letter. In the event that the Resident Engineer can not obtain a Letter of Acceptance the following procedure will be followed:

a) If no deficiencies have been noted but the agency is unresponsive to the Resident Engineer's verbal request for a Letter of Acceptance, the Resident Engineer, with the concurrence of the Field Manager will write a letter to the agency within ten working days following the Corrective Action Inspection. The letter will note that the agency did not request any corrective action and request a Letter of Acceptance. (Refer to Attachment “G”)

b) If the agency again fails to respond, the Resident Engineer, with concurrence of the Field Manager, will write a memorandum to the Project Manager requesting acceptance without having received written acceptance by the outside agency. The memorandum will note that there were no unresolved deficiencies, but that the agency was non-responsive.
c) If the agency refuses to write a Letter of Acceptance because a Design deficiency was not addressed under the contract (as per the decision of the Program Manager), the Resident Engineer will write a memorandum to the Project Manager. The memorandum will request acceptance without having received acceptance by the outside agency. The memorandum will note the reason for the agency's refusal to write a Letter of Acceptance. (Refer to Attachment "R")

f. Status Memorandum and Certificate of Completion

1) At the request of the Resident Engineer, the Regional Construction office staff will prepare the Certificate of Completion, Form DC-20. (Refer to Attachment "S") The Resident Engineer will sign the Form DC-20 (5 copies) certifying final completion and recommending final acceptance. The Form DC-20 will then be submitted to the Regional Construction office for the Regional Construction Engineer's signature.

2) The Regional Construction office will record the following signatures on the five (5) Form DC-20's as required:
   - Field Manager
   - Regional Construction Engineer
   - Executive Director for Regional Operations (for projects with State Maintenance jurisdiction)

3) The Regional Construction office will prepare a Status Memorandum to the Project Manager (with all relevant dates, anticipated damage information and information related to outstanding claims) with copies to: Manager, Bureau of Materials, Director, Bureau of Accounting and Auditing (3) and the Regional Construction Engineer (Refer to Attachment "T"). A Department Action Slip, Form AD-12 for Final Completion and Acceptance (Refer to Attachment "U"), will also be prepared by the Regional Construction office.

4) The Regional Construction Engineer will forward the signed DC-20's, Status Memorandum to the Project Manager.

5) The Project Manager will review the documents, and if found acceptable will sign the DC-20, and prepare and sign a Department Action, form AD-12, for Final Acceptance and Final Payment. For Capital Program projects, the Project Manager will forward the signed DC-20's, AD-12 and Status Memorandum to the Program Manager. For projects initiated by Operations, the Project Manager will forward the DC-20 to AD-12 and Status Memorandum to the Manager of Maintenance Engineering Support.

**NOTE:** If the Contractor has submitted a Form DC-161 "Contractual Notice Form" in accordance with Specifications Subsection 107.02, and it remains unresolved, the Project Manager will proceed with the Final Completion and Acceptance process, except that the Department Action Slip and Status
Memorandum will note that a dispute is pending. If the resolution of the dispute results in a settlement for additional compensation or a decrease in the amount of damages assessed, a Department Action for a Second Final Payment will be prepared and processed. (Refer to Attachment "X").

g. Execution of the Form DC-20 and Form AD-12

1) The Program Manager or Manager of Maintenance and Engineering will review the documents and, if found acceptable, will sign the DC-20, AD-12, and forward the documents to the Manager of Agreement Accounting.

2) Upon receipt of the documents, the Manager of Agreement Accounting will certify the funds by signing the AD-12 and return the documents to the Project Manager.

3) For Capital Program projects, the Project Manager will forward the DC-20, AD-12 and Status Memorandum (originals and copies) to the Director of Project Management. For projects initiated by Operations, the Project Manager will forward the documents to the Director of Operations Support.

4) For Capital Program projects, the Project Manager will secure the Program Manager’s concurrence signature on the DC-20, and AD-12, and then forward the forms along with the Status Memorandum (originals and copies) to the Manager of Agreement Accounting. For projects initiated by Operations, the Project Manager will secure the Manager of Maintenance Engineering’s concurrence signature on the DC-20 and AD-12, and then forward the forms along with the Status Memorandum (originals and copies) to the Manager of Agreement Accounting.

5) The Manager of Agreement Accounting will certify the funds for the project by signing the Department Action, Form AD-12, and return the documents to the Project Manager.

6) For Capital Program projects, the Project Manager will forward the DC-20, Department Action form AD-12, and the Status Memorandum (originals and copies) to the Director of Project Management. For projects initiated by Operations, the documents will be forwarded to the Director of Operations Support. A transmittal memorandum to the Director will be addressed to: Manager, Bureau of Traffic Signals and Safety Engineering; Manager, Bureau of Landscape and Urban Design; Manager, Bureau of Maintenance Engineering (Bridge Painting Contracts only), Director of Traffic Operations (ITS projects only). (Refer to Attachment "V").

7) The Director of Project Management or Operations Support will review the documents, and if found acceptable, will sign the Certificate of
Completion, Form DC-20, and the Department Action Slip, Form AD-12 for Final Completion and Acceptance. For Capital Program projects, the Director will forward the documents to Assistant Commissioner of Capital Program Management. For projects initiated by Operations, the Director will forward the documents to the Assistant Commissioner for Operations.

8) The Assistant Commissioner will review the documents and if acceptable, sign the DC-20 and the AD-12 and forward the documents to the State Transportation Engineer.

9) The State Transportation Engineer will sign the DC-20 and the AD-12 and forward the documents to the Department Secretary.

10) The Department Secretary will prepare a Letter of Acceptance and forward the letter to the Contractor and the bonding company. The Department Secretary will forward original copy of the DC-20, and a copy of the AD-12 to the Project Manager.

11) The Project Manager will distribute an original signature copy of the Form DC-20 to the Contractor (Refer to Attachment "A"). If applicable, distribute additional copies to the following:

a) The Bureau of Structural Evaluation and Bridge Management (if the project involved work on structures).

b) Or, all Federal aid projects copies of the Form DC-20 and Form AD-12 will be sent to the Regional Construction Engineer for the preparation of the Closeout Documents.

12) The Project Manager will transmit a copy of the Form DC-20 and Form AD-12 to the Regional Construction Engineer and Resident Engineer. Upon receipt of the Department Action Slip, Form AD-12, for Final Completion and Final Acceptance, the Resident Engineer will process a Final Estimate.
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ATTACHMENT "A"

Date
Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A Federal Project No. M-1010-01 (NCC)

Subject: Substantial Completion

Dear Sir:

I have received your notice of substantial completion, dated December 16, 1995. Be advised that the project has not been found to be substantially complete, and that your notice is hereby rejected. The following work has not been completed:

1. Traffic lines at North Avenue are missing.
2. Bridge Fence at Rand over Byrne Road must be completed.
3. Signs noted on Plan Sheet 122 are missing.
4. Bituminous paving has not been completed.
5. New monuments have not been installed.

 Upon completion of this work, re-notification of substantial completion must be provided in order for your request to be reconsidered and retainage to be released.

Sincerely,

Lewis Morris
Resident Engineer

c:
Regional Construction Engineer
Field Manager
Project Manager
file
New Jersey Department of Transportation
Memorandum

TO: Thomas Hartman
Project Manager

FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE: 
PHONE: 

SUBJECT: Rt. 1 Section 1A
Federal Project No. (1000900)
Substantial Completion

The subject project was inspected on November 30, 1995 and found to be substantially complete as of

It is recommended that the project be authorized for substantial completion and the retainage be reduced in
accordance with Subsection 109.07.

The following sub contractors were utilized on the project:
1. XYZ Corp.
2. Acme Subcontracting, Inc.

Resident Engineer:

Signature Date

CONCURRENCE

Field Manager:

Regional Construction Engineer:

Project Manager:

c: Regional Construction Engineer file
ATTACHMENT "C"

Date

Prime Contractor Co., Inc.
1 01 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
   Federal Project No: M-0000, 0007

Subject: Liquidated Damages

Dear Sir:

This letter is to notify you that you are behind schedule. Subsection 106.10 of the Contract Specifications requires that Ramp A be open to traffic on or before July 4, 1995. As the work required for Ramp A is not complete, you have failed to meet the requirement for the interim completion date*. Accordingly, liquidated damages of $400.00 per day will be assessed in accordance with Subsection 108.16. Please be reminded of your obligation to provide interim completion under Subsection 105.13.

Sincerely,

Lewis Morris
Resident Engineer

* The substantial completion date will be considered an interim completion date, if specified in Subsection 108.10. When this is the case, the words "substantial completion" would be included in both sentences.
Date

Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A Federal Project No. M-00-OS(000)

Subject: Interim Completion

Dear Sir:

I have received your notice of interim completion for work dated July 25, 1985. I am advised that the work is not considered complete and that your notice is hereby rejected. Attached is a list of the work that remains to be completed or corrected.

Liquidated damages will continue to be assessed in accordance with Subsection 108.16 of the Contract Specifications. Please be reminded of your obligation for re-notification of interim completion as required under Subsection 105.3* upon completion of this work.

Sincerely,

Lewis Morris
Resident Engineer

c: Regional Construction Engineer
   Resident Engineer's Supervisor
   Project Manager
   file

* If interim date is substantial completion date, change wording to reflect that the provision of Subsection 105.22 of the Contract Specifications.
Date

Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-0000-0000

Subject: Interim Completion *

Dear Sir:

I have received your notice of interim completion for Ramp A dated August 8, 1995. Be advised that the work appears to be complete at your notice is hereby accepted in accordance with Subsection 105.23 the date of interim completion for Ramp A is August 28, 1995. Liquidated damages in the amount of $22,000.00 have been assessed for the period of July 5, 1995 to August 28, 1995 inclusive (50 days @ $400 per day) for delays in completion of the work.

Be advised that the determination of interim completion does not constitute acceptance. You are reminded that your obligations under the contract, including Subsections 107.22 and 107.23 as well as for correcting any defective work or materials found prior to acceptance, have not been relieved.

Sincerely,

Lewis Morris
Resident Engineer

If interim date is substantial completion date, change wording to reflect that and provisions of Subsection 105.22.

c: Regional Construction Engineer
Field Manager
Project Manager
file.
ATTACHMENT "F"

New Jersey Department of Transportation
Memorandum

TO: All Interested Parties

FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE:

PHONE:

SUBJECT: Rt. 1 Section 11
Federal Project No. M-005(OSO)
Partial Acceptance Inspection

A Partial Acceptance Inspection for the following areas of the subject project has been scheduled for November 14, 1995.

- Ramp A
- Rt. 1 Westbound from Kean Avenue (sta. 18+10) to Byrne Road (sta. 19+00)

From today until the date of the inspection, all parties shall inspect the project for Partial Acceptance in accordance with Subsection 105.10 of the contract specifications. All interested parties shall advise the Resident Engineer in advance of the date and time on which they plan on inspecting the project. A corrective action list of deficiencies must be received by my office no later than November 14, 1995. The address and fax no. for my office is:

123 Cahill Avenue
Hughes, NJ 07999
Fax Tel. No.

Only noted deficiencies will be addressed in subsequent inspections for acceptance, except as permitted under Subsection 105.21. Any objections to partial acceptance of these areas should be noted. Please call my office to confirm receipt of any corrective action lists transmitted.

If there are no noted deficiencies and there are no noted objections to partial acceptance, the Contractor will be relieved of his responsibility for maintenance of these areas.

c: file
ATTACHMENT "G"

Date

Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-OOOS(000)

Subject: Partial Acceptance

Dear Sir:

I have received your request dated December 16, 1995, for partial acceptance for the following areas:

- Ramp A
- Rt. 1 Westbound from Deer Avenue (sta. 14+10) to Breme Road (sta. 20+00)

Be advised that the work is not considered complete and that your request is hereby rejected. The following work remains uncompleted:

1. Disposal of unsuitable excess material stored at Ramp A sta. 25 (L30').
2. Clearing and debris Rte. 1 from sta. 14 to 4+50.
3. Curbs,Sexy misising for inlet type B at Rte. 1 sta. 2+50 (R22).
4. Damaged curb at sta. 3+55 (R22).

Upon completion of this work, a written request for partial (or final) acceptance must be provided in order for your request to be reconsidered.

Sincerely,

_________________________________
Lewis Morris
Resident Engineer

c: Regional Construction Engineer, Field Manager, Project Manager, etc.
ATTACHMENT "H"

New Jersey Department of Transportation Memorandum

TO: All Interested Parties

FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE:

PHONE:

SUBJECT: Rt. 1 Section A
Federal Project No. M-OOC (MOCO)
Partial Acceptance - Ramp A

Be advised that following the Partial Acceptance of Ramp A for the subject project, additional work has been performed in this area, and consequently, the area is no longer considered to be accepted.

This work is detailed in Change of Plan No. 4. Your review of the project for the Partial Acceptance Inspection of November 14, 1985, should be reconsidered.

An Acceptance Inspection can be scheduled at a later date.

c: file
New Jersey Department of Transportation
Memorandum

TO: All Interested Parties
FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE: 
PHONE: 

SUBJECT: Rt. 1 Section 11
Federal Project No. M-006(00)
Memorandum of Partial Completion

The work performed under the subject project in the following area(s) has been completed and is recommended for Partial Acceptance.

- Ramp A
- Rt. 1 Westbound from Kean Avenue (sta. 14+10) to Byram Road (sta. 19+00)

Resident Engineer: ___________________________ Signature: ___________________________ Date: ___________________________

Field Manager: ___________________________

Regional Construction Engineer: ___________________________

Executive Director Regional Operations: ___________________________

CERTIFICATION OF PARTIAL COMPLETION
In compliance with Subsection 105.21 of the Standard Specifications, I certify that to the best of my knowledge, information and belief and on the basis of observations and inspections, that the Work for area noted above has been completed in accordance with the terms and conditions of the Contract. The area noted above for the subject project is recommended for partial acceptance.

Project Manager: ___________________________ 

CONCURRENCE:
Director of Program Management: ___________________________
Date

Prime Contractor Co., Inc.
1 01 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-OOOS(C03)

Subject: Partial Acceptance

Dear Sir:

The following areas have been inspected and found satisfactory for Partial Acceptance in accordance with Subsection 105.21:

- Ramp A
- Rt. 1 Westbound from Main Avenue (start: 4 10, to Parbe Road (start: 4 10)

Be advised that this determination does not void or alter the terms of the contract, including Subsections 107.22 and 107.23, nor does it relieve your obligation of correcting any defective work or materials found prior to Final Acceptance.

Sincerely,

Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
Resident Engineer file
Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
   Federal Project No: M-000000

Subject: Completion

Dear Sir:

This letter is to notify you that you are behind schedule. Subsection 108.10 of the Contractor Specifications requires that all work be complete on or before December 9, 1995. As the work is not complete, you have failed to meet the requirements for the completion date. Accordingly, liquidated damages of $1,200.00 per day will be assessed in accordance with Subsection 108.11. Please be reminded of your obligation for notice of completion under Subsection 105.23.

Sincerely,

Lewis Morris
Resident Engineer

NOTE: Insert substantial completion for all work if that date is included in Subsection 108.10.
TO: Those indicated below  
FROM: John Doe  
Resident Engineer  
Project Resident Section A  
Federal Aid STP-001(01)  

DATE: 7/12/2006  
PHONE: 555-555-5555  

RE: Acceptance Inspection  
Procedures Manual, Section VII, Subsection A  

An acceptance inspection has been scheduled for January 10, 2006 at 1:00 pm.

From today until the date of the inspection, all parties shall inspect the project. Only those items that were included on the corrective action list may be addressed at this time. A list of the deficiencies that still remain must be received by my office no later than the appointed date and time. The address and fax for my office follow:

PO Box 100  
Anytown, NJ 07000  
FAX: 555-555-5550

Please call my office to confirm receipt of any lists transmitted.

☐ Regional Construction Engineer (Ch. E. Helmsinger)  
☐ Field Manager (Joe Smith)  
☐ Manager, Traffic Signal and Safety Systems (T. Szweda)  
☐ Regional Electrical Maintenance Supervisor (B. Wilson)  
☐ Regional Electrical Inspection Team Leader (J. McElroy)  
☐ Regional Electrical Engineer (T. Chang)  
☐ Manager, Traffic Operations North (M. Pilsbury)  
☐ Manager, Intelligent Transportation Systems Engineering Unit (T. Herlihy)  
☐ Director, Region North (A. Maroekian)  
☐ Maintenance, Region North (R. Solowa)  
☐ Other, list:

Send via USPS or Interoffice with Transmittal.

☐ Mail NOT ACCEPTABLE;  
☐ FAX NOT ACCEPTABLE;  
☐ Other, list:

Send via USPS or Interoffice with Transmittal.

☐ Crew Supervisor, Sign Shop  
☐ FHWA Area Engineer  
☐ County Engineer  
☐ Municipal Engineer  
☐ Agency Representative, list:  
☐ Manager, Bureau of Structural Design  
☐ Manager, Bureau of Landscape & Urban Design  
☐ Manager, Drawbridge Operations  
☐ Safety Office (A. Winther)  
☐ Project Manager (John Doe)  
☐ Other, list: 

JOB CHARGE CODE: 1234567  
Job limits: from milepost 12.1 to milepost 16.3
# Final Inspection of Federal-Aid Project

**INSTRUCTIONS:** State is to complete Items 1 - 7 and submit original and three (3) copies to the Federal Highway Administration Division Office.

<table>
<thead>
<tr>
<th>1. PROJECT NO.</th>
<th>2. COUNTY</th>
<th>3. STATE</th>
</tr>
</thead>
</table>

| 4. DESCRIPTION OF IMPROVEMENT AS PROGRAMMED |

<table>
<thead>
<tr>
<th>5. CONTRACTOR’S NAME</th>
<th>6. CONTRACT AMOUNT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. NOTICE OF COMPLETION</th>
<th>8. FEDERAL HIGHWAY ADMINISTRATION INSPECTION MADE BY</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>9. DATE OF INSPECTION</th>
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<th>10. IN COMPANY WITH</th>
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<tr>
<th>11. REMARKS</th>
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</thead>
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<table>
<thead>
<tr>
<th>12. SIGNATURE</th>
<th>13. TITLE</th>
<th>14. DATE</th>
</tr>
</thead>
</table>

Form FHWA-1446C
(Rev.2-78)
Date

Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1 A
Federal Project No: M-OOOS(040)

Subject: Completion

Dear Sir:

I have received your notice of substantial completion dated December 16, 1995. Based on the corrective action inspection held on January 8, 1996, be advised that the work is not considered complete. The following work remains unacceptable or incomplete:

1. Stage 4 traffic control devices at sta. 8+80 east at ramp C must be removed.
2. Clean up of debris from sta. 4+00 to 4+30.
3. Submission of the following documents:
   - DC-123
   - FA-8
   - Force Account records for Item #s 012
   - Certification of BEAIBE goods

As the completion date for this project is February 1, 1996, all work must be completed by that date or liquidated damages will be assessed in accordance with Subsection 108.16 of the Contract Specifications. Please be reminded of your obligation for re-notification of completion as required under Subsection 105.23 of the Contract Specifications upon completion of the work.

Sincerely,

Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
Project Manager
file

* NOTE: If completion date is not appropriate or has passed and Contractor is on Liquidated Damages, establish a reasonable Date for completion of the remaining work. (e.g., 20 calendar days)
ATTACHMENT "O"

New Jersey Department of Transportation
Memorandum

TO:              All Interested Parties
FROM:           Lewis Morris
                Resident Engineer
                Region 6 Construction

DATE:            
PHONE:           

SUBJECT:         Rt. 1 Section 1
                Federal Project No: M-CCOS(0-300)
                Acceptance Inspection

Be advised that following the Corrective Action Inspection on December 18, 1995 for the
subject project, additional work has been performed. Attached is a list of the additional
work.

An Acceptance Inspection for the project will be scheduled upon completion of the
work.

c: file
Date

U.S. Department of Transportation
Federal Highway Administration
840 Bear Tavern Road - Suite 310
West Trenton, New Jersey 08628

Attention: Mr. Dennis Merida
Division Administrator

Re: Rt. 1 Sec. 1A
Federal Project No: M-ORG-8(130)

Subject: Completion of Corrective Work

Dear Sir:

This letter is to certify the completion of the corrective action noted in the Area Engineer's Final Report for the subject project has been completed. The drainage at station 3+25 has been cleared and the area around the sign at Ramp B has been selectively trimmed to permit better job visibility.

Sincerely,

Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
Project Manager
file
ATTACHMENT “Q”

Date

Voorhees County Engineer
1866 Powell Lane
Wilson, New Jersey 07000

Attention: Mr. William Newell

Re: Rt. 1 Sec. 1A
Federal Project No: M-CON/1801

Subject: Project Acceptance

Dear Sir:

A Corrective Action/Final Acceptance Inspection for the subject project was held on January 18, 1996. Your office has not indicated any corrective action in response to the acceptance inspection notice dated January 8, 1996.

A letter of Acceptance is requested. If no response is received by February 15, 1996, the Department will proceed with Final Acceptance and find the project complete. Thereafter, the responsibility for maintenance will be as required under the appropriate Maintenance Jurisdiction Agreement.

Sincerely,

Lewis Morris
Resident Engineer

c: Regional Construction Engineer
   Field Manager
   Project Manager
   file
TO: Thomas Hartman  
Project Manager  

FROM: Lewis Morris  
Resident Engineer  
Region 6 Construction  

DATE:  

PHONE:  

SUBJECT: Rt. 1 Section 14  
Federal Project No: M-03-0583(OOO)  
Voorhees County Acceptance  

The County Engineer for Voorhees County has refused to issue a Letter of Acceptance for the subject project as noted in the Mr. Hensell's letter of February 12, 1996, the County will not issue a Letter of Acceptance until a directional sign at Lincoln Avenue is placed. The Program Manager determined that the lack of a sign is a design deficiency which is not to be corrected under this contract. The location requested is not within the project limits and the sign was not called for in the contract plans. Accordingly, it is requested that the project be accepted without a Letter of Acceptance from Voorhees County.

c: Regional Construction Engineer  
Field Manager  
file
New Jersey Department of Transportation
CERTIFICATE OF COMPLETION

Route & Section or Project Name:

**Region:**
- North

**Local Name of Project:**

**Type of Work:**

**Contractor:**

**Contract Starting Date**

**Substantial Completion Date**

**Final Inspection Date**

**Completion Date**

<table>
<thead>
<tr>
<th>RECOMMENDED FOR ACCEPTANCE:</th>
<th>SIGNATURE / EXECUTIVE APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional Director Operations North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
</tr>
</tbody>
</table>

**CERTIFICATION OF COMPLETION:**

In compliance with Subsection 105.23 of the standard specifications, I certify that to the best of my knowledge, information and belief, and on the basis of observations and inspections, that the Work has been completed with the terms and conditions of the contract. The subject project is recommended for acceptance.

**Program Manager, PM Group 1, CPM:**

**Director of Project Management, CPM:**

**CONCURRENCE:**

**Assistant Commissioner, CPM:**

**State Transportation Engineer:**

**RECORDED BY SECRETARY, NJDOT:**

**GUARANTY BOND (IF APPLICABLE):**

<table>
<thead>
<tr>
<th>Corporation</th>
<th>Effective Date</th>
<th>Auditor</th>
<th>Date</th>
</tr>
</thead>
</table>

**DISTRIBUTION BY REGION / BUREAU MANAGER**

**Commissioner / Designee:**

The remaining three (3) copies (or four (4) for Certification Acceptance Projects), with dates and original signatures.
ATTACHMENT "T"

New Jersey Department of Transportation
Memorandum

TO: Jacob Marley
Director of Project Management

FROM: Garrett Wall
Regional Construction Engineer
Project Manager

DATE: 

PHONE: 

SUBJECT: Rt. 1 Section 1A from the vicinity of Alpha Avenue to Omega Avenue,
Township of Ajax, Monmouth County; Federal Project No. 11900101600
Final Completion and Acceptance, Final Payment

The above noted project awarded to Prime Contractors, Inc., 100 Garden Road, Urban City, NJ 07000 was completed on January 6, 1996.

The status of the project is as follows:

- Contract Awarded: January 2, 1994
- Contract Start Date: February 12, 1994
- Actual Start Date: January 21, 1994
- Contract Completion Date: Ramp A - July 5, 1995
- Entire Work - December 9, 1995
- Extensions:
  - Ramp A: None
  - Entire Work: 24 Days
- Adjusted Completion Date:
  - Ramp A: July 5, 1995
  - Entire Work: January 12, 1996
- Actual Completion Date:
  - Ramp A: August 23, 1995
  - Entire Work: January 6, 1996
- Final Inspection Date: January 18, 1996

The work performed under the contract consisted of excavation, milling, bituminous paving, drainage, curb, sidewalk, driveway, landscaping, and replacement of one bridge structure.
The Bituminous Surface Tolerance was found to be in substantial conformity by the Resident Engineer in accordance with Subsection 404.18(d).

The Resident Engineer has reviewed the Bridge Deck Surface Tolerance Testing Report and the results are within the tolerances established by Subsection 501.16.

The Resident Engineer has reviewed the concrete strength test results and all non-pay adjustment items have exceeded the minimum strength requirements. The pay adjustment strength results have also exceeded the class design strength with no loss having results below the class design strength. A bonus of $5,905.07 has been established in accordance with Subsection 914.09.

The project has been inspected and found satisfactory as noted in a memorandum from William Gates, Regional Maintenance Engineer, dated January 16, 1995.

The as-built quantities are available and agreed to by the Contractor, however a dispute is still pending.

It is recommended that the project be accepted and Final Payment be authorized in accordance with the as-built quantities and deducting the sum of $22,640.00 in liquidated damages for the period of July 5, 1995 to August 28, 1995 inclusive (55 days @ $400.00 per day).

Approved:  
Project Manager

c:  Regional Construction Engineer  
Chief, Bureau of Materials  
Director of Accounting & Auditing (3)  
file
Date: February 20, 2006

Subject: Final Acceptance and Final Payment

Project: Route 1, Section 1A

Prime Contractor Co., Inc., 101 Generic Road, Urban City, N.J. 07000 completed all work under the contract for the subject project on January 6, 1996.

The project has been inspected and recommended for acceptance.

It is recommended that the project be accepted and final payment be authorized in accordance with the as-built quantities deducting the sum of $22,000.00 in liquidated damages for:

Interim Completion: Ramp A the period of July 5, 1995 to August 28, 1995, inclusive (55 days @ $400.00 per day)

A Contract Dispute is pending.

---

### ROUTE (S)

<table>
<thead>
<tr>
<th>ROUTE (S)</th>
<th>SECTION (S)</th>
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</table>

### DESCRIPTION

From the vicinity of Alpha Avenue to Omega Avenue, Township of Hughes, Bergen County

---

### Year & Item No. Construction Program/Phase, Program or Account No.

- **Construction Program/Phase:**
- **Program or Account No. (s):**

---

### Federal/State Project No.

- **Federal/State Project No.:** M-0005(600)
- **Number:**
- **Federal Fund Sharing:**
  - **Cash:**
  - **%:**
  - **In-kind:**
  - **%:**
- **State Fund Sharing:**
  - **Cash:**
  - **%:**
  - **In-kind:**
  - **%:**

### Outside/Other Party Sharing

- **Cash:**
- **%:**
- **In-kind:**
- **%:**

### Total Amount

- **Cash:**
- **%:**
- **In-kind:**
- **%:**

### Accounting Use-Req. No.

---

### EXECUTIVE APPROVALS: NAMES and TITLES

---

### CERTIFICATION OF FUNDS

**JOSEPH LICARI**
**DIRECTOR, ACCOUNTING & AUDITING**

---

### SCHEDULE

**APPROVED AND ACTION CERTIFIED:**

**FOR THE NJDOT**
**COMMISSIONER OF TRANSPORTATION**

---

Jacqueline Trausi, Secretary, NJDOT
ATTACHMENT "V"

New Jersey Department of Transportation
Memorandum

TO:         Jacob Marley
            Director of Project Management

FROM:      Thomas Hartman
            Project Manager

DATE:       

PHONE:      

SUBJECT:   Final Acceptance and Final Payment

Enclosed are the original and copies of the Status Memorandum, Certificate of Completion Form
DC-20, and Departmentation Form AD-1 for the following project:

Project Name/Route Section   Federal Project No.
Rt. 1 Scovia                M-OOOS(000)

CONCURRENCE:

Program Manager

cc:  Manager, Bureau of Maintenance Engineering
     Manager, Bureau of Traffic Signal and Safety Engineering
     Manager, Bureau of Landscape and Urban Design
Date

Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000
Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-000 (000)

Subject: Certificate of Completion

Dear Sir:

In accordance with Subsection 103.23 of the 1989 Standard Specifications, the attached Certificate of Completion, Form DC-20, serves as notice that you have completed the work and all other obligations in accordance with the terms and conditions of the Contract Documents for the above-named project.

Sincerely,

Thomas Hartman
Project Manager

c: Regional Construction Engineer
Field Manager
Resident Engineer
file
Date: May 15, 2006

Subject: Second Final Acceptance and Final Payment

Project: Route 1, Section 1A

Prime Contractor Co., Inc., 101 Generic Road, Urban City, N.J. 07000 completed all work under the contract for the subject project on January 6, 1996.

Following the approval of the Department Action, dated February 20, 1996, authorizing Final Acceptance and Final Payment, Construction Order No. 85 (Second Final) was executed as a settlement for a dispute.

<table>
<thead>
<tr>
<th>ROUTE(S)</th>
<th>SECTION(S)</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>1</td>
<td>1A</td>
<td>From the vicinity of Alpha Avenue to Omega Avenue, Township of Hughes, Vineland County.</td>
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</table>

<table>
<thead>
<tr>
<th>Year &amp; Item No.</th>
<th>Construction Program Item Number</th>
<th>Appropriation Account No.</th>
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<tr>
<th>Item Description</th>
<th>Appropriation Account No.</th>
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<td>M-00600(000)</td>
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<tr>
<td>Job Number</td>
<td>123-1267</td>
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<td>Federal Fund Sharing</td>
<td>$_________ __________ %</td>
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<tr>
<td>State Fund Sharing</td>
<td>$_________ __________ %</td>
</tr>
<tr>
<td>Cash</td>
<td>$_________ __________ %</td>
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<tr>
<td>In-kind</td>
<td>$_________ __________ %</td>
</tr>
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</table>

| Cash | __________ % |
| In-kind | __________ % |

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<thead>
<tr>
<th>EXECUTIVE APPROVALS: NAMES AND TITLES</th>
<th>Ref. No.</th>
</tr>
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<tbody>
<tr>
<td>Name</td>
<td>Title</td>
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CERTIFICATION OF FUNDS

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<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
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SCHEDULE

APPROVED AND ACTION CERTIFIED:

FOR THE NJDOT
COMMISSIONER OF TRANSPORTATION

Jacqueline Trausi, Secretary, NJDOT
1. Form DC-155 - Resident Engineer's Final Status Summary (See Attachment "A")

The Resident Engineer shall maintain a Form DC-155 for each project. The intent is to provide a summary of dates when the activities were performed and which ones remain. This form is to be maintained in a file marked Finalization Documents. This file should contain copies of all the documents (4 copies/letters) listed on Form DC-155 for easy access. The DC-155 electronic form and sample documents was prepared by Region North Construction and is available through each Regional ACES Coordinator.

2. Form DC-156 - Resident Engineer's Bi-Weekly Status Report

a. The Resident Engineer using the Automatic Construction Estimate System (ACES) will complete and finalize the Resident Engineer's Bi-Weekly Status Report (DC-156), bi-weekly on the end of pay period dates thereafter, beginning no later than one month after the substantial completion of construction and continuing until final acceptance of the contract. Once the DC-156 is finalized it will be automatically electronically transmitted to the ACES server. The substantial completion of construction is the actual date, determined and officially established by the Resident Engineer when all contract items have been completed and working time is no longer chargeable to the contract’s substantial completion date, if any.

b. Initiating Form DC-156 will result in the stopping of the project's Weekly Progress Report, Form DC-24, unless directed otherwise by the Field Manager for a specific project. Manpower totals from the last DC-24 weekly report will be transferred to the first Form DC-156 and the report numbering of the DC-24 will be continued on the first Form DC-156.

NOTE: Directions for preparing the Resident Engineer's Bi-Weekly Status Report (DC-156) are contained in the ACES "HELP FILES".

c. Bi-weekly totals of man-hours charged to the project by employees shall continue to be logged on page 2 of Form DC-156.

1) The Resident Engineer shall continue to charge all time spent on the project, regardless of activity, to Resident Engineer. This shall include only time charged to project job code.

2) Man-hours charged to the project's time sheet job code(s) by each employee
working on the project will be tabulated, to the nearest one-half hour, on a daily basis under the appropriate activity and entered in ACES (Personnel-Daily time input). Time allotted for as-built work is to be recorded under the field inspection category the work was performed for (i.e., Paving, Earthwork etc.).

3) After the Corrective Action Inspection is held, all inspection of items remaining to be completed or corrected shall be changed to the heading “General”.

4) List all employees who charged time to the project during the Bi-weekly period, as is done on the weekly DC-24, and what work they performed.

d. To accomplish overview monitoring of project status, the following information shall be included in the remarks section of each DC-156. This information must be updated on each report to show the progress of objective work for the reporting period.

1) The status of pending Construction Orders by letter designation, until they are approved by the Regional Construction Engineer. It shall also include the net cost (dollars, increase or decrease) of the order and a one line description of the content of the Order (e.g., Re-built, Change of Plan, field changes, etc.)

2) A statement detailing any Contractor related impacts during the period such as a delay in review of as-built quantities, delay in submittal of supplemental prices, or lack of contract operations (stating to effectively complete the project in time), include initial date of notification to the Contractor and Resident Engineer specified due date and any follow up action taken.

3) Any impacts in closing out the contract (e.g., project not being accepted by Regional Operations, County or any other party, lack of staff due to other work, etc.)

e. The last DC-156 report is to be marked “FINAL”; this is a check box in ACES and is only to be used for the Project's last Bi-Weekly. When checked, it indicates that this is the last Bi-Weekly to be run for the project. Once this box is checked, you WILL NOT be able to run another Bi-Weekly for this project.

f. DC-156 Bi-Weekly Reports Diagnostic Scan
The ACES contains a diagnostic program that will scan the preliminary reports of the DC-156 “Biweekly”, detecting data fields that are not filled in or an abnormal entry that may need an explanation or adjustment. An exception report will accompany the preliminary printout of the report and the areas noted on the exception report will need to be addressed prior to the report being acceptable for transmission. Until all errors on the exception report are corrected, the DC-
156 cannot be finalized. This diagnostic check will ensure that data fields contain data that is not obviously flawed.

4. Monthly Regional Closeout Report

On the 12th of each month, the Regional Construction Engineer is required to submit to the Manager, Bureau of Construction Engineering a summary report indicating the actual status of paperwork closeout and final contract acceptance for all projects at or beyond the current contract completion date, including what efforts are being made to expedite those dates, when a project is beyond the normal established time frames shown in Paragraph 5 below and/or problems that are indicated on the current DC-156. The monthly report is to also indicate the current status of the DC-20, Final Acceptance Certification.

5. Project Closeout Target Dates

In order to accelerate Project Closeout, the following target dates for project closeout events have been established based on the size of the project and the flowchart timeline.

<table>
<thead>
<tr>
<th>Factor Calendar Days</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Less than $1M</td>
</tr>
<tr>
<td>60</td>
<td>Greater than $1M to less than $20M</td>
</tr>
<tr>
<td>90</td>
<td>Greater than $20M</td>
</tr>
</tbody>
</table>

CD = Completion Date
SCD = Substantial Completion Date, if one is specified, or actual date as established by Resident Engineer

Target dates established as follows:

- Substantial Completion Inspection Date
  - CD - 50 Calendar Days or
  - SCD + 15 Calendar Days

- Final Acceptance Inspection Date - No later than CD + 10 Working Days

- Final Acceptance of Project by Director Operations
  - CD + 20 Calendar Days

- LB-83A: Materials (See CPH Section VII-D)
  - SCD

- As Built Review
  - SCD + Factor - 10

(For Resurfacing Projects Only)
Final Change Order by Resident Engineer
SCD + Factor

Final Change Order Approved by Regional Construction Engineer on Mainframe
SCD + Factor + 14 Calendar Days

Final Estimate Approved by Regional Construction Engineer on Mainframe
SCD + Factor + 28 Calendar Days

Proposed Final Certificate to Contractor
SCD + Factor + 60 Calendar Days

Proposed Final Certificate Back from Contractor
SCD + Factor + 90 Calendar Days

LB-96 Received (Federal Projects Only)
CD + Factor + 60 Calendar Days

Federal Agreement Closeout - Papers Sent
CD + Factor + 90 Calendar Days

Boxes Transferred to Region for Storage - Checklist reviewed and accepted by
CD + Factor + 7 Calendar Days - Regional Records Liaison Officer

Boxes to Retention
CD + 365 Calendar Days - Time frame for Record Storage Acceptance + Claims
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>DC-155 Release 6.3.1 June 2006.</strong></td>
<td><strong>R.E. Final Status Summary</strong></td>
<td><strong>Rt &amp; Sec.:</strong></td>
<td><strong>Fed. Proj. No.:</strong></td>
<td><strong>Rt &amp; Sec.:</strong></td>
</tr>
<tr>
<td>1</td>
<td>Print out and READ ALL of C1.doc and DC155</td>
<td><strong>Rt &amp; Sec.:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Memo - Portland Cement Conc Ptv ready for Cores</td>
<td><strong>Fed. Proj. No.:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Request Rolling Straight Edge (Proc.Man., Sec. VI, Subsec F-2)</td>
<td>From RE to Bur. of Materials</td>
<td>405.23</td>
<td></td>
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<tr>
<td>4</td>
<td>For Bituminous Pavement</td>
<td>From RE to Mtts Team Supervisor</td>
<td>404.21</td>
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<tr>
<td>4A</td>
<td>For Portland Cement Concrete</td>
<td>From RE to Mtts Team Supervisor</td>
<td>405.15</td>
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<tr>
<td>4B</td>
<td>For Bridge Decks</td>
<td>From RE to Mtts Team Supervisor</td>
<td>501.16</td>
<td></td>
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<tr>
<td>5</td>
<td>Contractor write request for Subst Comp</td>
<td>From Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Inspect project with Field Manager (Recommend including Maint Area Supervisor for inspection)</td>
<td>To Field Manager from RE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>C7 Substantial Completion Memo (CPH Sec VII Subsec A)</td>
<td>Field Manager's Concurrence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>DATE PROJ IS SUBSTANTIALLY COMP.</td>
<td>Project Manager's Sign-off</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Estimate reducing retenage (#)</td>
<td>Call Req. Assistant Tech. to notify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>C7 [Must send C7 letter listing subs with est.]</td>
<td>Date C7 estimate sent to Accdg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>[Must check Subst Comp box on est]</td>
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<tr>
<td>12</td>
<td>[Estimates sent between SC est and the final estimate, DO NOT CHECK SC box]</td>
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</tr>
<tr>
<td>13</td>
<td>Date closeout meeting held</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>C10A C10B Arrange for close out meeting</td>
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<tr>
<td>15</td>
<td>Closeout Meeting Memo of Record</td>
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<tr>
<td>16</td>
<td>Minutes of Meeting to Region</td>
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<tr>
<td>17</td>
<td>FHWA-47 (formerly form FA-8), if applicable</td>
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<tr>
<td>18</td>
<td>(SEE INSTRUCTIONS IN C1.DOC)</td>
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<tr>
<td>19</td>
<td>MANDATORY TO SUBMIT WITHIN 6 MONTHS OF OBST. COMPLETION</td>
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<tr>
<td>20</td>
<td>C14 English, C14 Metric, C14 Codes</td>
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<tr>
<td>21</td>
<td>DC123 Final Certificate of Compliance</td>
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<td>22</td>
<td>DBE Certification</td>
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<tr>
<td>23</td>
<td>(Form AD-268)</td>
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<td>24</td>
<td>(CPH Section V Subsec B)</td>
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<td>25</td>
<td>Original Mylars (cons.)</td>
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<td>26</td>
<td>Closeout Meeting Memo of Record</td>
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<td>27</td>
<td>Closeout Meeting Memo of Record</td>
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<td>28</td>
<td>Final Pile Records (document DC292)</td>
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<td>29</td>
<td>LB55A Materials Cert</td>
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<td>30</td>
<td>(Required only if job is sublet; indicate project on form; see C11, Subsec D)</td>
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<tr>
<td>31</td>
<td>All Materials Certifications</td>
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<tr>
<td>32</td>
<td>Letter that ALL work is complete</td>
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<tr>
<td>33</td>
<td>Start Biweekly (DC-156) rather than weekly (DC-24) within one month</td>
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<td>34</td>
<td>Substantial Completion. Continue until project acceptance</td>
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<td>LAST BIWEEKLY MUST BE CONSECUTIVELY MARKED</td>
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<td>36</td>
<td>Date of 1st Biweekly</td>
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<td>Schedule Corrective Action. (Allow 10 working days notice w/o call)</td>
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<td>38</td>
<td>Copy C23 &amp; C23A to R. Assistant Tech</td>
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<td>Date of Corr Action notification</td>
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<td>LB-315 Rolling Straight Edge Report</td>
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<td>Memo listing locations of Bum Cores</td>
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<td>Bitum. Conc. Core Summary</td>
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<td>Bitum. Conc. Core Sample Analysis</td>
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<td>C32A, B, C, D</td>
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<td>45</td>
<td>Review of Bitum. Conc. Surface Tolerance</td>
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<td>46</td>
<td>Review of Bitum. Conc. All Void &amp; Thickness</td>
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<tr>
<td>47</td>
<td>Review of Bitum. Stability &amp; Job Mix</td>
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<td>48</td>
<td>Memo listing locations of PC Conc Cores</td>
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<td>49</td>
<td>PC Conc Ptv Core location letter</td>
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<td>53</td>
<td>Review of PC Conc Ptv Surf Tolerance</td>
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<td>PC Conc Ptv Surf Tolerance</td>
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<td>Review of PC Conc Ptv Thickness</td>
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<td>Review of Bridge Surface Requirement (rideability) Memo</td>
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<td>44</td>
<td>Request list of failing samples for credit</td>
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<td>Failing samples memo (BC144-125A)</td>
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<td>SA creating credit item for failing samples</td>
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<td>47</td>
<td>Review of Concrete Cylinder Reports</td>
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<td>C55 Schedule acceptance inspection</td>
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<td>Date of acc. insp. if applicable</td>
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<td>Letter “All corrective work complete and project ready for final acceptance.”</td>
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<td>Maintenance Acceptance Memo</td>
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<td>Landscape Acceptance Memo</td>
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<td>C61A Signal insp. (hold prelim insp w/ RRE &amp; RRE)</td>
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<td>61</td>
<td>C61B Signal Acceptance Memo</td>
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<td>Resend Constr Spd Limits, if applicable</td>
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<td>63</td>
<td>Memo to RCE on acceptance of signals</td>
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<td>65</td>
<td>FHWA Acceptance Inspection (If federally participated)</td>
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<td>66</td>
<td>Memo: Corrective Action Items listed on FHWA Form 1165-C. No other inspection of Federal Aid project have been done.</td>
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<td>68</td>
<td>DC-27 Bit Conc Wt &amp; Location Receipts</td>
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<td>DC-23 Tabulation of Working data (ONLY submit if WD, not CD, project)</td>
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<td>70</td>
<td>Asbuilt complete (CPH Sec VI Subsec A)</td>
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<td>71</td>
<td>C71 Memo requesting Asbuilt Review</td>
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<td>72</td>
<td>Asbuilt review performed</td>
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<tr>
<td>73</td>
<td>Memo of Asbuilt Review and CE ment</td>
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<tr>
<td>74</td>
<td>C74 List of Final Asbuilt Volumes</td>
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<td>75</td>
<td>Agreement with Asbuilt Volumes</td>
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<td>76</td>
<td>C76 Asbuilt Plan &amp; DC 44’s (Sec 76 for instructions)</td>
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<td>77</td>
<td>Final DC-83 Contractor Final Rating</td>
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<td>78</td>
<td>C78 Memo on rebar, pavement markers</td>
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<td>79</td>
<td>C79 Str. Steel Joint System (CB &amp; Asbuilt)</td>
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<td>80</td>
<td>C80 Asbuilt Database Input Form, DC 177</td>
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<td>81</td>
<td>Memo of Completion to DCR (CPH Sec V, Subsec A, page 5 of 27)</td>
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<td>82</td>
<td>Form 266 (CPH-041-034)</td>
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<tr>
<td>83</td>
<td>Final Construction Order, Number</td>
<td></td>
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<tr>
<td>84</td>
<td>Final Construction Order approved</td>
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<tr>
<td>85</td>
<td>C85 Liquidated Damages Worksheet</td>
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This form is mandatory even if Liquidated Damages = $0.00
<table>
<thead>
<tr>
<th>#</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>86</td>
<td>DC-20: You must have the following dates when calling for the DC20: Contract Start Date, Substantial Comp Date, Acceptance Inspection Date, Actual Completion date. Required BY the R.E. of the Closeout Tech</td>
</tr>
<tr>
<td>87</td>
<td>DC-20 - Attach C85 to your DC20 From RE to Region</td>
</tr>
<tr>
<td>88</td>
<td>Final Estimate, Number To Mainframe Notified Regional Closeout Tech</td>
</tr>
<tr>
<td>89</td>
<td>C89 Final Proposed Certificate (Attach cover letter requesting response) To contractor from RE</td>
</tr>
<tr>
<td>90</td>
<td>Contr. response to Final Prop Cert. From Contractor</td>
</tr>
<tr>
<td>91</td>
<td>C91 Forward #90 with payment memo To Accounting ADJ to RE 1</td>
</tr>
<tr>
<td>92</td>
<td>LAST BIWEEKLY MUST BE MARKED &quot;FINAL&quot; IN ACES!!!! (IF AN AGREEMENT JOB WITH MANUALLY KEPT RECORDS, MARK THE FINAL BIWEEKLY CONSPICUOUSLY WHEN SUBMITTED TO THE BUREAU OF CONSTRUCTION ENGINEERING.</td>
</tr>
<tr>
<td>93</td>
<td>C1, C93 Cull Region Records, Box Records (See directions on disk)</td>
</tr>
<tr>
<td>94</td>
<td>C94 Notification for final billing (for utilities, police, etc.) To each vendor that worked on the project from RE</td>
</tr>
<tr>
<td>95</td>
<td>C95 Date form To Regional Closeout tech from RE</td>
</tr>
<tr>
<td>96</td>
<td>C96 Certification of monuments From Contractor to RE and to Beard Design</td>
</tr>
<tr>
<td>97</td>
<td>C1 Close Field office - make SURE you leave a forwarding phone message! See instructions on C1! (See directions on disk) 6.3.1</td>
</tr>
<tr>
<td>98</td>
<td>Send copy of DC-34 with &quot;Project complete - Field Office Closed&quot; marked on front And Distribution, per DC-34 USE THE ACES GENERATED DC34 FOR YOUR FINAL CLOSEOUT DC34, DISTRIBUTE THEM TO ALL PARTIES ON THE DC34, AND TRANSMIT THE DC34 VIA ACES. Pg 3</td>
</tr>
</tbody>
</table>
1. After a project reaches substantial completion and prior to the completion date of the project, the Resident Engineer and the Contractor's field representative shall each prepare a list of all work that they know remains to be completed, all work needing correction, and all forms and releases that must be submitted. The Resident Engineer will then schedule and hold a closeout meeting to discuss these issues and establish a time frame for completion with the Contractor's management personnel, including the field representative, the Field Manager and the Project Manager.

2. The following topics, if applicable, should be discussed at the meeting:

   a. Notice of Completion Requirements (Subsections 105.22 and 105.23)

   b. As-built Agreement Time Frames (Subsection 109.10)

   c. Documents required for completion:  
      1) Material Certifications  
      2) Payrolls  
      3) Force Account Records  
      4) Certification of DBE/WBE Goals  
      5) Mylars (Subsection 105.04)  
      6) Environmental Reports  
      7) DC-123's  
      8) FHWA-47 (FA-8)  
      9) Pending Change Orders  

   d. Materials Testing:  
      1) Cores  
      2) Acceptance of Pay Adjustments or Removal and Replacement  
      3) Credit for Failing Samples (Subsection 106.03) (See CPH Section VII-D)

   e. Maintenance of Insurance until Acceptance (Subsection 107.23)

   f. Liquidated Damages for Failure to meet Completion Dates (Subsection 108.10 and 108.16)

   g. Warranties (Subsection 109.14) and Maintenance Bonds

3. The Resident Engineer will prepare a memorandum of record of this meeting and distribute to all invitees with a copy to the Regional Construction Engineer.
CONSTRUCTION PROCEDURES HANDBOOK

<table>
<thead>
<tr>
<th>SECTION VII</th>
<th>SUBSECTION D</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSTRUCTION COMPLETION</td>
<td>MATERIALS CERTIFICATION, CREDIT FOR FAILING SAMPLES and FORM LB-95A</td>
<td>05/15/06</td>
</tr>
</tbody>
</table>

The following guidelines are to be followed for all projects when a project reaches substantial completion regarding failing samples and material certifications:

1. The Resident Engineer will send a memorandum to the Regional Materials Engineer upon completion of the material testing program or at the latest upon substantial completion. A copy will be sent to the Chief, Bureau of Materials, if aluminum sign structures were installed on the project.

2. The Resident Engineer will receive from the office of the Regional Materials Engineer, a complete written list of failing samples of that material tested by Regional Materials along with the dollar value the Contractor is to be charged for the failing samples. The Resident Engineer will receive a list of failing samples for aluminum sign structures from the Chief, Bureau of Materials.

3. The Resident Engineer will verify the failing sample lists and dollar values and will only notify the appropriate Regional Materials Engineer and/or Chief, Bureau of Materials if there are any discrepancies.

4. Resident Engineers on all projects that have failing samples will initiate a Construction Order to establish an extra work item “Credit for Failing Samples”. This extra work item can also be included in the Final Construction Order. (Refer to Attachment “A” for Sample Construction Order). The Resident Engineer will establish the estimated lump sum dollar amount for the extra work item. Obtain concurrence from his Field Manager and approval by the Regional Construction Engineer. It is suggested to refer to the project’s Contract Specifications, Subsection 106.03 “Materials, Inspections, Tests and Samples” and Subsection 509.06 “Inspection” which should provide assessment of costs for failing samples. The credit amount for the failing samples will be an adjustment in the Construction Engineering (CE) costs of the project shown on the Construction Orders participating breakdown sheet.

5. The Resident Engineer will attach the above mentioned lists to a Form DC-29(a) “Daily Inspector’s Report”. This will serve as the as-built source document authorizing credit for the extra work item “Credit for Failing Samples”.

6. The Resident Engineer, on Federal-Aid projects only, will initiate the Form LB-95A once all materials testing for the project is completed, results issued, and all material certifications are received from the Contractor. In addition, the Resident Engineer should also compare the material certifications to the delivery ticket to ensure that the quantities match.

When completing the Form LB-95A, the project's Route, Section or Description, and Federal Project Number must be noted in the upper right-hand corner under "In Reply Please Refer To". Forms received without this information serve no value. Also note that the back of the form must be completed. If there are no exceptions, you must indicate this by writing "No Exceptions" on the back of the LB-95-A. Refer to Attachment "B". If there are exceptions they must be noted on the back of the form, including the credit for failing sample information.

The Form LB-95A and all material certifications are to be submitted to the:

Chief, Bureau of Materials
Attention: Laboratory File Coordinator
930 Lower Ferry Road
P. O. BOX 600
Trenton, N. J. 08625

with a copy of the LB-95A to the Regional Construction Engineer and the Bureau of Construction Engineering.

NOTE: The Bureau of General Accounting will forward one (1) copy of the complete printout of the Substantial Completion Estimate Certificate to the Chief, Bureau of Materials at the location mentioned above. This will enable the Bureau of Materials to verify the quantities and notify the Resident Engineer if there are any incomplete or missing certifications. The Resident Engineer will notify the Bureau of Materials of any missing items not shown on the Substantial Completion Estimate Certificate printout.
The parties hereby agree to implement the following changes in accordance with the provisions of section 104 of the specifications for this contract.

Location of Proposed Order:

Nature and Reason of Change:

In accordance with the Contract Specifications Subsection 106.03 and 509.06 an extra work item is being established for assessment due to failing samples.

No time adjustments are required because this work did not effect the contractor's schedule.

THE FOLLOWING EXTRAS, INCREASES, AND DECREASES ARE REQUIRED:

### EXTRAS

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<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
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<tr>
<td>9100</td>
<td>CREDIT FOR FAILING SAMPLES</td>
<td>-1000.00</td>
<td>LS</td>
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**TOTAL**

$-1000.00

### INCREASES

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<tr>
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<th>Quantity</th>
<th>Unit</th>
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**TOTAL**

$0.00

**TOTAL Extras**

$-1000.00

### DECREASES

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<th>Unit</th>
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**TOTAL**

$0.00

**TOTAL Increase**

$0.00

**TOTAL Decrease**

$0.00
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<th>FEDERAL PROJECT NO. OR PARTICIPATING AGENCY</th>
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<td>$ 0.00</td>
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</tr>
</tbody>
</table>
State of New Jersey
DEPARTMENT OF TRANSPORTATION
1035 Parkway Avenue
CN 600
Trenton, New Jersey 08625-0600

SUBJECT: Processing FHWA Materials Certification

PROJECT/ROUTE: __________________________

SECTION __________________________ FEDERAL PROJECT#: __________________________

FROM: Construction Region __________

TO: Chief, Bureau of Materials

In order that you may furnish the FHWA certification for material and construction work on the above referenced project the following CERTIFICATE is provided.

CERTIFICATE

This is to Certify that the materials and methods of construction for Bridges & Road items on this project substantially met pertinent requirements of specifications; the materials at the time of use were regularly sampled, tested and/or inspected; and copies of manufacturers’ certified analyses and commercial laboratory reports were forwarded to the Bureau of Materials.

Exceptions to the above are listed on the back hereof, or on attached sheet, such as:

1. Materials receiving less than the usual requirements for testing and inspection were accepted under the conditions stated

2. Material corrected, altered, or replaced.

3. Other exceptions or corrective actions

_________________________ __________________________
Resident Engineer (print name) (Signature) Date

Original to the Bureau of Materials
Copy - Bureau of Construction Engineering
Regional Construction Engineer
Project File

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1. Determination of Lot Size

   a. The maximum lot size is one day's production for each class of concrete; however, at the option of the Resident Engineer, any lot may be subdivided into two or more smaller lots.

   b. The quantity of each lot will be the plan quantity of the item that was poured or the amount delivered and used. For example, if pouring an entire footing with a plan quantity of 30 CM (CY), the lot size will be 30 CM (CY). If the entire item is not completed in one day's pour, the lot size will be equal to the amount of concrete delivered and used (not counting any waste) each day except for the final day's pour which will be equal to the difference of the plan quantity minus the previous lots poured.

   Example:

   A retaining wall with a plan quantity of 130 CM (CY) is being poured over 3 days.

   Day 1 - 45 CM (CY) delivered to project
   Day 2 - 45 CM (CY) delivered to project
   Day 3 - 45 CM (CY) delivered to project

   The lot sizes will be as follows:

   Day 1 - 45 CM (CY)
   Day 2 - 45 CM (CY)
   Day 3 - 130 CM (CY) - 45 CM (CY) - 45 CM (CY) = 40 CM (CY)

   c. Information for all concrete pours must be relayed to Regional Materials personnel. The Resident Engineer will provide the following information for each lot:

   1) Item number and description
   2) Class of concrete
   3) Pay quantity of pour (CM) or (CY)
   4) Pay unit of item (LM, CM, SM) or (LF, CY, SY)
2. The "Pay Factor Summary Report"

   a. The Pay Factor Summary Report will be processed and circulated to all Resident Engineers every other month and will include all available data during the two month period covered by the report. If a Resident Engineer requests data other than the information provided in the regularly scheduled report, the procedures listed in paragraphs b. and c. of this section shall be followed.

   b. When requesting additional information from the "Pay Factor Summary Report", Form T-CYL-1723 must be completed (original and copy for project records). DP Number, Job Description and Federal Project Number must be entered in the designated spaces. Also, the desired FROM and TO dates must be entered in the proper spaces. (See Attachment "A")

   c. The Form must then be sent to the Statistical Concrete Coordinator at the Bureau of Materials for processing.

3. Pay Factor Summary Report

   The Pay Summary Report is a computer generated report that summarizes the contract adjustments that will be made due to the results of the concrete testing as set forth in the statistical concrete specification. Bonus and/or credits are summarized for each lot of a particular item and on a project-wide basis if the lot status is ACCEPT. If the lot status is designated FAILED, the initial strength tests have failed and a retest must be performed either through non-destructive testing (Swiss Hammer, etc.) or through coring. These procedures are detailed in Section 914.02 of the Contract Specifications.

   When processing the Monthly Estimate, the Resident Engineer shall make payment for the bonus and/or credits. These payments or credits will be made under a SA Item established by construction order.

   The "Quantity" shown on the report will be one (1) unit regardless of the quantity represented by the lot of concrete. The "% Pay Factor" will represent the actual percentage calculated to adjust the payment for the lot shown. The Resident Engineer will be responsible for calculating the actual dollar values for base price, adjusted base value and adjustment to contract.
4. Rejection of Concrete

   a. The Contract Specifications, Section 914.02, specify three options available when the core test results exceed the maximum allowable percentage in Table 914.4:

      1) Require the contractor to remove and replace the defective lot without additional compensation, or

      2) Allow the contractor to leave the defective lot in place and receive a percent pay adjustment (PPA) of minus 50 percent, or

      3) Allow the contractor to submit a plan, for approval, for corrective action to be performed at no expense to the Department. If the plan for corrective action is not approved, either option 1) or 2) may be applied.

   **NOTE:** All of these options shall be discussed with Design, Materials and the Regional Construction Engineer to determine the proper course of action. The contractor shall be notified in writing of this decision.

   b. When options 1) or 2) are chosen, Form T-CYL-1749 must be filled out (original and copy for project records) and sent to Statistical Concrete Coordinator at the Bureau of Materials.

   Construction personnel must complete the DP Number Job Description, Lot Number, Date Cast, Item Number and Status. All entries should be right justified. This information can be obtained from the "Pay Factor Summary Report". Do not enter Job Number (Cols. 1-7). This will be filled in by Materials personnel. Enter the following for status:

      "X" - If concrete has been approved for 50% payment.
      "R" - If concrete has been rejected.

   Refer to Attachments “B”, “C” and “D".
REQUEST FOR 'STATISTICAL CONCRETE SPECIFICATION LOT ACCEPTANCE AND PAY FACTOR SUMMARY' REPORT

<table>
<thead>
<tr>
<th>FOR BUREAU OF MATERIALS' USE</th>
<th>FOR CONSTRUCTIONS' USE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATA ENTRY INSTRUCTIONS</strong></td>
<td><strong>DATA ENTRY INSTRUCTIONS</strong></td>
</tr>
<tr>
<td>Enter in-house Job No. recorded on Job Track File for designated DP Number, Job Description, and Federal Project Number. Right justify Job No. (cols 10-15). Do not include an incomplete record. Enter only records which contain complete data.</td>
<td>Enter DP Number, Job Description, and Federal Project Number in the designated spaces. Complete FROM and TO dates (inclusive) for time period of desired Pay Factor Summary Report. Do not complete JOB NO (cols 10-15). Submit form to Bureau of Materials.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CYLACIST</th>
<th>FROM</th>
<th>TO</th>
</tr>
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<tr>
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<td>17</td>
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<tr>
<td>22</td>
<td>24</td>
<td>29</td>
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</tbody>
</table>
ATTACHMENT "B"

SECTION VII SUBSECTION E

NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF MATERIALS

INPUT FORM FOR 50% PAY FACTOR OR REPLACEMENT
OF CONCRETE

D.P. NUMBER: __________________________

PROJECT DESCRIPTION: __________________________

JOB NUMBER: 1 7

<table>
<thead>
<tr>
<th>CARD</th>
<th>LOT NUMBER</th>
<th>DATE CAST</th>
<th>ITEM NUMBER</th>
<th>STATUS</th>
</tr>
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<tr>
<td>1</td>
<td>7 13</td>
<td>14 19</td>
<td>20 23</td>
<td>24</td>
</tr>
<tr>
<td>2</td>
<td>7 13</td>
<td>14 19</td>
<td>20 23</td>
<td>24</td>
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<td>3</td>
<td>7 13</td>
<td>14 19</td>
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<tr>
<td>4</td>
<td>7 13</td>
<td>14 19</td>
<td>20 23</td>
<td>24</td>
</tr>
</tbody>
</table>

FOR BUREAU OF MATERIALS' USE

DATA ENTRY INSTRUCTIONS
When ready to input data into the system, type CYLMENU and select option 3 to input data via the screen panel.

Enter in-house Job Number (cols. 1-6) as recorded on Job Track File.

Right justify Job Number.

FOR CONSTRUCTION'S USE

DATA ENTRY INSTRUCTIONS
Enter D.P. NUMBER, JOB DESCRIPTION, LOT NUMBER, DATE CAST, ITEM NUMBER AND STATUS. This information can be obtained from the 'PAY FACTOR SUMMARY REPORT'. Do not enter Job Number (cols. 1-6) Submit form to Bureau of Materials for processing.

Enter the following for status:
'X' if concrete has been approved for 50% payment;
'R' if concrete has been replaced.

SUBMITTED BY: __________________________

TELEPHONE NO: __________________________

SITE: __________________________

DATE: __________________________
ATTACHMENT "D"

EXAMPLE #1A (Pay-Adjustment Item) METRIC

Item: Bridge Deck

Class: A

Test average strength of cylinder pair

28-day Test Results: 33.4, 33.1, 32.4, 32.1, 32.4, 33.0

N = 6

RETEST LIMIT for pay-adjustment item, Class A, Table 914-4

\[ X_{\text{min}} = 32.1 \]

Lowest test value \( \geq 28.0 \), retest not required Table 914-4

\[ \bar{X} = 32.7 \]

Average, to nearest tenth

S = 0.5

Standard deviation, Eq. 3, Subsection 914.02(e), to nearest tenth

CLASS DESIGN STRENGTH, Table 914-3

\[ Q = \frac{32.7 - 32}{.5} = 1.40 \]

Eq. 2, Subsection 914.02(e), to nearest hundredth

PD = 6.63

Percent defective, Table 914-5, N=6

PPA = 2.0 - 0.2 \times 6.63 = 0.67

Percent pay adjustment, Eq. 1, Subsection 914.02 (e), to nearest hundredth

BASE PRICE, concrete in superstructure, deck slabs, Subsection 914.02(e)

PAY ADJUSTMENT = 0.0067 \times 650 \times 135.00 = $587.93

PPA in decimal form

BONUS

PLAN QUANTITY, CM
ATTACHMENT "D"

EXAMPLE #1B (Pay-Adjustment Item) ENGLISH

Item: Bridge Deck
Class: A

28-day Test Results: 4870, 4630, 4120, 4520, 4360, 4490

\[ \bar{X} = 4508 \]

Test average strength of cylinder pair

\[ X_{\text{min}} = 4180 \]

Lowest test value \( \geq 3600 \), retest not required Table 914-4

\[ N = 6 \]

RETEST LIMIT for pay-adjustment item, Class A, Table 914-4

\[ S = 235 \]

Standard deviation, Eq. 3, Subsection 914.02 (e), to nearest whole value

**CLASS DESIGN STRENGTH, Table 914-3**

\[ Q = \frac{4508 - 4200}{235} = 1.31 \]

Eq. 2, Subsection 914.02(e), to nearest hundredth

\[ PD = 8.48 \]

Percent defective, Table 914-5, N=6

\[ PPA = 2.0 - 0.2 \times 8.48 = 0.30 \]

Percent pay adjustment, Eq. 1, Subsection 914.02 (e), to nearest hundredth

**BASE PRICE, concrete in superstructure, deck slabs, Subsection 914.02(e)**

\[ \text{PAY ADJUSTMENT} = 0.003 \times 500 \times 145.75 = +$218.62 \]

PPA in decimal form

**BONUS**

**PLAN QUANTITY, CY**
ATTACHMENT “D”

EXAMPLE #2A (Non-Pay-Adjustment Item) METRIC

Item: Footing  
Class: B  
Table 914-2

28-Day Test Results: 24.8, 26.4  
Test = average strength of cylinder pair

RETEST LIMIT for non-pay-adjustment item, Class B, Table 914-4

\[ X_{\text{min}} = 24.8 \]

Test value <25.0, retest required, pay-adjustment section now applies. Otherwise, accept and pay 100 percent.

Core Results: 25.1, 26.2, 23.4, 25.1, 23.7, 24.9

\[ N = 6 \]
\[ X = 24.7 \]

Retest rate, Class B, Table 914-4  
Average, to nearest tenth

\[ S = 1.0 \]

Standard deviation, Eq.3, Subsection 914.02 (e), to nearest tenth

RETEST LIMIT for pay-adjustment items, Table 914-4

\[ Q = 24.7 - 21 = 3.70 \]
\[ 1.0 \]

Q REJECT = 3.70  
Eq.4, Subsection 914.02(e), to nearest hundredth

PD REJECT = 0.0

Table 914-5, N=6, Q positive and beyond range of table. PD is less than REJECTION LIMIT = 10 in Table 914-4 so lot is not rejectable.

CLASS DESIGN STRENGTH, Table 914-3

\[ Q = 24.8 - 26.0 = -1.20 \]
\[ 1.0 \]

PD = 100 - 10.99 = 89.01

Percent defective, Table 914-5, N=6, table value subtracted from 100 because Q is negative

PPA = 2.0 - 0.2 x 89.01 = -15.80

Percent pay adjustment, Eq. 1, Subsection 914.02 (e), to nearest hundredth

BID UNIT PRICE

PAY ADJUSTMENT = -15.80 x 280 x 53.47 = -$2,365.51

PPA in decimal form  
REDUCTION

PLAN QUANTITY, CM
ATTACHMENT "D"

EXAMPLE #2B (Pay-Adjustment Item) ENGLISH

Item: Footing

28-day Test Results: 3580, 3720

Class: B

Test average strength of cylinder pair

Table 914-2

RETEST LIMIT for non-pay-adjustment item, Class B, Table 914-4

$X_{mn} = 3580$

Test value < 3600, retest required, pay-adjustment section now applies. Otherwise, accept and pay 100 percent.

Core Results: 3650, 3760, 3280, 3640, 3430, 3590

$N = 6$

$X = 3558$

Average, to nearest whole value

$S = 174$

Standard deviation, Eq. 3, Subsection 914.02 (e), to nearest whole value

Retest rate, Class B, Table 914-4

RETEST LIMIT for pay-adjustment items, Table 914-4

$Q_{REJECT} = \frac{3558 - 3000}{174} = 3.21$

Eq. 4, Subsection 914.02(e), to nearest hundredth

$P_{D_{REJECT}} = 0.0$

Table 914-5, N = 6, Q positive and beyond range of table. PD is less than REJECTION LIMIT = 10 in Table 914-4 so lot is not rejectable.

CLASS DESIGN STRENGTH, Table 914-3

$Q = \frac{3558 - 3700}{174} = -0.82$

Eq. 2, Subsection 914.02 (e), to nearest hundredth

$PD = 100.00 - 21.49 = 78.51$

Percent defective, Table 914-5, N = 6, table value subtracted from 100 because Q is negative

$PPA = 2.0 - 0.2 \times 78.51 = -13.70$

Percent pay adjustment, Eq. 1, Subsection 914.02 (e), to nearest hundredth

BID UNIT PRICE

$PAY \ ADJUSTMENT = \frac{-0.1370 \times 215 \times 49.53}{100} = -1458.91$

PPA in decimal form

REDUCTION

PLAN QUANTITY, CY
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII

SUBSECTION F

PROCEDURE FOR BITUMINOUS PAVEMENT THICKNESS AND AIR VOID LOTS

05/15/06

Within one (1) week after the paving meeting, the Resident Engineer will partition or divide the bituminous pavement into both thickness and air void lots. It is important to remember that anywhere a core is drilled in a given lot, it must yield full depth of all component mixtures listed for that lot. No thickness cores should be taken in variable or transition areas.

1. Thickness Lots

The general procedure necessary to divide the bituminous pavement into thickness lots is as follows:

a. All areas on a project that belong to the same bituminous pavement group will represent a square meter (yard) quantity that will be divided into lots. Quantities and group type will vary from project to project. Pavement sections with different underlying support shall not be grouped in the same lot. Shoulder areas shall not be included in mainline areas. Inside shoulder and outside shoulder areas will be considered to be separate lots. However, if the total square yards for either lot is less than the minimum, the inside shoulder and outside shoulder areas may be combined.

Before division of lots can be accomplished, it will be necessary to first establish the actual number of groups on the project and the total square meters (yards) area associated with each group and then anticipated sequence of paving, by lane for each mainline.

Four (4) pavement sections common to many projects (the total area of each section requiring separate consideration) will be used to illustrate the procedure. They are as follows:

1) Mainline Pavement Section (including acceleration and deceleration lanes)
2) Shoulder Section
   a) Inside shoulder area
   b) Outside shoulder area
3) Ramp Pavement Section
4) Overlay of existing pavement (variable thickness pavement section)
b. The total square meter (yard) quantity of a group having a given uniform thickness pavement section (except for ramps, connector roads, etc.) shall be divided into equal size lots of about 12,000 square meters (15,000 square yards) for thickness. The exact number of lots for a given group will be determined from columns 1 and 2 of Table A for Metric projects and Table B for English projects. Column 3 lists the permitted range in lot size for the number of lots involved.

Thought should be given now the project will be paved, lane by lane, when establishing lots, so that complete lots can be paved as the paving progresses.

c. In instances where a group having a uniform thickness pavement section established in Table A or Table “B”, column 1 consists of several ramps, connector roads, etc., these physically separate areas shall be combined into lots of about 12,000 square meters (15,000 square yards). Entire ramps rather than portions thereof should be included in a lot. In combining these various areas into lots, an attempt should be made to keep shoulders, ramps, etc., from the same location on the project together in a lot.

d. In the case where the group consists of variable thickness pavement, none of the pavement in the given group will be subjected to the thickness requirements. However, each mixture contained therein shall meet the Air Void requirements. (See Paragraph 2 of this procedure).

The following are examples of pavements that should be considered variable thickness and therefore require air voids lots only:

1) 50MM (2.00 inch) L-4 over variable depth base
2) 50MM (2.00 inch) L-4 or L-5 over existing or milled surface
### TABLE A

<table>
<thead>
<tr>
<th>Lot Size (S.M.)</th>
<th>Number of Lots</th>
<th>Range in Lot Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,000 - 18,000</td>
<td>1</td>
<td>6,000 - 18,000</td>
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<tr>
<td>18,001 - 30,000</td>
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<td>9,001 - 15,000</td>
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<td>30,001 - 42,000</td>
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<tr>
<td>42,001 - 54,000</td>
<td>4</td>
<td>10,500 - 13,500</td>
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<tr>
<td>54,001 - 66,000</td>
<td>5</td>
<td>11,000 - 13,200</td>
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<tr>
<td>66,001 - 78,000</td>
<td>6</td>
<td>11,143 - 12,857</td>
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<tr>
<td>78,001 - 90,000</td>
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<td>11,250 - 12,750</td>
</tr>
<tr>
<td>90,001 - 102,000</td>
<td>8</td>
<td>10,500 - 13,500</td>
</tr>
<tr>
<td>102,001 - 114,000</td>
<td>9</td>
<td>11,333 - 12,667</td>
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<tr>
<td>114,001 - 126,000</td>
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<td>126,001 - 138,000</td>
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<tr>
<td>150,001 - 162,000</td>
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<td>11,539 - 12,462</td>
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<tr>
<td>162,001 - 174,000</td>
<td>14</td>
<td>11,572 - 12,429</td>
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<tr>
<td>174,001 - 186,000</td>
<td>15</td>
<td>11,600 - 12,400</td>
</tr>
</tbody>
</table>

The actual and equal lot size for a given group will be established in the following manner:

\[
\text{Lot Size} = \frac{\text{Total Area (S.M.) of a given uniform}}{\text{thickness pavement section}} \times \text{Number of Lots (as shown in Col. 2)}
\]
USE FOR ENGLISH PROJECTS

**TABLE B**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td>Square Yards in an Identical Pavement Group on a Project</td>
<td>Number of Lots</td>
<td>Range in Lot Cost $</td>
</tr>
<tr>
<td>7,500 - 22,500</td>
<td>1</td>
<td>7,500 - 22,500</td>
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<tr>
<td>22,501 - 37,500</td>
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<td>11,250 - 18,750</td>
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<td>12,500 - 17,500</td>
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<td>52,501 - 67,500</td>
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<td>13,125 - 16,875</td>
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<td>127,501 - 162,500</td>
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<td>14,250 - 15,750</td>
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<td>142,501 - 187,500</td>
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<td>14,423 - 15,576</td>
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<td>187,501 - 222,500</td>
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<tr>
<td>217,501 - 232,500</td>
<td>15</td>
<td>14,500 - 15,500</td>
</tr>
</tbody>
</table>

The actual and equal lot sizes for a given group will be established in the following manner:

\[
\text{Lot Size} = \frac{\text{Total Area (sq. yds.) of a given uniform thickness pavement section}}{\text{Number of Lots (as shown in Col. 2)}}
\]
2. **Air Voids Lots**

The procedure necessary to divide the bituminous pavement into air void lots is as follows:

a. Three (3) air void lots are included in each thickness lot. Therefore, the size of the air voids lots will be equal to one-third (1/3) of a given thickness lot. An air voids lot is represented by a subgroup of five (5) consecutive cores (e.g., the combination of cores 1 through 5, 6 through 10, and 11 through 15 respectively, represent the three air voids lots).

b. 1989 Specifications - see Section 4.4.17 for lot size.
1996 Specifications - see Section 104.8 for lot size.

c. When the total square meters (yards) of a given uniform thickness pavement section on a project is less than the minimum required for a thickness lot but equal to or greater than 2,000 square meters (2,200 square yards), an air voids lot will be established. (See example - relocated Ben Avenue)

The exact number of air voids lot for a given group will be determined from Columns 1 and 2 of Table C.

<table>
<thead>
<tr>
<th>METRIC</th>
<th>ENGLISH</th>
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<tbody>
<tr>
<td>1. Square Meter</td>
<td>Number of Lots in an Identical Pavement Group on a Project</td>
</tr>
<tr>
<td>2. Square Yards</td>
<td>Number of Lots in an Identical Pavement Group on a Project</td>
</tr>
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<td>2,000 - 12,000</td>
<td>1</td>
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<tr>
<td>12,001 - 20,000</td>
<td>2</td>
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<tr>
<td>20,001 - 28,000</td>
<td>3</td>
</tr>
<tr>
<td>28,001 - 36,000</td>
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<td>116,001 - 124,000</td>
<td>15</td>
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</tbody>
</table>
3. Establishing Lot Limits

a. The physical limits of each thickness lot (and air voids lots not included in a thickness lot) are to be determined to the nearest full station, from the plans and related computations, as necessary. This shall be accomplished by starting at one end of the project and progressing toward the other, using the lot size established in accordance with the procedure outlined in Sections 1 and 2 above and the anticipated sequence of paving based on the staging of the project. However, for lots comprised of shoulders, entire ramps, connector roads, etc., the exact station limits can be obtained from the plans and should be used. If no stations are shown on the plans, then the Resident Engineer will provide the Bureau of Materials with the length and width of each shoulder, ramp, connector road, etc. The number of lanes and width of each lane shall be provided for each lot.

b. For two (2) lane roadways (one roadway), the lot limits will include both directions of traffic, i.e., both lanes. For multiple lane facilities, lot limits will be determined based on the order and direction that the paving can proceed in the direction of traffic. If paving is accelerated to be entirely completed in one direction prior to beginning the other direction, lot limits are to consider that sequence.

c. When a project has two (2) roadways, lot limits shall be selected for each roadway separately, in accordance with paragraphs 2.1 above based on the anticipated sequence of paving a lane. Therefore, in most instances, a pavement lot will be located entirely within one roadway. There will however, be exceptions to the above. For instance, in many cases the last lot started in one roadway will have to be continued in the other to maintain equal lot sizes. Another example is when the project total area necessary to establish a single lot for a particular pavement is divided between roadways. (see Sample Memorandum, Attachment "A" for Multi projects or Attachment "B" for English projects)

d. For intersection improvements and areas not previously addressed, the following information is required:

1) Group pavement types with identical cross-sections throughout the project in order to obtain the desired lot size. Pavement types which differ shall not be grouped in the same lot.

2) Furnish the Bureau of Materials with a detailed location and sketch of the individual lots as determined in this section. The Resident Engineer or his/her representative should assist in the field location of the lots.

3) The cores taken must reveal full depth of all component mixtures listed for the grouping in order to be considered as part of the lot.
SECTION VII SUBSECTION F
PAGE 19
06/15/06

4. Last Paving Day Notice

Telephone the Bureau of Materials, Bituminous Engineering at 609-530-6366 with date(s) of the last paving day(s) for each mixture used on the project. This call should be as soon as all dates are known to the Resident Engineer.

5. Request for Pavement Cores

a. The Resident Engineer shall submit a request for pavement cores by written memorandum two (2) weeks after the preconstruction meeting or as soon as the paving contractor and supplier are known directly to:

Bureau of Materials
930 Lower Ferry Rd.
P. O. Box 600
Trenton, New Jersey 08625
Attn: Principal Engineer, Materials
Bituminous Engineering Section

The Resident Engineer's request for pavement cores should indicate if contract coring is an item on the project or the project is to be cored by the Bureau of Materials.

NOTE: The 1996 Specifications, Section 404-11, requires that the Contractor obtain the pavement cores based on locations supplied by the Bureau of Materials. However, Contract coring may be written by the Bureau of Materials.

b. Copies of this memorandum shall be sent to the following:

Field Manager
Regional Construction Engineer
Project Manager

c. If the project is to be cored by the Bureau of Materials, the Resident Engineer will advise the Bureau at least one week prior to the final completion of resurfacing or new pavement construction. This will enable the coordinator in the Bureau of Materials to schedule equipment and crews in accordance with the current work loads. If extenuating circumstances exist on a project, such as when a roadway (or portion thereof) will be opened to traffic prior to completion of all pavement construction, a request to core in stages should be submitted.
d. The Resident Engineer's request for pavement cores will contain the following information:

1) List the following:
   a) Prime Contractor
   b) Paving Contractor
   c) Bituminous concrete supplier(s) and plant location.

   NOTE: If project utilized multiple suppliers or recycled asphalt pavement, an attempt should be made to identify the location of each material

   d) List the number, description and proposal quantity for each pavement component to be cored.

   NOTE: Removal Sampling Plans are determined and provided by the Bureau of Materials. Coring performed by the contractor will be based on this criteria.

2) Indicate the areas not to be cored:
   Near loop detectors, furnish accurate field locations
   Within 30 meters (100 feet) of a bridge
   Within 0.6 meters (2 feet) of an uncontrolled pavement edge
   On a transverse or longitudinal joint
   Within 7.5 meters (25 feet) of a manhole or inlet
   In a transition area
   Within 15 meters (50 feet) of an intersection remaining open to traffic during construction

   NOTE: If a core is located within an area which should not be cored, move the location within the subject area note the new location on the sampling location sheet and the LB-292 form.

   e. A request for preliminary pavement density evaluation may be made by contacting the Regional Materials Engineer.

   f. The Resident Engineer has the option to obtain cores for thickness or air voids evaluation from pavement areas in question LESS than the minimum required to establish a lot for thickness 6,000 S.M. (7,500 sq. yds.) or air voids 2,005 S.M. (2,500 sq. yds.) However, prior to submitting a request for cores from such areas, the Resident Engineer shall consult with and obtain approval of his/her Field Manager concerning the area(s) in question.
g. All cores will be tested at the Department's Central Laboratory. If the contractor performs coring, the Resident Engineer will verify the proper location and size of each core. The Resident Engineer or his representative will take custody of these cores and submit them to the Bureau of Materials at 900 Lower Ferry Road, P. O. Box 600, Trenton, NJ 08625.

6. Recoring

Requests for recoring shall not be submitted unless the Resident Engineer, or the contractor through the Resident Engineer can show some substantial error occurred or an unusual situation existed during the original coring.

7. Evaluation of Core Results

It is the responsibility of the Resident Engineer, the Fiscal Manager, and the Regional Construction Engineer to review the coring results to determine if an adjustment in payment is warranted, based on noncompliance to specified thickness of air voids requirements. (See CPH Section VII-8).
New Jersey Department of Transportation
Memorandum

TO: Bureau of Materials
   P. O. Box 600
   Trenton, NJ 08625

   ATTN: Project Engineer Materials
   (Bituminous Section)

FROM: John Q. Public
   Resident Engineer
   Route 1 & I, Section 5A

PHONE: 609-530-1334

DATE: May 7, 1993

SUBJECT: Bituminous Concrete Cores for Thickness and Air Voids

This project contains Contractor (State) coring.

I. General

A. The project contains five (5) groups having identical pavement sections. They are as follows:

<table>
<thead>
<tr>
<th>Total Area (S.M.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mainline (includes acceleration and deceleration lanes)</td>
</tr>
<tr>
<td>2. Shoulders Eastbound</td>
</tr>
<tr>
<td>Westbound</td>
</tr>
<tr>
<td>3. Ramps and Connector Road</td>
</tr>
<tr>
<td>4. Overlay of Existing Mainline Pavement (variable thickness)</td>
</tr>
<tr>
<td>5. Relocated Bell Avenue</td>
</tr>
</tbody>
</table>

*Contract Coring (can be a line item or made an SA item)
Check to see if State Forces are available to cut the cores before going to contract coring.
NOTE: No cores shall be taken within 30 meters of bridge decks. Field location information shall be furnished if loop detectors and/or loop detector leads exist in the vicinity to be cored.

B. The total area of each group above has been divided into lots in accordance with current procedures. There is a total of eight (8) thickness lots (each of which contain three (3) air voids) on the project requiring 120 cores (15 cores per lot). An additional fifteen (15) cores are necessary to evaluate lots Nos. 9, 10, & 11 for air voids only. Therefore a total of 135 pavement cores are required at the approximate limits of the thickness lots (1 thru 8) and the three (3) separate air voids lots (9, 10 & 11) are included.

NOTE: This example is based on air voids lots of 4,300 square meters size. The Supplemental Specifications, Subsection F.34.1, may have increased the lot size to 8,000 S.M.

II. Thickness and Air Voids Lots

A. New Mainline (80MM Surface Course (l-4=40MM) & l-3 = 40MM) and 150MM Bituminous Stabilized Base Course

   Total Area = 46,640 square meters
   Number of Thickness Lots = 4; From Table ‘A’
   Lot size (thickness) = 46,640 / 4 = 11,660 S.M.

   Number of Air Voids Lots = 12; (3 Lots for each thickness lot)
   Lot size (air voids) = 11,660 / 3 = 3,886 S.M.

   Lot #1 (Eastbound Roadway, Baseline “A”) - All lanes are 3.6M wide
   Sta. 5+300 to 5+310 Access Lane
   Sta. 5+632 to 7+632 lanes R-3

   Lot #2 Eastbound Roadway, Baseline “A” - All lanes are 3.6M wide
   Sta. 5+300 to 7+632 lanes R-2
   Sta. 5+647 to 7+632 lanes R-3

   Lot #3 Westbound Roadway, Baseline “A” - All lanes are 3.6M wide
   Sta. 7+268 to 6+318 Decel. lane
   Sta. 7+268 to 5+000 lanes L-3

   Lot #4 Westbound Roadway, Baseline “A” - All lanes are 3.6M wide
   Sta. 7+768 to 5+000 lanes L-2
   Sta. 7+250 to 6+250 lanes L-3
B. Shoulders 0.9 and 3.6 meters wide (100MM I-4 and 200MM Bituminous Stabilized Base Course)

Eastbound Roadway
Inside & Outside Shoulder = 11,864 S.M
Westbound Roadway
Inside & Outside Shoulder = 12,586 S.M.
Number of Thickness Lots = 1. For each direction, From Table A:

Eastbound Roadway, Baseline Y+5, Sta. 5,001 to 7,632
Lot #5 - Inside & Outside Shoulder (3.6M wide) = 11,864 S.M.
Number of Air Voids Lots = 3; 3 Lots for each thickness lot
Lot Size (air voids) = 11,864 / 3 = 3,954 S.M.

Westbound Roadway, Baseline Y+5, Sta. 7,714 to 5,000
Lot #6 - Inside & Outside Shoulder (0.9 to 3.6M wide) = 12,586 S.M.
Number of Air Voids Lots = 3; 3 Lots for each thickness lot
Lot Size (air voids) = 12,586 / 3 = 4,195 S.M.

C. Ramps and Connectors Range 100MM Bituminous Concrete Surface Course (I-4) and 200MM Bituminous Stabilized Base Course

Total Area = 26,400 square meters
Number of Thickness Lots = 2; From Table ‘A’
Lot size (thickness) = 28,460 / 2 = 14,230 S.M.

Number of Air Voids Lots = 6; (3 Lots for each thickness lot)
Lot size (air voids) = 14,230 / 6 = 2,371 S.M.

Lot #7
Ramp A, Sta 1+051 to 1+817 = 3,792 S.M. @ 6.7M wide
Ramp B, Sta 24+650 to 24+687 = 3,933 S.M. @ 9M wide
Ramp C, Sta 15+225 to 15+665 = 2,948 S.M. @ 6.7M wide
Ramp D, Sta 20+500 to 21+431 = 3,558 S.M. @ 6.7M wide
Total Lot Size = 14,231 S.M.

Lot #8
E.B. Connector, Sta 0+735 to 1+536 = 5,847 S.M. @ 7.3M wide
W.B. Connector, Sta 5+063 to 6+211 = 8,382 S.M. @ 7.3M wide
Total Lot Size = 14,229 S.M.
III. Air Voids Lots

A. Overlay of Existing Mainline Pavement (150mm Bituminous Concrete Surface Course, (var. I-4 over var. I-3) Variable Thickness)

Total Area = 7,750 square meters

Number of Thickness Lots = None From Table 'A'

Number of Air Voids Lots = 2; From Table 'C'
Lot Size (air voids) = 3,675 S.M.

Lot #9 Eastbound Roadway, Baseline "A" - All lanes are 3.3m wide
Sta. 4+462 to 5+000, lanes L-1 & R-2

Lot #10 Westbound Roadway, Baseline "A" - All lanes are 3.0m wide
Sta. 4+465 to 5+060, lanes L-1 & L-2

NOTE 1: In the Supplemental Specification, Subsections 404.18 or Subsection 404.18, increased the air voids lot size to 2,500 S.M., only one lot would be necessary.

NOTE 2: If any of the mixtures in a group (e.g., bituminous stabilized base course) is of a variable thickness, then the requirement for thickness would NOT be applicable.

B. Relocated Bell Avenue 75MM Bituminous Concrete Surface Course (I-4 = 75MM; I-3 = 75MM) & 200MM Bituminous Stabilized Base Course

Total Area = 5,345 square meters

Number of Thickness Lots = None

Number of Air Voids Lots = 1, From Table 'C'
Lot Size = 3,345 S.M.

Lot #11 (North and Southbound, Baseline "B") - All lanes are 3.6m wide.
Northbound Sta 0+450 to 0+894, lanes R-1 & R-2
Southbound Sta 0+894 to 0+150, lanes L-1 & L-2
IV. **Additional Information - Contractors & Suppliers**

1. **Prime Contractor - XYZ Construction Co., Inc.**
   100 Parkway Avenue
   Trenton, New Jersey 08625

2. **Paving Contractor - ABC Paving Corporation**
   Rt. 206
   Princeton, New Jersey

3. **Bituminous Concrete - Backtop Industries, Inc.**
   Supplier - Mix I-4
   21 Circle Avenue
   Tinton, New Jersey
   Mix I-5 & I-6, Blacktop Industries, Inc.
   Mix I-7 & I-8
   77 Square Drive
   Bottomia, New Jersey

   * All of Mix I-2 contained 10% RAP

V. **Additional Information**

<table>
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<th>Item No.</th>
<th>Item</th>
<th>Quantity/MG (megagrams)</th>
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<td>Bituminous Concrete Surface Course, Mix I-4</td>
<td>3,310MG</td>
</tr>
<tr>
<td>28</td>
<td>Bituminous Stabilized Base Course</td>
<td>7,300MG</td>
</tr>
</tbody>
</table>

---

c: Regional Construction Engineer
   Field Manager
   Project Manager
   Project Field
New Jersey Department of Transportation
Memorandum

TO: Bureau of Materials
   P. O. Box 600
   Trenton, NJ 08625

ATTN: Project Engineer Materials
      (Bituminous Section)

FROM: John Q. Public
       Resident Engineer
       Route 10W Section 5A

PHONE: 609-555-1234

DATE: May 7, 1996

SUBJECT: Bituminous Concrete Core for Thickness and Air Voids

This project contains Contractor coring.

1. General

   A. The project contains five (5) groups having identical pavement sections. They are as follows:

<table>
<thead>
<tr>
<th>Group Description</th>
<th>Total Area (sq. yds)</th>
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<tbody>
<tr>
<td>1. New Mainline includes acceleration and</td>
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<tr>
<td>deceleration lanes</td>
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</tr>
<tr>
<td>2. Shoulders Eastbound</td>
<td>16,267</td>
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<tr>
<td>Westbound</td>
<td>16,000</td>
</tr>
<tr>
<td>3. Ramps and Connector Road</td>
<td>34,511</td>
</tr>
<tr>
<td>4. Overlay of Existing Mainline Pavement</td>
<td>9,600</td>
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<tr>
<td>(variable thickness)</td>
<td></td>
</tr>
<tr>
<td>5. Relocated Bell Avenue</td>
<td>6,400</td>
</tr>
</tbody>
</table>

* Contract Coring (can be a line item or made an SA item)
   Check to see if State Forces are available to cut the cores before going to contract coring.
NOTE: No cores shall be taken within 100 feet of bridge decks. Field location information shall be furnished if loop detectors and/or loop detector cables exist in the vicinity to be cored.

B. The total area of each group above has been divided into lots in accordance with current procedures. There is a total of eight (8) thickness lots (each of which contain three (3) air voids) on the project requiring 120 cores (5 cores per lot). An additional fifteen (15) cores are necessary to evaluate lots No. 9, 10, & 11 for air voids only. Therefore, a total of 135 pavement cores are required. The approximate limits of the thickness lots (1 thru 8) and the three (3) separate air void lots (9, 10 & 11) are included.

NOTE: This example is based on air voids lots of 5,000 sq. yds. size. The Supplemental Specifications, Subsection 404.17 may have increased the lot size to 10,000 sq. yds.

II. Thickness and Air Voids Lots

A. New Mainline (Lanes 1-4=1.5", Lanes 5-13=1") and 6 inch surfacing
   Continuous Stabilized Base Course

   Total Area = 60,000 square yards
   Number of Thickness Lots = 4, from Table B
   Lot size (thickness) = 15,000 = 16,000 sq. yds.

   Number of Air Voids Lots = 12; (3 lots for each thickness lot)
   Lot size (air voids) = 16,000 = 5,333 sq. yds

Lot #1 Eastbound Roadway, Baseline “A” - All lanes are 12’ wide
   Sta. 50+00 to 57+55 Accelerance
   Sta. 50+00 to 111+50 lane B-3

Lot #2 Eastbound Roadway, Baseline “A” - All lanes are 12’ wide
   Sta. 50+00 to 139+80 lane B-2
   Sta. 70+00 to 138+15 lanes B-1

Lot #3 Westbound Roadway, Baseline “A”
   Sta. 130+45 to 100+60 Decel. lane
   Sta. 139+00 to 50+00 L-3

Lot #4 Westbound Roadway, Baseline “A”
   Sta. 139+00 to 50+00 L-2
   Sta. 139+00 to 108+00 lanes L-3
B. 3 and 12 foot Shoulders (2 inch I-4 and 4 inch Bituminous Stabilized Base Course)

Eastbound Roadway
Inside & Outside Shoulders = 16,267 sq. yds.

Number of Thickness Lots = 1, from Table “B”
Lot Size: 16,267 sq. yds.
No. of Air Void Lots = 3; (3 Lots for each thickness lot)
Lot Size (air voids) = 16,267 + 4,322 sq. yds.

Lot #5 Inside shoulder, 12 foot wide, Eastbound Roadway, Baseline “A”
Sta. 50+00 to 80+50
Outside Shoulder, 2 Foot wide, 50+00 to 141+50

Westbound Roadway
Inside & Outside Shoulders = 16,000

Number of Thickness Lots = 1, from Table “B”
Lot Size: 16,000 sq. yds.
No. of Air Void Lots = 3; (3 Lots from each thickness lot)
Lot Size (air voids) = 16,000 + 5,333 sq. yds.

Lot #6 Outside shoulder, 12 to 16 foot wide, Westbound Roadway, Baseline “B”
Sta. 139+45 to 59+00
Inside shoulder, 12 foot wide, sta. 139+00 to 168+00

C. Ramps and Connector Roads (2 inch Bituminous Concrete Surface Course (4 inch and 4 inch Bituminous Stabilized Base Course)

Total area = 31,111 square yards

Number of Thickness Lots = 2, From Table ‘B’
Lot size (thickness) = 24,511 = 17,225 sq. yds.

Number of Air Void Lots = 6, (3 Lots for each thickness lot)
Lot size (air voids) = 17,225 = 5,752 sq. yds.

Lot #7
Ramp A, Sta 16+51 to 21+97 = 1,335 sq. yds. @ 22 ft. wide
Ramp B, Sta 242+50 to 256+90 = 4,800 sq. yds. @ 30 ft. wide
Ramp C, Sta 152+25 to 166+73 = 3,540 sq. yds. @ 22 ft. wide
Ramp D, Sta 205+00 to 235+68 = 7,500 sq. yds. @ 22 ft. wide
Total Lot Size = 17,175 sq. yds.
Lot #8

E.B. Connector, Sta 7+35 to 33+74 = 7,038 sq. yds. @ 24 ft. wide
W.B. Connector, Sta 50+63 to 89+25 = 10,298 sq. yds. @ 24 ft. wide
Total Lot Size = 17,336 sq. yds.

III. Air Voids Lots

A. **Overlay of Existing Maintenance Pavement (3 inch Bituminous Concrete Surface Course, var. I-4 over var. I-3) Variable Thickness**

Total Area = 9,600 square yards

Number of Thickness Lots = None
Number of Air Voids Lots = 2, From Table 3.
Lot Size (air voids) = 9,600 = 4,800 sq. yds. / 2

Lot #9 Eastbound Roadway, Baseline “A” - All lanes are 12 feet wide
Sta. 33+74 to 50+00, lanes R-1 & R-2

Lot #10 Westbound Roadway, Baseline “B” - All lanes are 12 feet wide
Sta. 50+00 to 32+00, lanes L-1 & L-2

**NOTE 1:** If the Supplemental Specification, Subsection 404.17, increased the air voids lot size to 10,000 sq. yds., only one lot would be necessary.

**NOTE 2:** Again, if any mixture in a group (e.g., bituminous stabilized base course) is of a variable thickness, the other requirements for thickness would **NOT** be applicable.

B. **Relocated Mill Avenue 6 inch Bituminous Concrete Surface Course (I-4 = 1.5" & I-3 = 1.5") & 4 inch Bituminous Stabilized Base Course**

Total Area = 6,400 square yards

Number of Thickness Lots = None, From Table ‘B’

Number of Air Voids Lots = 1; From Table ‘C’
Lot size = 6,400 sq. yds.

Lot #11 North and Southbound, Baseline “B” - All lanes are 12 feet wide.
Northbound Sta 1+50 to 13+45 lanes R-1 & R-2
Southbound Sta 13+45 to 1+50 lanes L-1 & L-2
IV. **Additional Information - Contractors & Suppliers**

1. **Prime Contractor** - XYZ Construction Co., Inc.  
   100 Parkway Avenue  
   Trenton, New Jersey 08625

2. **Paving Contractor** - ABC Paving Corporation  
   Rt. 206  
   Princeton, New Jersey

3. **Bituminous Concrete Supplier - Mix I-4** - Blacktop Industries, Inc.  
   21 Circle Avenue  
   Trenton, New Jersey  
   Mix P-21  
   Blacktop Industries, Inc.  
   Mix I-3  
   77 Square Drive  
   Botswana, New Jersey

   All of Mix I-2 contained 10% RAP.

V. **Additional Information - Contract Information**

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<tr>
<th>Item No.</th>
<th>Description and Procured Quantity</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Bituminous Concrete Surface Course, Mix I-4</td>
<td>776 Tons</td>
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<tr>
<td>24</td>
<td>Bituminous Concrete Surface Course, Mix I-4</td>
<td>1,758 Tons</td>
</tr>
<tr>
<td>28</td>
<td>Bituminous Stabilized Base Course</td>
<td>4,492 Tons</td>
</tr>
</tbody>
</table>

c: Regional Construction Engineer  
Field Manager  
Project Manager  
Project File
The Resident Engineer will review and utilize the following Forms/Reports for conformance and possible adjustment to the various in place quality individual Bituminous Concrete Items.

1. Form LB-256-Bituminous Concrete Lot Data (Job Mix & Stability) Attachment “A” English and Attachment “A-1” Metric
2. Bituminous Core Summary - Volume Attachment “B”
3. Bituminous Core Summary - Thickness Attachment “C”

The Review will follow a three-step procedure when nonconformance adjustments are required.

a. Each Lot Pay Quantity (material in place) is determined utilizing delivery tickets and paving inspection reports.
b. Various Adjustments are calculated from the above Forms/Reports.
c. These Adjustments are related to the Bituminous Concrete Items and a Final Quantity is calculated.

* The procedures necessary to determine possible nonconformance and individual lot adjustment for each Form/Report are as follows:

1) Form LB-256 Bituminous Concrete Lot Data- Job Mix and Stability Individual Lot Payment Revisions due to nonconformance with Job Mix Formula and stability values made in accordance with Tables 903-6 and 903-7 respectively and approved by the Resident Engineer to the in place lot weights. The calculation of the adjustments will be done by the Regional Materials Staff and indicated on the LB-256.

2) Bituminous Core Summary- Air Voids and Thickness

The Resident Engineer will request, from the Bureau of Materials, Bituminous Concrete Core locations. The request will conform to the requirements of CPH Section VII-F “Procedure for Bituminous Pavement Thickness and Air Voids”. The Bureau of Materials’ Program to produce a Bituminous Concrete Core Summary report will conform to Subsection 404.17 and 404.19 (1989 Spec) or
Subsection 404.20 and 404.18 (1996 Spec) respectively. All adjustments will be applied to the individual in place lots by the Resident Engineer.

3) **Form LB-315-Surface Tolerance Requirements**
   The Resident Engineer will request that the Regional Materials Staff perform a Rolling Straightedge Test and accompany the specific information regarding Lot Size and Stationing will be provided by the Resident Engineer. The testing and adjustments will be in accordance with Subsection 404.18 (1989 Spec) or Subsection 404.19 (1996 Spec). Payment adjustments due to nonconformance will be applied by the Resident Engineer to the in place lot weights for each pay quantity.

4) Both the In-Place As-Built Quantity and the Final Payment Quantity shall be documented on the As-Built Summaries Sheet (Form DC-30) and As-Built Summary (Form DC-104). (Attachment "E" English and Attachment "E-1" Metric)

Refer to Section G-1 Subsection G-1 for As-Built Pavement Database Implementation
**EXAMPLE**

**Attachment "A"**

NEW JERSEY DEPARTMENT OF TRANSPORTATION

BITUMINOUS CONCRETE - LOT DATA

**PRODUCER** Rock Asphalt Co.  **LOCATION** Trenton

**LOT: STARTED** 6-1-97  **ENDED** 7-2-97  **EXPIRED** 3-1-99

**PROJECT SHIPPED TO**

1. Route 123

**CONTRACTOR** Tom's Paving

<table>
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<tr>
<th>LOT PORTION</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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</tbody>
</table>

* Project Shipped To

- Route 123

**AVG.**

- 95

**RANGE**

- 100

**JOE ASPHALT**

**JOE INSPECTOR**

**SIEVE SIZE PASSING**

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<tr>
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**COMPOSITION ANALYSIS**

- 35
- 65

**TEST PROPERTIES**

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* IDENTITY PENDING BY THE NUMBER

**LIFE TIME LIMIT TO CONFORM TO PASSING # 8 AND ASPHALT CONTENT PENALTIES WILL BE APPLIED AS PER TABLE 903-6 1989 STANDARD SPEC.**

**2% PENALTY**

Prepared by: Joe Asphalt

Date: 7-2-97

Approved by: Joe Inspector

Date: 7-3-97
## Reference:

**Title:** Attachment "A-1" - New Jersey Department of Transportation

**Producer:** Rock Asphalt Co.

**Location:** Trenton

**Lot Started:** 6-1-97  
**Lot Ended:** 7-2-97  
**Lot Size:** 3043.8 Tons

**Project Shipped To:** Route 123

**Contractor:** Tom's Paving

**Tons Shipped:** 704.8

### LOT PORTION

<table>
<thead>
<tr>
<th>LOT PORTION</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<td>Joe Inspector</td>
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### SIEVE SIZE PASSING

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<td>1&quot;</td>
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### MARSHALL TEST RESULTS

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### Notes:

- All materials to conform to passing # 8 and asphalt content (fails to conform) with job mix requirements.
- 2% Penalty

**Prepared by:** Joe Asphalt  
**Date:** 7-2-97

**Approved by:** Joe Inspector  
**Date:** 7-3-97
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<tr>
<th>STATION</th>
<th>LANE OFFSET (FT)</th>
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<th>PD</th>
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**Attachment "D"**

**Rolling Straight Edge Report**

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<td>6744</td>
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</table>

**Total Defects**

- **Total Length:** 7350
- **% Defective:** 1.12%

*Signature*:

John L. Panico
**ATTACHMENT E (ENGLISH)**
NEW JERSEY DEPARTMENT OF TRANSPORTATION
AS-BUILT SUMMARY

Route 123  Section 7  Federal Aid No. 

Other Description 

**Item No. 69**  Item Description **BITUMINOUS STABILIZED SURFACE COURSE MIX 941**

Made By: MIA TECHNICIAN  Date 03/02/99  Checked by: MIA INSPECTION  Date 03/09/99

<table>
<thead>
<tr>
<th>Plan Sheet</th>
<th>Plan</th>
<th>Plan</th>
<th>Asbuilt</th>
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<tbody>
<tr>
<td>5</td>
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<td>7</td>
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**TAWD**

**TOTAL** 3000.0 TN  3043.8 TN  3043.8 TN

**BITUMINOUS CONCRETE TURFMENTS**

**LOT 1**  
- TOTAL MIX  
- QUICKSAND  
- REJECTS  
- DEFECT TOLERANCE  

**Total**  

- **-60.9 TONS**  
- 0.0 TONS  
- 0.0 TONS  
- **-15.0 TONS**  
- 0.0 TONS  

**Total Payment Quantity** 3043.8 TN - 75.9 TN  

2967.9 TN

REFER TO DC-27 & DC-29A (NOT SHOWN)
ATTACHMENT E (ENGLISH)
NEW JERSEY DEPARTMENT OF TRANSPORTATION
AS-BUILT WORK SHEET

Route 123  Section Z  Federal Aid No. ______________________
Other Description BITUMINOUS CONCRETE SURFACE hd
Item No. 69  Item Description BITUMINOUS SURFACE Course Mix
Made By: MIA TECHNICIAN Date 03/02/99  Checked By: INSPECTOR Date 03/09/99

1. BITUMINOUS CONCRETE ADJUSTMENTS LB-256 (1989 SPEC)
   Job Mix LB-256 5 SAMPLES (TABLE 903-2, 903-4)
   RANGE - No RANGE PENALTY TABLE 903-4
   MIX - FAILURES - NO FAILURES
   ASPHALT FVG
   No 8 SIEVE 3.50
   asphalt 25
   4.0 \times 100 = 50 \% \Rightarrow 2 \%
   * PENALTY
   * PENALTY TABLE 903-6 USE HIGHEST
   ** Maximum allowed from job mix formula
   *** Tol. Range 20% from Table 903-2 Drum Plant

   PENALTY for 3043.8 ton = 60.9 TONS

2. ADJUNMENT LB-256 1989 SPEC
   AVG: MIN 2815 > 1500
   NO COMPLIANCE PENALTY

3. BITUMINOUS CORE SUMMARY (THICKNESS)
   THICKNESS PENALTY
4. **Bituminous Core Summary**

Add 3 Air Void Pay Adjustment (surface)

**LOT 1** LOT A +1 TONS
**LOT B** -16 TONS
**LOT C** 0 TONS

Total: -15 TONS

5. **Surface Tolerance**

**LB - 315**

No Penalty (1% effective = 0.12%). In accordance with Subsection 40.4.19 (1999 Spec) or 40.4.19 (1999 Spec).
### AS-BUILT SUMMARY

**Route**: 123  
**Section**: 7  
**Federal Aid No.**: [Blank]

**Item No.**: 69  
**Item Description**: BITUMINOUS STABILIZED SURFACE COURSE MIX II

**Made By**: MIA TECHNICIAN  
**Date**: 03/02/99  
**Checked By**: IN INSPECTOR  
**Date**: 03/09/99

---

#### SUMM

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<tr>
<td>7</td>
<td>1000.0 MG</td>
<td>1001.1 MG</td>
</tr>
</tbody>
</table>

**TOTAL**: 3000.0 MG  
**Asbuilt**: 3043.8 MG

---

**TAWD**

<table>
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<th>Plan</th>
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**TOTAL**: 3000.0 MG  
**Asbuilt**: 3043.8 MG

---

#### BITUMINOUS CONCRETE ADJUSTMENTS

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</table>

**Total**: -75.9 MG

---

**FINAL PAYMENT QUANTITY**: 3043.8 MG - 75.9 MG = 2967.9 MG

**(NOT SHOWN)**

---

**REFER TO**: DC-27 & DC-29A
1. Bituminous Concrete Adjustments

   Job Mix LB-256 5 Samples (Table 903-2, 903-4)

   Range - No Range Penalty, Value 903-4

   Mix - Failures: No. 8 Sieve (AVG)

   *Penalty

   No. 8 Sieve
   115.5 - 3
   2.0
   4.0 x 100 = 50% = 2%

   Asphalt
   25
   0.05
   2.0
   4.0 x 100 = 11.1% = 2%

   **Penalty, from Table 903-6 use highest
   **Maximum permissible from Job Mix Formula
   ***To be added to value from Table 903-2 Drum Plant

   Penalty
   2.15
   1583.47
   31.7
   16

2. Stabilized LB-256 1996 SPEC

   AVG > Min. 7.1 > 6.7

   Incompressibility Penalty

3. Bituminous Core Summary (Thickness)

   No Thickness Penalty
Route 123  Section 2  Federal Aid No.  

Other Description  

Item No. 69  Item Description Bituminous Surface Course Mix  

Made By Mia Technician Date 03/02/99  Checked By Inspectors Date 03/09/99  

4 Bituminous Core Summary (Air voids)  

Add 3 Air voids  Pay Adjustments (Surface)  

Lot 1 Lot A  +1 %  
Lot B -16 %  
Lot C  

-15 %  

5 Surface Tolerance LB - 315  

No Penalty
The Resident Engineer shall submit Form DC-177 to the Pavement Management Section of the Bureau of Project Support and Engineering after completion of work on State or Interstate Routes involving roadwork, new pavement, resurfacing, and/or reconstruction.

1. ATTACHMENTS
   - Sample - As-Built Database Implementation Form (Attachment “A”)

2. DISTRIBUTION
   - Original: Bureau of Civil Engineering
     Pavement Management and Technology Unit
     New Jersey Department of Transportation
     P. O. Box 616
     Trenton, New Jersey
   - Copy: Regional Construction Office
   - Copy: Project Field Records
## ATTACHMENT “A”

NEW JERSEY DEPARTMENT OF TRANSPORTATION
AS - BUILT DATABASE INPUT FORM

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<th>SECTION:</th>
<th>AS - BUILT DATE:</th>
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**TYPE OF WORK:**

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<table>
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<th>END MILEPOST/ KM:</th>
<th>TOTAL MILES or KILOMETERS:</th>
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<th>% D:</th>
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### LOCATION INFORMATION

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<th>LANE WIDTH</th>
<th>METER</th>
<th>INCH</th>
<th>TOTAL METER</th>
<th>INCH</th>
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### CROSS SECTION INFORMATION

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### SHOULDER AND LANE WIDTHS

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<th>LANES etc, 3, 2, 1</th>
<th>SH IS</th>
<th>DIR S, W</th>
<th>SH IS</th>
<th>LINES 2 &amp; 3</th>
<th>SH OS</th>
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</thead>
</table>

### REMARK:

**FOR INSTRUCTIONS REFER TO REVERSE SIDE**

Person Completing this Form ___________________________ Resident Engineer ___________________________

Telephone No. ( ) -
INSTRUCTIONS FOR COMPLETING THE AS-BUILT DATABASE INPUT

1. Fill in the lines at the top of the form from the Design Traffic information and from the Key Sheet contained in the Key Sheet.

2. Fill in the Cross Section and the Shoulder and Lane widths portions of this form from the information contained on the Typical Sections Plan Sheets. The information required is for the pavement and shoulders.

   a. On projects, with minor changes in pavement or shoulder material or change in backsets of the same materials along the project, use stations and mileposts/KM to denote the limits.

   b. On projects with acceleration or deceleration lanes or changes in lane widths, use stations and mileposts/KM to denote the limits.

   c. If typical sections are more complicated, insert a copy of the Key Sheet and all typical sections.

   d. If the project stations continue in use, place remaining remarks section of the form.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII  SUBSECTION H  DATE
CONSTRUCTION COMPLETION CONSTRUCTION AS-BUILT PROCEDURE 03/04/11

1. Introduction

This subsection of the Construction Procedures Handbook provides a standardized procedure and format for the preparation of as-built quantities for contract items. The As-Built sheets (DC-30) are to be prepared manually or by using ACES, with manual modifications as specified in this subsection. The as-built plans are to be prepared with care and due diligence because of their importance for future contracts.

Following Substantial Completion, the Resident Engineer will finalize the as-built quantities for all pay items and for Extra Work that has been authorized and incorporated into the project, and submit the As-built quantities to the Contractor for review and agreement in accordance with Specifications Subsection 109.10. The Contractor review period shall be 20 calendar days and a due date shall be included in the transmittal letter. The Resident Engineer has the discretion to extend the Contractor's 20 day response period, but only upon receipt of a written request from the Contractor within that 20 day period. Resident Engineers are to be guided by the Project Completion - Flow Chart at the beginning of CPH Section VII that shows all as-built work must be completed within 90 days of substantial completion so that final payment can be made in accordance with the time line.

Contract items for which final DC-30 sheets are to be prepared manually are those with large quantities that generate numerous pay reports and those that are constructed and paid for partially, piece-meal or in fragmented sections over many reported stations and locations. Preparing these items manually will provide a conformance to the established format where the piece-meal or fragmented sections are shown in whole runs or overall sections by plan sheet on the As-built sheets (DC-30). This will aid in the detection of gaps, overlaps and errors in reporting during construction. The 1990 revision of the Construction As-Built Manual shall be used as a guide for sample DC-30 sheets. This manual will eventually be updated to include sample DC-30 sheets prepared on ACES and using metric quantities. This procedure will supercede any conflicting item in the 1990 As-Built Manual.

Contract items for which final DC-30 sheets may be prepared on ACES are those paid for by lump sum or unit, those with minimal pay reports and locations, those with small quantities and those that are constructed and paid for in whole runs or sections.
The Resident Engineer will from time to time, prior to completion of the project, complete as-built quantities and incorporate those quantities into the monthly estimate certificate through an appropriate Construction Order. (Refer to CPH Section IV-B and Contract Specifications Subsection 109.10).

2. Reporting of Items

During the course of construction, completed quantities for contract items that are to be as-built on ACES DC-30 sheets will be reported on the ACES system as pay quantities only. Reporting of as-built quantities on ACES for these items shall be withheld until the item has reached completion and an as-built pay quantity has been established. This will allow for any corrections or adjustments without having them appear on the final ACES DC-30 sheets.

Quantities for items that are to be manually as-built on DC-30 sheets may be reported as both pay and as-built quantities during the course of construction since any corrections or adjustments that may be made to the quantity will not appear as such on the final manual DC-30 sheets.

Quantities for all contract items will be reported to the nearest decimal in accordance with the following:

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Report Pay Quantity To the Nearest</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>From $ 0.01 to $ 9.99</td>
<td>Whole Unit</td>
<td>7 CM (CY)</td>
</tr>
<tr>
<td>From $ 10.00 to $ 99.99</td>
<td>Tenth Unit</td>
<td>7.1 CM (CY)</td>
</tr>
<tr>
<td>$100.00 and over</td>
<td>Hundredth Unit</td>
<td>7.14 CM (CY)</td>
</tr>
</tbody>
</table>

Rounding off of quantities shall occur as follows:

If the portion of the decimal to be dropped is less than one-half of an increment, the last digit to be retained remains the same. If the portion of the decimal to be dropped is one-half or more of an increment, the last digit to be retained is increased to the next higher number.

Examples:

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Measured/Calculated Quantity</th>
<th>Is Rounded Off To</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 8.50</td>
<td>235.3 LM (LF)</td>
<td>235 LM (LF)</td>
</tr>
<tr>
<td>$ 7.50</td>
<td>103.5 SM (SY)</td>
<td>104 SM (SY)</td>
</tr>
<tr>
<td>$ 35.65</td>
<td>956.57 MGR (TONS)</td>
<td>956.6 MGR (TONS)</td>
</tr>
<tr>
<td>$ 46.00</td>
<td>405.13 SM (SY)</td>
<td>405.1 SM (SY)</td>
</tr>
<tr>
<td>$ 75.00</td>
<td>160.45 CM (CY)</td>
<td>160.5 CM (CY)</td>
</tr>
<tr>
<td>$215.00</td>
<td>123.135 CM (CY)</td>
<td>123.14 CM (CY)</td>
</tr>
</tbody>
</table>
Reporting of pay and/or as-built quantities will be referenced to their respective Plan Sheet Numbers. The Plan Sheet Number will be as noted below.

3. **Office Plans**

A set of plans will be maintained in the office to record all work. As construction proceeds completed work shall be plotted on the plans to ensure that all items are accounted for. It is also important that all extra work be plotted on the office plans along with any uncovered field conditions which were not shown and have been left in place. This includes Utilities. The office plans will be used in preparation of the As-built Plans in accordance with Paragraph 8. of this subsection.

4. **Adjustments to Quantities**

When Plan Quantities for items distributed on plan sheets are adjusted by Construction Order, Increases and Decreases will be entered into ACES in reference to their respective Plan Sheet.

For items not distributed on plan sheets such as Force Accounts or Lump Sums, enter N/A or IAWD (If and Where Directed), whichever is applicable.

5. **As-Built Pay Quantities**

When an item has reached completion and all pay quantities have been entered, preliminary DC-30 as-built sheets can be generated from ACES. These sheets will be used to establish as-built pay quantities and assist in the preparation of final DC-30 sheets manually or in ACES.

The Resident Engineer will review the preliminary DC-30 reports, all previously entered pay quantities, and data sources to establish the as-built pay quantity, based upon plan sheet totals where applicable, for each pay item. Any corrections or adjustments that are necessary shall be made with appropriate DC-29 entries. A check shall be made to verify that the totals of the DC-29's, DC-30's and DC-70's are in agreement.
To expedite the as-built process, as contract items are completed, items may be submitted to the Contractor for agreement. The As-Built pay quantities shall be sent to the Contractor for concurrence with a 20 calendar day turnaround due date. Any disputed quantities will be resolved and if necessary corrected by means of appropriate DC-29 entries. Once an agreement (See Note #2) on the as-built pay quantities has been obtained, the DC-30 sheets shall be finalized. To finalize the ACES DC-30 sheets, the As-built DC-29 Reports are to be entered and the final DC-30 Reports generated. Manual entries are then required as specified in Paragraph 7. of this subsection.

**NOTE #1:** As-builts prepared on ACES DC-30 sheets do not eliminate the need to accurately prepare and check the as-built information and provide the separate signatures of the preparer and checker.

**NOTE #2:** The Resident Engineer shall proceed with project closeout without the contractor's agreement if the contractor does not respond within 20 calendar days (established due date) following substantial completion. (See Project Completion & Closeout Flow Chart in the front of CPH Section VII).

An As-Built Review by the Bureau of Construction Engineering will be scheduled in accordance with CPH Section I-H, once as-buils and as-built plans are completed.

6. **As-Built Data**

As-Built measurements should be taken as soon as practical after completion of any portion of an item. Measurements shall be recorded on sketches as part of inspector's reports (DC-29's) or in standard field books in accordance with the samples in the Construction As-Built Manual. In no case should a portion of an item be as-built in a field book and another portion on inspector's reports. The as-built field books and inspector's reports shall be reference documents for the As-Built Sheets (DC-30).

a. Calculations and sketches are to be shown on the reference documents or DC-30 sheets. Calculations and sketches presented on the DC-30 sheets shall be referenced to the appropriate as-built source document (field book, DC-29, plan dimension, etc.)

b. Earthwork Calculations Sheets (DC-19) shall be used for Stripping, Roadway Excavation, and other earthwork items that may be calculated by Construction and/or Design personnel that are not Pay Proposal Quantity items (see paragraph 7f) below.

c. Legible copies of all as-built calculations and sketches shall be maintained in the project records.
7. As-Built Sheets (DC-30)

a. The DC-30 sheets for any specific item shall indicate the plan, adjusted plan (where applicable) and as-built quantities for each plan sheet and separate work location listed. On ACES DC-30 sheets these quantities shall be manually entered neatly. ACES DC-30 sheets also indicate pay quantities. On ACES DC-30 sheets (Summary or Detail), if a plan sheet number and its original quantity do not appear because of no work performed, then the plan sheet number and all its quantities must be manually entered neatly. The Plan quantity shown on the DC-30 sheets shall be either the original contract quantity for original items or the initial quantity for an Extra Work item. The Adjusted quantity will result from item quantity adjustments by Construction Orders. The DC-30 Summary Sheet shall include any approved Construction Orders processed prior to the final as-built Construction Order; indicate Extra Work, Increased and Decreased quantities to the original contract; and refer to the source document used. On ACES DC-30 sheets the reference document(s) for each item must be manually entered neatly at the bottom of the summary sheet.

b. Completed DC-30 sheets shall be assembled with the items in consecutive order, and maintained in the project records in a soft cover binder.

c. Extra Work shall be organized in road and bridge categories following the original contract items, and shall be in the order of their respective item Numbers (9001, 9002, etc.). The DC-30 sheets shall be referenced to the respective Construction Order(s).

d. When all DC-30 sheets for an item are completed, the sheets for that item shall be numbered consecutively using the following format:

   Sheet _1_ of _6_

   On ACES DC-30 sheets the numbering is to be entered manually.

e. All information at the top of the DC-30 sheets shall be completed. On ACES DC-30 sheets whatever is omitted by the ACES system shall be entered manually (e.g. Preparer and Checkers signatures and dates, etc.).

f. Road items are to be identified with a station and offset. Bridge items are to be identified according to their location in the structure or with a station and offset, whichever is more appropriate. This information shall be entered manually if necessary on ACES DC-30 sheets.

g. Items deleted from the original contract shall have a DC-30 Summary Sheet prepared manually indicating a zero quantity and refer to the Construction Order(s) (if applicable) accomplishing the deletion. A DC-29 showing a zero as-built
quantity shall be made out to indicate the reason for the deletion and be placed in the item file.

h. Each item shall have a separate DC-30 Summary Sheet, and each item requiring calculations and other supporting information shall have separate DC-30 Worksheets/Detail sheets; no more than one item shall appear on each DC-30 sheet. The only exception is for any contract “NO ITEMS” that are listed consecutively. A group of “NO ITEMS” listed in order may be shown on one DC-30 Summary Sheet prepared manually. The DC-30 Summary Sheet shall contain summary information only; no calculations or back-up information shall appear on a DC-30 Summary Sheet.

i. On projects with multi-participation, the participation breakdown will be entered on each DC-30 Summary Sheet where applicable (a particular item has multi-participation).

j. DC-30 Summary Sheets for type 1 and type 2 pay items as defined in Specifications Subsection 109.01, for which the specifications indicate that payment is to be made for the quantity in the proposal adjusted for change orders, and also, any other item that may be designated in the specifications not to be measured and payment to be made for the quantity in the proposal adjusted for change orders shall reference the appropriate specification (i.e. Subsection 109.01, subsection on method of measurement). If the item is measured or calculated, the requestor (Department or Contractor) should be noted on the DC-30 Summary Sheet.

NOTE: Pay proposal quantities are not “spot” as-built items. The percentage difference for as-built adjustment is of the entire quantity in the proposal adjusted for change orders. However, pay proposal quantities can be adjusted for additional work that is required beyond work shown in the contract documents and conversely work shown can be deleted by Construction Order. Unless specifically stated in the Construction Order, adjustments made will not be measured.

8. As-Built Plans

   a. All changes made by Construction that affect the accuracy of the plans will be neatly sketched in red ink or red pencil on the plan sheet(s) of an As-Built Plan Set, on which the changes occur. Some examples would be the change in location of an item, additional or deleted items, permanent “If and Where Directed” items or geometric changes such as extension of guide rail, driveway revisions or field changes in accordance with CPH Section IV-A, uncovered field conditions, such as an existing pipe, conduit, bridge foundation, etc., that is left in place, and utility changes. The As-built Plans need to be as accurate as possible because they will be used as a reference for future projects.
b. Formally issued Change-of-Plan sheets will be inserted in the As-Built Plan set; immediately behind the original plan sheet. They too must be as-built.

c. All As-Built Quantities will be neatly entered in the As-Built Plan set on the Estimate-Distribution of quantities sheet.

d. The following statement will be included on the Key Sheet of the As-Built Plan set and will be signed and dated by the Resident Engineer: (See Sample Attachment “A”)

I certify that to the best of my knowledge this project has been constructed in conformity with the original plans, specifications and modifications, if any, as described in the various Construction Orders, numbers ___ to ___.

______________________________  _________________________
RESIDENT ENGINEER            DATE


e. Electrical As-Built Plans shall be prepared by the Resident Engineer for new or revised Traffic Signals. These as-built plans shall be prepared in the same manner as the complete set of as-built plans.

The Intersection's Electrical As-Built Plans shall be provided by the Resident Engineer at the traffic signal turn-on, in accordance with CPH Section VI-H. A copy shall also be included in the set of as-built plans.

9. As-Built Summary DC-104

The final DC-104 As-Built Summary Report shall be generated by ACES. All Construction Orders and final adjustments to items shall be shown. When applicable, the Resident Engineer shall prepare a memorandum for attachment to the DC-104 report listing all contract "NO ITEMS" that are not shown on the DC-104 computer printout.

10. Information Required by the Division of Design Services

a. The Regional Survey office shall be notified when cross-sections are required for Borrow Pits, Channel Excavation, Wet Excavation, Unsuitable Material, Extra Depth Excavation, Borrow Excavation, Zone 2, etc. Before construction starts, the Resident Engineer shall make sure that a current set of original ground elevations has been taken in the above areas.

b. Before any areas of the cross-sections are calculated, a meeting will be held with the Regional Survey Coordinator, Resident Engineer, and Contractor to review and confirm pay limits.
c. The Resident Engineer shall submit the following to the appropriate Design office (Regional Survey) with a copy of the letter of transmittal to the Regional Construction Engineer, Field Manager and Project Manager:

1) As-Built plans
2) As-Built Summary (DC-104) (Retain original, submit a copy).

NOTE: On items for which the Division of Design Services is responsible for as-built calculations, the Resident Engineer will request from the Division of Design Services the original calculations for inclusion in the project files.

11. As-Built Index

An as-built index shall be placed at the beginning of the DC-30 sheets in the soft cover binder. A copy of the DC-104 As-Built Summary Report can be used as the index. A sample index is included in the Construction As-Built Manual. The sample DC-30 sheets in the Construction As-Built Manual shall be used as a guide for all As-Built work manually prepared or generated by ACES.

12. As-Builts for projects with 2007 Standard Specifications

a) Review Section 104.03.03 Types of Changes to determine if any contract item is to be addressed as described in this section or whether a change is to be addressed by a supplementary agreement item.

b) Review Section 109.01 Measurement of Quantities. Review the Estimate - Distribution of Quantities in the plan sheets to identify which items have been designated as measured items (M) or as proposal items (P) by having suffix P or M in the item number respectively.

c) The percentage difference for As-Built Adjustment of a proposal item (P) as indicated in section 109.01 is based on the entire quantity in the proposal not on percentage differences or discrepancies of quantities at individual locations or individual plan sheets.

d) Review Section 109.08 As-Built Quantities for procedure of acceptance of As-Built Quantities by the Contractor.
e) Review Section 152.04 Insurance.
Final payment for the noted liability insurance items (OCP, Pollution, Railroad) is based on the bid amount. Final payment is not to exceed the bid amount. The paid invoices are to be kept in project files. Refer to BDC # BDC10S-12 dated 12/22/10.

f) Review Section 155.03.03 Telephone Service.
Telephone Service consists of monthly charges for telephone and cellular phones provided for the field office and materials field laboratory excluding set up charges. Payment for Telephone Service is for the actual costs of the charges as evidenced by paid bills submitted within 60 days of receipt from the service provider for telephone and cell phones.

g) Review Sections 401.03.03 (H),(I),(J),402.03.01 (H),(I), 405.03.02 (I), (J) , 405.03.02(I),(J), 507.03.02(N) and 903.03.05 (E), (F). Asphalt and Concrete Quality pay adjustments shall be applied by creating the applicable extra item from the 2007 Standard Pay Item List.

The Standard Pay Item list with item description can be found at: http://www/state/nj.us/transportation/business/trnsport/pdf/payitemlist.pdf

This includes; Hot Mix Asphalt Air Void Quality Adjustment, Hot Mix Asphalt Rideability Quality Adjustment, Hot Mix Asphalt Thickness Quality Adjustment, Concrete Thickness Quality Adjustment, Concrete Rideability Quality Adjustment and Concrete Strength Quality Adjustment. Note: Adjustments cannot be made in Asphalt or Concrete contract bid item.

13. Regional Construction Stormwater Report

At Substantial Completion the RE must complete a DC-13 Regional Construction Stormwater Report. Each type of stormwater/drainage structure constructed or modified must be shown on the report. All the stormwater structures specified in Subsection 602 of the Standard Specifications and Items such as Retention Basins, Wetland Mitigation Sites, scuppers etc must also be shown on the report. Record the milepost for interstate, State and county routes on the form. For locations which do not have a milepost, record the station provided on the Plans. The RE must submit the report to the Regional Office by December 31 of each year. The Region Office will compile all the reports into a master report and submit them to Environmental Services before March 1 of the following year.
# CONSTRUCTION PROCEDURES HANDBOOK

<table>
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<th>SECTION VII</th>
<th>SUBSECTION I</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSTRUCTION COMPLETION</td>
<td>STORAGE OF MATERIALS FROM COMPLETED OR TERMINATED CONSTRUCTION PROJECTS FOR USE ON FUTURE CONSTRUCTION PROJECTS</td>
<td>05/15/06</td>
</tr>
</tbody>
</table>

1. To prevent theft or damage to materials not incorporated into a completed or terminated construction project, that will become the property of the NJDOT specifically for use on a subsequent project or projects not yet awarded, the Resident Engineer, through the chain of command, shall notify the Executive Director of Regional Operations with a list of specific materials. This should be accomplished at the earliest possible date, prior to the completion of the construction project, so that any special handling or needs can be accomplished as part of the contract, because Maintenance may not be capable of picking up and moving the materials.

2. The Executive Director of Regional Operations shall determine whether the value of materials, difficulty of storage or security measures are an issue and if so, set up a “security meeting”. When a meeting is necessary, the Executive Director of Regional Operations shall arrange the meeting and invite a representative from the Office of Investigative and Security Services, the Resident Engineer, and an employee designated by the Executive Director of Regional Operations as the “monitor”. The monitor will inventory materials and periodically verify their condition and quantity, and if there are any losses and damages, will report them to the Executive Director of Regional Operations.

**NOTE:** Items of small value and bulk materials such as fill and top soil may be excluded depending upon the difficulty of control. This should be addressed at the security meeting.

3. The Executive Director of Regional Operations will be responsible for the determination of the measures needed to ensure security, storage location, and methods of storage.

**NOTE:** Should materials to be stored be of a chemical nature (e.g., paints, coatings, asphaltic compounds, etc.) the Bureau of Project Support, Environmental Services and Support Unit, shall be contacted at (609) 530-2975 to determine how to store the materials in an environmentally acceptable manner or if the materials should be disposed of as hazardous waste by the contractor.

4. The Executive Director of Regional Operations will insure that a monitoring plan is developed. This plan will include a detailed report with exact locations for each material and the systems of security to protect these materials. The monitoring plan will name
the employee, designated by the Executive Director of Regional Operations, who will be responsible to perform routine checks of materials. The monitoring plan will also state at what intervals the checks will occur. In the event of damages or losses, refer to current Department Procedure 2.1101. In the event a security meeting is not held, a monitoring plan will be prepared once it is known what materials are to be stored. A standard monitoring plan can be utilized adjusting steps to fit the situation. The monitoring plan will be maintained by the Executive Director of Regional Operations and a copy filed with the Office of Investigation and Security Services.

5. Prior to turning over materials to a NJDOT designated storage facility, a joint inventory will be made by the contractor’s representative and the monitor of the material as it is being stored. The inventory will list the quantity and condition of each material. The contractor and the monitor will both sign a concurrence to the inventory’s accuracy. A copy of the inventory will be provided to the Resident Engineer for the project records.

In case of a terminated or defaulted contract where the cooperation of the contractor is not possible, the Resident Engineer will prepare and sign a preliminary inventory. When the materials are then stored, a follow up inventory will be taken by the monitor. Any discrepancies between the two will be reported to the Executive Director of Regional Operations. The original of the final inventory will be maintained by the Executive Director of Regional Operations with a copy to the monitor and the Resident Engineer.

6. Once the materials are stored, the Executive Director of Regional Operations is to determine if State and/or local police should be notified. When notification is necessary, a complete description of types, quantities and storage locations will be provided to those organizations.

7. Prior to advertisement of the new contract, the Project Manager should have contacted the Executive Director, Regional Operations to verify that the quantity and quality of the original inventory is consistent with the specifications of the new contract.

8. After the new contract is awarded, the established final inventory will be provided by the Executive Director of Regional Operations, through the assigned Resident Engineer, to the contractor that has been awarded the contract for which the materials were intended. Verification of the inventory will be made by the contractor’s representative, the monitor, and the Resident Engineer. Termination of the monitoring plan will occur once written acceptance from the contractor has been received by the Resident Engineer. Copies of this acceptance will be provided to the Executive Director of Regional Operations, the Regional Construction Engineer and the monitor.
From Completion Notice to Acceptance

Developer Agreement Completion & Closeout
1. Once the Developer has notified the Resident Engineer in writing that the highway improvements are completed, the Resident Engineer will start the closeout procedure. (See CPH Section VII-A.4.b. by placing the term “Contractor” with “Developer”). The steps of the closeout procedure are shown on the Section VII-J flow chart. If the Developer Agreement project included writing on an Interstate System, the FHWA will be notified as if it was a Federally-aiding project. The Resident Engineer will assure that all required documents have been received, e.g., As-built mylars and material certifications.

**NOTE #1** - The Maintenance Bond will be accepted at the time the highway improvement must be accepted. Before the Maintenance Bond can be provided by the Developer and the Performance Payment Bonds released by the State. The Maintenance Bond will be executed by Major Access for the Developer after the AD-12 is executed by Design Services. (Refer to Attachment “A”)

**NOTE #2** - A requirement associated with some Developer agreements is the dedication of Right-of-Way (ROW) to the State by the Developer. The Bureau of Property and Relocation should certify to the Regional and Local Access Permits when all dedications have been satisfactorily completed. Right-of-Way dedications should be completed and the AD-12 is executed by the Director of Design Services.

2. The Resident Engineer shall notify the Region to prepare Form DC-20, "Certificate of Completion," for his/her signature. (Refer to Attachment “A”)

3. Once the DC-20 is signed by the Resident Engineer, it shall be forwarded with any other documents required by the Agreement to the Field Manager.

4. The Resident Engineer will forward the as-built mylars to the Regional Survey and Design for incorporation into the contract documents and to the Regional Construction Engineer, Field Manager, and Major Access Permits. That office will make copies of the As-built mylars and forward the original mylars to the Engineering Documents Unit.

**NOTE #3** - Prior to forwarding, the as-built mylars will be reviewed by the Resident Engineer for all field changes, additions, and revisions. The Resident Engineer will attach a memorandum of recording stating that the As-built mylars have been reviewed and are correct to the best of his/her knowledge.
5. The Field Manager will review Form DC-20, sign it where indicated and forward the DC-20 to the Regional Construction Engineer.

6. The Regional Construction Engineer will prepare a transmittal memorandum to the Executive Director of Regional Operations and submit it with the DC-20 for Operations acceptance.

7. The Executive Director of Regional Operations will sign the Form DC-20 indicated and return it to the Regional Construction Engineer.

The Regional Construction Engineer, after receiving Form DC-20 is returned from the Executive Director of Regional Operations signs the DC-20. The Regional Construction Engineer shall prepare an updated Form AD-12, "Department Action Slip", (Refer to Attachments "B" & "C") and forward it along with Form DC-20 to Major Access for acceptance and signature once ROW dedication is completed and monies owed the State are received from the Developer (See Notes 4 & 5). A copy of the Transmittal to Major Access shall be forwarded to the Bureau of Construction Engineering's signatory, Construction's Legal Counsel and to the Bureau of Agreement Accounting who will inform them that the Construction portion of the agreement is ready for final closeout.

NOTE #4 - The Right-of-Way units will determine what actions should be taken if the ROW dedication or monies owed delay fulfillment of the terms of the Agreement for any substantial amount of time. A letter to the Developer from Major Access Permits explaining the responsibilities due to ROW dedication not being finalized should be created.

NOTE #5 - The State for final Revi, construction inspections, etc. must be paid in full. The AD-12 should not be executed until the Bureau of General Accounting certifies to Major Access Permits that all monies due to the State have been received. This certification should be coordinated by the Office of Major Access Permits.

9. Major Access sends an original signed DC-20 to the Developer along with the required Certification of Acceptance (Refer to Attachment "D"). and sends copies of those documents as well as the signed Form AD-12 to the Resident Engineer and Regional Construction Engineer.

The retention of the final office records will be in accordance with Section VII-L "Retention and Storage of Construction Records".
**CERTIFICATE OF COMPLETION**

**Route & Section or Project Name:**
Route 1, Section 1AZ

<table>
<thead>
<tr>
<th>Region</th>
<th>Federal Project No.:</th>
<th>Job No.: 94000</th>
<th>Date: 01/01/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td></td>
<td>12-0366</td>
<td></td>
</tr>
</tbody>
</table>

**Local Name of Project:**
Access to Acme Development at Avenue A, Prosperity Township, Agreement

**Type of Work:**

<table>
<thead>
<tr>
<th>Use Developer's name.</th>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Main Street, N salvar City, NJ</td>
</tr>
</tbody>
</table>

**Contract Starting Date:**

<table>
<thead>
<tr>
<th>Use Precon. Conf. date</th>
<th>Substantial Completion Date</th>
<th>Final Acceptance Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td>01-01-2004</td>
<td>01-01-2004</td>
</tr>
</tbody>
</table>

**RECOMMENDED FOR ACCEPTANCE:**

<table>
<thead>
<tr>
<th>Resident Engineer</th>
<th>Supervising Project Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regional Elect. Maintenance Engineer</td>
</tr>
<tr>
<td></td>
<td>Regional Maintenance Engineer</td>
</tr>
<tr>
<td></td>
<td>Regional Construction Engineer</td>
</tr>
<tr>
<td></td>
<td>Executive Director, Region North</td>
</tr>
<tr>
<td></td>
<td>Project Manager</td>
</tr>
</tbody>
</table>

**CERTIFICATION OF COMPLETION:**

In compliance with Subsection 5522.555 and Standard Specifications, I certify that to the best of my knowledge, information and belief, and on the basis of observations and tests made, that the work has been completed and is in conformity with the terms and conditions of the contract. The subject project is recommended for acceptance.

<table>
<thead>
<tr>
<th>Program Manager, PM Group 1, CPM:</th>
<th>Show Individual's Name Here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Project Management, CPM:</td>
<td>Show Individual's Name Here</td>
</tr>
<tr>
<td>CONCURRENCE:</td>
<td></td>
</tr>
<tr>
<td>Assistant Commissioner:</td>
<td>F. Howard Zahn</td>
</tr>
<tr>
<td>State Transportation Commissioner:</td>
<td>Richard Dunne</td>
</tr>
<tr>
<td>RECORD OF SECRETARY, NJDOT:</td>
<td>Jacqueline Trausi</td>
</tr>
</tbody>
</table>

**GUARANTY BOND (IF APPLICABLE):**

<table>
<thead>
<tr>
<th>Surety Corporation</th>
<th>Effective Date</th>
<th>Auditor</th>
<th>Date</th>
</tr>
</thead>
</table>

**DISTRIBUTION BY REGION / BUREAU MANAGER:**

<table>
<thead>
<tr>
<th>Commissioner / Designee</th>
<th>The remaining three (3) copies (or four (4) for Certification Acceptance Projects), with dates and original signatures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor / Developer</td>
<td>Prior to Commissioner Concurrence, The Original Signature Copy</td>
</tr>
</tbody>
</table>
Date: February 20, 2004

Subject: Final Completion and Acceptance

Project: Developer Agreement No.___________

Acme Development Corp., 123 Main Street, Typical City, New Jersey, 07001 completed all work under Developer Agreement for the above noted project on January 6, 2004.

The project has been inspected and found satisfactory for final acceptance.

Any and all Right-of-Way dedications have been completed.

All monies due to the state have been received.
It is recommended that the project be accepted.

EXECUTIVE APPROVED NAMES AND TITLES

CERTIFICATION OF FUNDS

SCHEDULE

APPROVED AND
ACTION CERTIFIED:

FOR THE NJDOT
COMMISSIONER OF TRANSPORTATION

RES Cindy J. Smith, Director, Design Services
New Jersey Department of Transportation
Memorandum

TO: Thomas Hartman
   Bureau of Major Access

FROM: Regional Construction Engineer

DATE: 

PHONE: 

SUBJECT: Final Acceptance Developer Agreement

Enclosed are the original and copies of the Certificate of Completion form DC-20, and Department Action Form DP-12 for the following Developer Agreement project:

Route Project Name

Route 1 Section 1: Acceptance of Home A Development at Avenue “A”, Hopewell Township, Voorhees County Agreement No.

Please provide a ROW declaration is completed and monies owned the state are forwarded as directed by the Bureau of Agreement Accounting.

Manager, Bureau of Maintenance Engineering
Manager, Bureau of Traffic Signs and Safety Engineering
Manager, Bureau of Landscape and Urban Design
Manager, Bureau of Construction Engineering
Manager, Bureau of Agreement Accounting
August 31, 2005

Robert Spalterholz  
Senior Vice President  
Connell Realty & Development Co.  
45 Cardinal Drive  
Westfield, N.J. 07090-1099

RE: S-78-B-0016-94
I-78/ Oak Way Ramp
Twp. Of Berkeley Heights, Union Cnty.
4800100-S076

CERTIFICATION OF ACCEPTANCE

Dear Mr. Spalterholz:

This certification confirms that the above and all associated work conform to the conditions of the permit and that the portion of those improvements within the State right of way is accepted by the Department as part of the State highway system. This certification is made pursuant to N.J.S.C. 16:47-4.13(1) and Part P-41ST, X, and Part SECOND, D of the above-developed agreement.

If there are any questions or concerns regarding the above improvements, please call me at (609) 530-5579, or please case manager, Sarah Seabren (609) 530-5567.

Sincerely,

Charles W. Gienzel  
Project Engineer  
Major Access Services

cc: R. Quinn  
Assistant COMMISSIONER  
Municipal Building Inspection  
Regional Construction Engineering  
Development Engineering  
DAG
1. Contractor's Statement of Materials and Labor:

The FA-8 form is required on all Federal-aid Projects that are located on the National Highway System (NHS), except projects for which the total final construction cost of the roadway and bridge is less than $1 million or projects consisting primarily of (1) the installation of protective devices at railroad grade crossings, or (2) local improvements. The Contractor is required to submit the FA-8 form prior to the construction of the project. Liquidated Damages shall be charged on a contract that is not submitted in accordance with Specification Subsection 108.16. Liquidated Damages may only be waived with the concurrence of the Regional Construction Engineer.

Upon receipt of the FA-8 form from the Contractor, the Resident Engineer will review the form to verify that the figures are reasonable, complete PART-A, and submit to the Regional Construction Engineer/Appropriate Bureau Manager for further processing. The Regional Construction Engineer/Appropriate Bureau Manager will forward the original to the Supervisor, Federal Aid Coordination, for submittal to the FHWA. The Regional Construction Engineer/Certification letter, attachment "A", will include a statement indicating the date of the FA-8 was sent to the Supervisor, Federal Aid Coordination. If the project is less than $1 million or non-NHS, a completed FA-8 is not required, and "N/A" is placed in the space in the sample Regional Construction Engineer Certification Letter attachment "A".

2. Regional Construction Engineer Certification:

Upon receipt of all documents referenced in the sample Certification Letter, attachment "A", the Regional Construction Engineer/Appropriate Bureau Manager will prepare the letter that will have the following attachments:

- Original LB-96 Material Certification
- Original fully executed Final Construction Order without attachments but with the final cost sharing distribution (DC-173/174)
- Original DC-123 Contractor's Final Certification of Compliance
- Copy of the final Certification of Cost
- Copy of the AD-12 Department Action Slip (Accepting the Project)
- Another copy of the FA-8, if required
In confirmation that the Final Inspection Deficiencies noted by the FHWA have been corrected, if applicable.

Because of the requirements of this procedure, two (2) originals of the final Construction Order(s) to be prepared and forwarded through the system. The Bureau of Accounting and Auditing will return one (1) fully executed document back to the Regional Construction Engineer. When a Construction Order is not processed, "N/A" is placed in the space provided for the Construction Order number(s). This will allow the FHWA to quickly process the necessary paperwork to closeout the project.

3. Transmittal to Federal Aid Coordination

Although addressed to the Division Administration of the GWA, the Regional Certification letter, attachment "A", signed by the Regional Construction Engineer/Appropriate Bureau Manager, will be forwarded by cover memorandum, conforming to attachment "B", with the certificates signed by the Supervisor, Federal Aid Coordination. The Supervisor, Federal Aid Coordination will process and package the closeout documents to be sent to the FHWA.

The Regional Construction Engineer/Appropriate Bureau Manager will prepare a duplicate original signed Certification with copies of all referenced attachments, which will be forwarded to the Bureau of Construction Engineering on file at the coordination of Federal Aid project close-outs. An additional copy with all documents will be kept in the Regional Construction Office file for the entire 10 year retention period to avoid delays in Federal Aid close-out when documents are lost in transit. A copy with attachments should also be placed in the Regional Construction Office Project records, which are added to the project records sent to Records Retention (See CPH Subsection VII-L).
ATTACHMENT "A"

Date

Division Administrator
U.S. Department of Transportation
Federal Highway Administration
840 Bear Tavern Road, Suite 100
West Trenton, New Jersey 08628-4652

Re: Route 100, S.C. 9, and C.C. Federal Aid No. M-3081

Dear [Name]

This is to certify that this project is complete and in compliance with all Oversight (or Alternate Procedures) and in accordance with the approved plans and specifications as evidenced by Construction Order Nos. through __ inclusive. All required documents are on file at the Department's Federal Aid Coordination Section including:

Original:
- LB-96 Materials Certification
- DC-123 Contractor's Final Certification of Compliance
- Final Construction Order and Cost Statement, Distributions 1 thru 73/174

Copy:
- Final Certificate of Cost
- AD-12 Department Action Slip (Accepting the Project)
- Written Confirmation that the Final Inspection Duties have been Completed

The original copy of the Form FA-8*, Contractor's Statement of Materials and Labor, was sent to the Supervisor, Federal Aid Coordination on ____________.

CERTIFIED:

________________________________________
( )
Regional Construction Engineer
Region North, Central or South
or Appropriate Bureau Manager

c: Supervisor, Federal Aid Coordination

* not required for non-NHS projects and projects less than $1 million
ATTACHMENT "B"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

MEMORANDUM

TO:  Supply line Federal Aid Coordination
       Bureau of Capital Program Coordination

FROM: Regional Construction Engineer
       Route 100, North, Central or South
       Approvals Bureau Manager

PHONE:

DATE:

SUBJECT: Route 100, Section 100, DC
         Federal Project No. "M-001100" (100)
         CLOSE-OUT DOCUMENTS

Concerning the subject project, copies of the following documents, required for Federal
acceptance, are transmitted for your disposition:

Original:
   _____ Regional Construction Engineer/Manager Certification
   _____ LB-96 Material Certification
   _____ DC-123 Final Certificate of Compliance
   _____ Final Construction Order and Cost Sharing Distribution, DC 173

Copy:
   _____ Final Certificate of Cost
   _____ AD-12 Department Action Slip (Accepting the Project)
   _____ Written Confirmation that the Final Inspection Deficiencies noted by the
          FHWA have been corrected.

The original copy of the Form FA-8*, Contractor's Statement of Materials and Labor, was forwarded to the Federal Aid Coordination Section on __________ . An additional

   c: Bureau of Construction Engineering w/attachment
       Regional Construction Office File w/attachment

* not required for non-NHS projects and projects less than $1 Million
## STATEMENT OF MATERIALS AND LABOR USED BY CONTRACTORS ON HIGHWAY CONSTRUCTION INVOLVING FEDERAL FUNDS

### ATTACHMENT “C”

<table>
<thead>
<tr>
<th>State*</th>
<th>Description</th>
<th>Federal Project No.*</th>
<th>Urban ( ) Rural ( )</th>
</tr>
</thead>
</table>

### CARD A

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Roadway</th>
<th>Bridge (Over 20 ft)</th>
<th>Date Started*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Length of Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Final Construction Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CARD B

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Labor Hours</th>
<th>Gross Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Total Cost of All Materials &amp; Supplies*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Petroleum Products*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Cement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Aggregates Purchased</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Bituminous Material</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CARD C

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Reinforcing Steel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Structural Steel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Ready-Mixed Concrete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Premixed Bituminous Paving Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Aggregates Produced</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CARD D

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lumber</td>
<td></td>
<td></td>
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</tbody>
</table>

### CARD E

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CARD F

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Noise Barriers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Guardrail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bridge Rail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CARD G

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Final Contract Amount for Signs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Final Contract Amt. for Lighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Final Contract Amy. for Traffic Signals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Blocks 48-70

Blocks 48-70 to be completed by FHWA Washington Headquarters Personnel

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MUST BE REPORTED ON ALL REPORTS

REVIEWED BY

DATE: 05/15/06

ORM NO. 2125-0033

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**Form FHWA-47 (Rev 12-88) Previous Editions Are Obsolete**
INSTRUCTIONS FOR PREPARING AND TRANSMITTING FORM FHWA-47

GENERAL REQUIREMENTS

Form FHWA-47 should be transmitted for each Federal-aid primary, urban and Interstate system project involving construction performed under contract awarded by competitive bidding, except projects for which the total final construction cost of the bridge is less than $1,000,000 or projects consisting primarily of the installation of protective devices at railroad grade crossings, or (2) unit price identification.

Form FHWA-47 should be transmitted unless, if data is already available, in advance of the Final Report required in the Federal Aid Highway Program Manual Vol. 6, CH. 4. Sec. 2, Sub. 5.

A separate form should be transmitted for each site except that data for two or more contracts on the same project may be combined. When such contracts are completed at approximately the same time or a combination, the earliest starting date and the latest completion date should be reported. Where a single contract covers two or more sites or contracts with sites of the data are duplicated. A Form FHWA-47 cannot be prepared for a contract covering only the purchase of materials that quantity of the contract should be reported when subsequently included in the construction. In all cases, only the original of Form FHWA-47 should be transmitted. No carbon or photocopies, should be transmitted. The Washington Office, if nonparticipating work is included in the contract, all data should be combined with the Federal-aid data in preparing the form. Data on a subcontract must be combined by the State or the division of the prime contract if not so combined by the prime contractor. It is the State’s responsibility to see that all prime contract and subcontract costs, material, and labor hours have been reported for each contract, and no duplication of data are involved. Quantities of state-furnished materials should be included with contract quantities, and costs of state-furnished materials should be added to Item 2 "Final Construction Cost" and also to "Total Cost of All Materials and Supplies." All quantities should be related to the nearest whole unit and only in the units specified. All costs should be reported to the nearest dollar.

Check urban or rural to indicate whether the major cost is for work within an urban area or in a rural location.

All figures should be verified for reasonableness by State highway department and Federal Highway Administration division office engineers. The total material cost and the total labor-hours and gross earnings should be reasonable with respect to the size and nature of the contract and with respect to the quantities of other materials. For example, if a large quantity of reinforcing steel is reported with no cement or ready-mixed concrete, an error of omission in reporting would be indicated.

Generally, the total cost of materials, supplies, and labor should be substantially less than the final construction cost, as the latter also includes costs of equipment ownership, overhead, and profit which are not required to be reported. If the final construction cost is less than or only a few percent more than the total cost of materials, supplies, and labor, the indication is that the contractor suffered a loss on the project or that there is an error in reporting. In such case, if it is determined that the figures reported are correct, a statement should be made on a plain sheet of paper marked "Remarks" to the effect that the contractor actually did suffer a loss, (verify with contractor).

PART B—INFORMATION TO BE SUPPLIED BY CONTRACTOR IMMEDIATELY UPON COMPLETION OF CONTRACT OR PROJECT

Specific Instructions for the Following Numbered Items:

Item 3—Report total labor-hours worked and earnings of all contractors’ employees on the project, including those on operation and maintenance of equipment.

Item 4—This should be the total cost, at the job site, of all construction materials and supplies purchased for and used on the project, including the cost of materials for signing and lighting and the cost of any materials and supplies not, specifically listed herein. Costs of equipment or equipment rental and the cost of operating the equipment, except the costs of fuel and lubricants, should not be included in this item. Small items of equipment such as jackhammers, hand tools, repair parts, tires, etc., are not considered to be supplies. Costs of such items and also overhead costs should not be included. The amount included here for aggregates produced should be only the cost of aggregates produced by the contractor for the aggregates and should not include the costs of mining, processing, loading and hauling. Wages and labor-hours for fuel, gas, and oil produced should, of course, be included with Item 3.

Item 5—Report total number of gallons of all gasoline, diesel oil, lubricant, and other fuels consumed. Conversion purposes use factor of 5.8708 kilowatt hours per gallon.

Items 6 and 7—Report quantity of cement used on project. Do not report the cost of cement included in Item 14.

Items 8 and 9—Report quantity of aggregates purchased from commercial sources such as sand, crushed stone, etc. Do not report here any aggregates included in Item 10. Aggregates produced by the contractor should be included with Item 10. The quantity of aggregates purchased should be reported and not as the number on board feet.

Item 10—Report total number of pounds of reinforcing (plain or coated) for both primary and secondary pavements. Include estimated quantities of reinforcing and prestressing steel in purchasing quantities, except concrete pipe reinforcement.

Item 11—Report total number of pounds of galvanized or ungalvanized steel, H-piling, and sheet piling.

Item 12—Report total number of cubic yards of all aggregate mixes estimated quantity of concrete in purchased pieces, including Item 26.

Item 13—Report total number of tons of bituminous mixtures that are purchased in a prepared condition ready for placement. Include the job.

Items 16 and 17—Report total quantity of aggregates such as sand, gravel, crushed stone, etc., produced by the contractor.

Item 18—Report estimated total weight of steel products not appropriate for Items 12, 13, and 25, such as joint devices, tubular piling, etc.

Items 19, 20, and 21—Report total lengths, in linear feet, of all types of noise barriers, guardrail and bridge rail.

Item 22—Report final contract amount for all types of signs including foundations, posts, structural supports, etc. Do not include traffic signals.

Item 23—Report final contract amount for highway and bridge lighting including foundations, conduits, standards, wiring, switches, luminaries, etc. Do not include traffic signals.

Item 24—Report final contract amount for traffic signals.

Item 25—Report, by size, regardless of class, type, gauge or coating, number of linear feet of corrugated steel pipe, structural plate pipe, pipe-arches and arches.

Item 26—Report, by size, regardless of class, type, gauge or coating, total number of linear feet of plain and reinforced concrete drain and culvert pipe.

Item 27—Report, by size, total number of linear feet of clay pipe.

Item 28—Report, by size, total number of linear feet of corrugated aluminum culverts.

Item 29—Report, by size, total number of linear feet of plastic pipe.

*Quantities of steel and lumber used in connection with Items 19, 20, 21, 22, 23 and 24 should not be reported unless difficulties are encountered in segregating such quantities from total quantities.

FORM FHWA-47 (Rev. 12-88)
1. Construction Project Field Records

   a. Under the direction of the Resident Engineer, each field office will be responsible to box **ALL** written documentation pertaining to that specific project. (Do not overpack storage boxes.)

   b. All electronic media should be converted to a paper medium since the storage facilities are only equipped to handle paper storage. **ALL** these magnetic field records of a construction project shall be transferred through the Field Manager to the Regional Construction Office when the Final Estimate has been processed and approved. If there are circumstances which may require the Resident Engineer to retain the records in the field office after the Final Certificate has been approved, the field records shall be transferred to the Regional Construction Office as soon as practicable. Data cartridges and diskettes (originals plus all back-ups) will be stored at the Regional Construction Office until the Final Certificate is issued at which time they will be properly recycled. The Regional Construction Records Liaison Office shall be responsible for the proper environmentally controlled storage and identification of the cartridges and diskettes.

   c. The records shall be placed in one or more storage containers, and a Form AD-103 shall be attached to each container. (Do not include reports for more than one project in each container.) Form AD-103 shall be completed as shown on the following sample.

**NOTE:** The Resident Engineer is responsible for the project records until they are properly transferred to the Regional Construction Records Liaison Officer.
The Regional Construction Manager Officer shall maintain the project field records and shall arrange for them to be transferred to the Records Management Section. A memorandum of record will be prepared by the Regional Construction Engineer (See Attachment "R") noting the transmittal. A copy of this memorandum will be sent to the Manager, Bureau of Construction Engineering.

2. Construction Project Records, Field and Regional

a. By combining project field and regional records, the Regional Construction Office shall eliminate duplicate records through merging and purging.

b. The Regional Construction Office will transfer the combined project field and regional records to the Records Management Section.

c. The containers for these records shall be packed similarly to the field records. The AD-103 shall also be similar except it will be titled "Construction Project Field and Regional Records combined, Route ____, Section ____."
3. Regional Construction Records Liaison Officer

a. The Regional Construction Records Liaison Officer shall be an individual who is designated by the Regional Construction Engineer (refer to current Policy 1.505D), who will maintain a log indicating the disposition of project field records submitted for storage. The log will indicate the date the project field records were received at the Regional Construction Office and the date the project field and regional records, combined, were sent to the Records Management Section.

b. It is recognized that it will not be feasible for the Liaison Officer to conduct a comprehensive study of records submitted; however, a random check of the contents of each box should reveal obvious omissions. The following checklist is provided as a guide to the Liaison Officer to indicate the types of construction records that should be included for storage:

1) Monthly Estimate Certificates
2) Construction Orders
3) Item Books (DC-70)
4) Field & Office Diaries
5) Inspection Reports & Original Source Documents
6) Delivery Tickets & Invoices
7) Certification
8) Material Questionnaires
9) Material Test Reports
10) Files on Public Utilities
11) Correspondence Files (Incoming and Outgoing)
12) ROW Records (dates of entry, panels, etc.)
13) Contractor's Layouts & Certifications (if applicable)
14) EEO Files
15) As-Built Drawings (original DC-30 & DC-104)
16) Reports for Bituminous Concrete and Bituminous Materials (DC-26 & DC-27)
17) Original Design Quantity Calculations
18) Contract and Bond (if applicable)
19) Insurance Certificates

Some projects, due to the nature of construction, will have construction records other than those included in this checklist. Upon finding an apparent omission, the Liaison Officer will contact the Resident Engineer for an explanation. If vital records cannot be furnished for storage, the written explanation from the Resident Engineer will be kept with the record file in lieu of such actual records.

4. Retrieval of Stored Records

a. Refer to current Departmental Policy and Procedure No. 1.505, "Storage, Retrieval, Disposal, and Microfilming of NJDOT Records, including Services, Systems and Equipment".
**ATTACHMENT “A”**

**SAMPLE**

![New Jersey Department of Transportation MEMORANDUM](image)

<table>
<thead>
<tr>
<th>TO:</th>
<th>Memo of Record Records Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Thomas Dowd Regional Construction Engineer Central Region Construction</td>
</tr>
<tr>
<td>PHONE:</td>
<td>(732)308-4074</td>
</tr>
<tr>
<td>DATE:</td>
<td>October 29, 2005</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Records to Storage (7) Seventh Shipment 2005</td>
</tr>
</tbody>
</table>

On 10/29/05, 28 boxes of construction project records Series 0001-0000 with a ten (10) year retention period were picked up in Flemington and taken for storage.

The information contained therein has been duly recorded on AD-103 for the following projects:

<table>
<thead>
<tr>
<th>DP#</th>
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Total: 28 Boxes
SECTION VIII - WORK ZONE SAFETY

SUBSECTION - A  NJDOT EMPLOYEE RESPONSIBILITIES

SUBSECTION - B  RESIDENT ENGINEER RESPONSIBILITIES

SUBSECTION - C  RESPONSIBILITIES OF THE PERSON PERFORMING THE DAILY TRAFFIC CONTROL PLAN INSPECTION

SUBSECTION - D  USAGE OF STATE AND LOCAL POLICE

SUBSECTION - E  FUNCTION OF THE OFFICE OF CAPITAL PROJECT SAFETY
### CONSTRUCTION PROCEDURES HANDBOOK

<table>
<thead>
<tr>
<th>SECTION VIII</th>
<th>SUBSECTION A</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORK ZONE</td>
<td>NJDOT EMPLOYEE RESPONSIBILITIES</td>
<td>05/15/06</td>
</tr>
<tr>
<td>SAFETY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **All NJDOT employees** are responsible for complying with the Department’s Safety Program.

2. Employees are required to wear an orange safety vest (minimum ANSI-ISEA 107-1999 Class 2, recommended Class 3) with 360-degree retroreflective striping and work shoes at all times when on the work site. An orange hard hat with retroreflective markings is required at all times when on the work site with one exception. The employee may choose not to wear the hard hat if the temperature is above 85 degrees Fahrenheit and there is no possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns.

3. If there is a life threatening situation or a potential for serious injury, stop the operation/project and immediately notify the Resident Engineer.

4. **Field Managers** are directed to personally observe each of their assigned projects biweekly to be certain that the TCP is properly implemented. The Field Manager is responsible for implementation, reporting and mitigation efforts on an ongoing basis.

5. Each **Regional Construction Engineer** will be responsible for providing the Director of Construction Services and Materials with a biweekly Safety report detailing observations and actions taken by his Field Managers.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII   SUBSECTION B   DATE
WORK ZONE SAFETY   RESIDENT ENGINEER RESPONSIBILITIES   05/15/06

1. The Resident Engineer is responsible for the following actions on Construction projects:

a. Taking charge to ensure assigned staff is using personal safety equipment when on the project. Visitors to the project, be they NJDOT employees, or others, are to use personal safety equipment. If they choose not to, they are to be asked to leave until properly equipped. An orange vest with 360-degree retroreflective striping, orange hard hat with retroreflective markings and work shoes with a well-defined heel is the minimum required safety equipment.

b. Designating a member of his project staff as the person responsible for the implementation and maintenance of the Traffic Control Plan. In the absence of personnel, the Resident Engineer will be the designated person. This person shall work with the Contractor’s designated Traffic Control Coordinator. The designated person shall have completed the Rutgers Road Technology Transfer (R2T2) Traffic Control Coordinator Course. (See CPH Section VIII-C for details regarding the responsibilities of this person)

c. Prior to the start of the project, the Resident Engineer and his designee shall meet with the Contractor’s Traffic Control Coordinator to establish the day to day working process that will maintain the traffic control plan and the traffic control devices as detailed in CPH Section VIII-C.

d. Temporary traffic control is implemented according to an approved Traffic Control Plan (TCP). The TCP shown in the project plans or NJDOT Standard Details is to be reviewed to determine if it will work for the project. If improvements are needed that are outside the Resident Engineer’s authority, the Resident Engineer is to discuss these with the Regional Traffic Engineer, Work Zone and receive his approval in writing for any changes made to the TCP. This approval is required at any time changes are to be made to the TCP. Changes to the TCP may involve a Construction Order for a debit or credit. Currently there are two Regional Traffic Engineers, Work Zone:

The Region North Traffic Engineer, Work Zone covers all counties north of Hunterdon, Mercer and Monmouth counties. The phone number is 732-409-3260 / FAX number 732-308-4101.

The Region South Traffic Engineer, Work Zone covers Hunterdon, Mercer, Monmouth and all counties south thereof. The phone number is 856-486-6792 / FAX number 856-486-6833.
e. When a situation occurs, which requires immediate attention and there is no Regional Traffic Engineer, Work Zone available to consult or provide approval, proceed with developing and implementing a TCP to fit the situation. The latest edition of the Manual of Uniform Traffic Control Devices is to be used; however, may deviate from the typical drawings to allow for conditions and requirements of a particular site or jurisdiction. Consulting with the Field Manager, the Contractor's traffic control coordinator and the State Police Construction unit trooper assigned to the project, may be of help. The resulting temporary TCP still must be submitted to the Regional Traffic Engineer, Work Zone for approval. The Regional Traffic Engineer, Work Zone may approve the plan as submitted or with changes. Any changes are to be implemented without delay.

f. Discuss the implementation of the TCP with the Contractor prior to set up. The Contractor must have the correct signs and devices in order to proceed. They must be in new condition. They do not have to be new. Use the American Traffic Safety Services Association (ATSSA) booklet “Quality Standards for Work Zone Traffic Control Devices” as a guide. Any device that does not meet the acceptable condition shown in the booklet is not to be used.

g. Signs, cones and drums are straightforward items to install. They are placed as designated on the TCP. Standard Details apply to all NJDOT projects and developer agreements unless superseded by the project plans. The correct installation of truck mounted attenuators (TMA's), temporary crash cushions and temporary concrete barrier curb requires attention to the specifications. Manufacturers publish instructions for the installation and use of crash cushions. Directions for mounting crash cushions are very specific and can vary for temporary and permanent installations. Their installation requires a manufacturer’s trained technician to be present. Refer to Section VIII-C paragraphs 6 and 7, for information on the installation of attenuators and precast concrete barrier curb, respectively.

h. Installations shall be checked the day they are made for conformance to the TCP and the Standard Details. For as long as traffic control devices are needed on the project, the designated person shall report the status of the TCP and devices each workday by making a minimum of one project tour and documenting the findings on an OCPS-1 “Highway Construction Safety Improvement Report” (Refer to Attachment “A”). Reports are to include both positive and negative aspects of the daily review. TCP surveillance will also include periodic night and weekend inspections and reporting, as conditions warrant.

i. A copy of each daily report for traffic safety that cites needed improvements will be given to the Contractor the day of the inspection. If the Contractor fails to make the improvements within the time allotted by specification, a report documenting the failure to perform will be sent to the Contractor and a copy of
both reports will be sent to the Contractor's insurance company. Repeated lack
of performance in this area shall result in a meeting with the Contractor and the
stoppage of work to correct the lack of action. The Resident Engineer will keep a
separate file of these incidents and all pertinent information (reports,
photographs, etc.) are to be placed in the file.

j. Static and Variable Message Signs that advise the public of impending or on-
going Construction activities will contain appropriate messages and the
messages will be updated as activities progress. If such advisory sign is no
longer required, it is to be removed. (Refer to CPH Section III Subsection F,
paragraph 2.)

k. Review newly issued Safety Alert Bulletins with staff. Sign the bulletin after
reviewing it and have the staff sign off. Safety Alert Bulletins are to be kept in a
loose-leaf binder in the field office and available to staff for reference.

l. Use the Project Incident Notification Process (Refer to Attachment "B") in the
event of disabling injury, fatality, accident or incident which impacts traffic or
takes a lane, hazardous spills, acts involving firearms or violence and unusual
adverse occurrences which take place within the project limits. Like events that
occur on projects or items listed on the Commissioner's Notification List are to be
reported in the same manner.

m. **ACTION TO BE TAKEN FOLLOWING A WORK ZONE ACCIDENT INVOLVING
A FATALITY OR HOSPITALIZATION**

1) Within 48 hours of an accident occurring within a work zone, involving the
fatality or hospitalization of an NJDOT employee or consultant employee
assigned to a construction project, a meeting is to be held at the office of the
Director of Construction Services and Materials. The appropriate Regional
Construction Engineer is to schedule this meeting and invite those listed
below. The purpose of the meeting shall be to review the available information
and reports pertaining to the event and make recommendations, if any, for
prevention of a repeat occurrence. Discussion is to be centered on the known
facts. Any recommendations will be issued from the Director’s office.

The following persons shall be invited:

Director, Construction Services and Materials
Manager, Bureau of Construction Engineering
Regional Construction Engineers
Supervisor, Office of Capital Project Safety
Field Manager
(CONTINUED ON PAGE 4)
Resident Engineer
Regional Representative, Office of Capital Project Safety
Consultant Project Manager (if applicable)
State Police Construction Unit Coordinator
Concerned project field staff
FHWA (if applicable)

2) A written report is to be filed within five (5) working days following the event of a Contractor employee fatality on a project. The Resident Engineer is to prepare the report using only the facts available. The report is to be free from opinions. This report is to be sent to the Director, Construction Services and Materials, the Regional Construction Engineer and the Manager, Bureau of Construction Engineering.

n. On Federal Full Oversight Projects the FHWA Area Engineer will be notified by the Resident Engineer of all accidents and be given a copy of all accident reports.

o. Assuring that the Contractor has covered/removed non-applicable construction signs, detour signs as soon as they are no longer in use.

p. Informing the Contractor that work is to be wrapped up and closed lanes reopened as quickly as practical in case of emergency. The Contractor shall maintain the manpower and equipment necessary to accomplish such emergency work swiftly on a short notice.

q. Carry out the NJDOT Safety Program on the project. This program is maintained in a separate binder. (This program is in preparation.)
STATE OF NEW JERSEY
HIGHWAY CONSTRUCTION SAFETY IMPROVEMENT REPORT

ROUTE: SECTION: LOCATION OF WORK ZONE: JOB NO.: 

MILE POST: WEATHER CONDITIONS: ROAD SURFACE CONDITION: 

FROM TO 

DATE: RESIDENT ENGINEER: CONTRACTOR: 

TYPE OF WORK 

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>SHOULDER CLOSURE</td>
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<tr>
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<td>LANE CLOSURE</td>
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<tr>
<td>☐</td>
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<tr>
<td>☐</td>
<td>DETOUR</td>
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<tr>
<td>☐</td>
<td>INTERSECTION</td>
</tr>
<tr>
<td>☐</td>
<td>OTHER</td>
</tr>
</tbody>
</table>

OBSERVED BY TOTAL HOURS OBSERVATION TIME WORK or ACCESS SUSPENSION NUMBER OF PEOPLE EFFECTED 

<table>
<thead>
<tr>
<th>State Police</th>
<th>NJDOT</th>
<th>Begin</th>
<th>End</th>
<th>Stop</th>
<th>Resume</th>
</tr>
</thead>
</table>

CONDITIONS OBSERVED: (Place an X through the numbered box(es) where improvement is recommended)

1. CONSTRUCTION EQUIPMENT
2. BREAKAWAY BARRICADES
3. HIGH INTENSITY FLASHING LIGHT
4. PRECAST CONCRETE BARRIER
5. TRAFFIC CONTROL TRUCK
6. TEMPORARY TRAFFIC STRIPE
7. CLEAR ZONE
8. CONSTRUCTION SIGNS
9. DRUMS
10. FLASHING ARROW BOARD
11. IMPACT ATTENUATORS
12. TRAFFIC DIRECTORS
13. BUFFER ZONE
14. RAISED PAVEMENT MARKERS
15. SIGNS
16. CONES
17. REFLECTORS ON CONCRETE BARRIER
18. TRUCK MOUNTED ATTENUATOR (TMA)
19. EXISTING TRAFFIC STRIPES
20. SAFETY VESTS, HARDHATS AND SHOES
21. WORKSITE (PUBLIC, OSHA ETC.)

REMARKS: (List Conditions, orand Work Activities effected by the Safety Improvement Inspection or State "No Activities" need Improvement)

WAS THE SAFETY IMPROVEMENT IMPLEMENTED □ YES □ NO

EXPLAIN: (YES or NO)

Name of person notified Title Signature Date

Observer Name Title Signature Date

ORIGINAL to RESIDENT ENGINEER
ATTACHMENT "B"

NJDOT CAPITAL PROGRAM PROJECT INCIDENT NOTIFICATION PROCESS

In the event of disabling injury, fatality, an accident or incident which impacts traffic or takes a lane, hazardous spills, acts involving firearms or violence and unusual adverse occurrences which take place within the project limits or field office; first deal with the problem, contact the necessary law enforcement, first aid, etc., then proceed with the notification process outlined below.

The notification process only works when the caller speaks personally to the person at the next level. The process is not served by leaving a message. A message may be left but calls are to continue until someone at a level above the initial caller has personally received the notification and makes a decision as to whether or not to continue the notification process.

It is expected that notification will occur as quickly as possible but without compromising anyone’s safety in the process. The procedure is in effect 24 hours a day, 7 days a week. When in doubt make the call. Ensure that you have the phone numbers necessary to complete the procedure. The Incident Notification Phone Number List will have the numbers you require. The Bureau of Construction Engineering publishes the list.

Report the information you have available concerning the incident: identify the project, the location, the situation and the persons involved and state the number at which you can be reached.

The Resident Engineer or his/her designee is required to speak to their immediate supervisor as soon as possible when any of the following events occur within the project limits or field office):

- Disabling Injury
- Fatality [Also, the Resident Engineer is to notify the Office of Communications and if a Federal Project, the FHWA Area Engineer.]
- Accident or Incident, which impacts traffic movement or takes a lane
- Hazardous Spills [Also, Resident Engineer is to notify the Bureau of Project Support. The Contractor is to notify DEP Hotline and local county health department.]
- Firearms and Violence
- Unusual Adverse Occurrence

The Resident Engineer or his/her designee is to notify the appropriate Traffic Operations office if there is an impact to traffic movement or a lane is taken out of service.
ATTACHMENT “B” (CONTINUED)

If the immediate supervisor is not available, speak with another supervisor assigned to the region. If no Supervisor is available, go to the next level.

The Supervisor is required to speak, as soon as possible, with one of the three Regional Construction Engineers starting with the one responsible for the project. If no Regional Construction Engineer is available, go to the next level.

The Regional Construction Engineer is to make a determination of the importance of the incident and if the situation merits, speak with one of the following in this order: Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; the Director’s Assistant. If one of these three is not available, go to the next level.

The Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; or the Director’s Assistant is to make a determination of the importance of the incident and if the situation merits, speak with the Assistant Commissioner, Capitol Program Management or the Assistant Commissioner Operations in that order.

The Assistant Commissioner will speak with the Deputy Commissioner and the Commissioner. If the Deputy Commissioner is not available call the Commissioner.

Firearms and Violence:

Any incident involving firearms or any act of violence within the project limits or field office shall be reported immediately in the following order:

- Commissioner [Must be contacted in person]
- Deputy Commissioner [Must be contacted in person]
- Inspector General
- Asst. Comm. Capitol Program Manage. [Must be contacted in person]
- Asst. Comm. Operations [Maintenance Projects only] [Must be contacted in person]
- Director, Construction Services and Materials
- Office of Communication
- Regional Construction Engineer
- Director of Regional Maintenance [if applicable]
Materials Personnel:

- If an incident, as described above, is project specific, contact the Resident Engineer or his/her designee in person. The Resident Engineer will follow his/her incident notification process.
- If an incident is not project specific (for example occurring at a Regional office or plant location) it shall be reported in person to the Regional Materials Engineer. Inspection Section and Coring personnel, speak with the Project Engineer or supervisor who will in turn speak with the Manager, Bureau of Materials.
- The Regional Materials Engineer is to make a determination of the importance of the incident and if the situation merits, speak with the Manager, Bureau of Materials. If this person is not available go to the next level.
- The Manager, Bureau of Materials is to make a determination of the importance of the incident and if the situation merits, speak with the Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; the Director's Assistant. If one of these is not available go to the next level.
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII SUBSECTION C DATE
WORK ZONE SAFETY RESPONSIBILITIES OF THE PERSON PERFORMING THE DAILY TRAFFIC CONTROL PLAN INSPECTION 05/15/06

IMPORTANT: Keep in mind when reading this that the Traffic Control Plan and its devices protect you. You want responsible people in charge and correct installation for your protection.

1. REQUIREMENTS OF THE PERSON DESIGNATED TO PERFORM THE TRAFFIC CONTROL PLAN (TCP) INSPECTION

The Resident Engineer shall designate a member of his project staff as the person responsible for the daily safety inspection of the TCP. This person shall work with the Contractor’s designated Traffic Control Coordinator. In the absence of personnel the Resident Engineer will assume the duty. The designated person shall have:

a. Completed the Rutgers four-day Traffic Control Coordinator Course.

b. A thorough knowledge of the project’s TCP.

c. Thorough knowledge of the implementation of the proper TCP, the locations of signs and devices, messages and the Contractor’s program for maintaining the TCP.

d. A thorough knowledge of what is acceptable and what is not acceptable for the condition and maintenance of TCP devices. Use the American Traffic Safety Services Association (ATSSA) booklet “Quality Standards for Work Zone Traffic Control Devices” as a guide. Devices must be in new condition but do not have to be new. Devices that can be described as marginal or unacceptable shall be replaced. Observe each device on its own. A well-maintained TCP is not an average of the overall condition of the TCP. Each device stands on its own and serves a purpose in the setup.

2. CONTRACTOR’S TRAFFIC CONTROL COORDINATOR

Prior to the start of the project, the Resident Engineer and his designee shall meet with the Contractor’s Traffic Control Coordinator to establish the day-to-day working process that will maintain the TCP and the traffic control devices. At this meeting, the duties of the Contractor’s Traffic Control Coordinator, as outlined in Subsection
617.08 of the Specifications, shall be discussed along with other traffic safety issues pertinent to the project. The Contractor’s Traffic Control Coordinator must provide documentation verifying he/she has been trained in accordance with the requirements of Subsection 617.08 of the Specifications.

3. DAILY TCP INSPECTION REPORTS

As long as traffic control devices are needed on the project, the designated person will be responsible for reporting the status of the TCP and devices each workday by making a minimum of one project tour per work day and documenting the findings on a Daily Inspector’s Report, OCPS-1 “Highway Construction Safety Improvement Report” (Refer to CPH Sec VIII-B Attachment “A”). Installations shall be checked the day they are made for conformance to the TCP and the Standard Details. TCP surveillance will also include periodic night and weekend inspections and reporting, as conditions warrant. Standard Details apply to all NJDOT projects and developer agreements. A copy of each daily report for traffic safety that cites needed improvements will be given to the Contractor the same day. The Contractor shall, in accordance with Subsection 617.08 of the Specifications, correct the deficiencies of the traffic control devices within two hours of the discovery or notification by the Resident Engineer. The designee is responsible to insure that the deficiencies are corrected within the allotted two-hour time frame and is to note in the Daily Inspector’s Report the Contractor’s performance in making the corrections.

If the Contractor fails to make the improvements within the time allotted by Specifications, notify the Resident Engineer. A report documenting the failure to perform will be sent to the Contractor and a copy of both reports (initial inspection and failure to perform) will be sent to the Contractor’s insurance company. Repeated lack of performance in this area shall result in a meeting with the Contractor and the stoppage of work to correct the lack of action. The Resident Engineer will keep a separate file for these incidents and all pertinent information (reports, photographs, etc.) is to be placed in the file.

4. COOPERATION WITH OTHER TCP INSPECTIONS

The designee shall read and discuss the New Jersey State Police and Office of Capital Project Safety improvement reports (form OCPS-1) with the people who write the reports. Work with others as a team to improve the project TCP.

5. TCP DEVICES

The motorist will have more respect for a project if he/she notices the TCP devices are in good condition, well-ordered and well-maintained. Signs, cones and drums
are straightforward items to install. They are placed as designated on the TCP. The installation of signposts is very specific and requires specific breakaway feature hardware. Signpost erection details are found in the Standard Details (619-5). Signs used in the flagger set up and detours, must be covered/removed when the signed activity is not occurring. Tree limbs and brush must be kept trimmed to enable the motorist to read the signs as they approach them. Static and variable message signs which advise the public of impending or on-going construction activities will contain appropriate messages, and the messages will be updated as activities progress. If an advisory sign is no longer required, it is to be removed.

6. ATTENUATORS (Refer to 617.03 -5 &6 and 617.12 of Standard Specifications)

The correct installation of truck mounted attenuators (TMA’s) and temporary crash cushions (Inertial Barrier System, Crushable Absorbing System and Non-redirective Absorbing Terminal) requires attention to the specifications. Manufacturers publish instructions for the installation and use of these devices. Directions for mounting Ground Mounted Attenuators (GMA’s) are very specific and can vary for temporary and permanent installations. These devices have been crash tested for approval. They are to be installed as required in order to perform as designed should a crash occur. Safety Alert Bulletin Number 11, Attachment “A” contains additional information concerning TMA’s. Use checklists Attachments “B”, “C”, “D”, “E” and “F” as a guide for installation and approval of these devices prior to making payment for the items and attach the completed checklist to the item inspection report. Attention should be paid to current updates for Attenuators.

7. TEMPORARY CONCRETE BARRIER CURB (TCBC) (Refer to 617.03 -2 of Standard Specifications)

TCBC is to be installed according to the Standard Details. Attachment “G” contains the Construction Details taken from the Standard Details. TCBC sections are to be in new condition. If at all possible they should be inspected prior to arrival on the project. After connecting one piece to another the slack is to be taken out between the two units. Read the Construction Plan notes to determine the type of joint to be used. Use the construction details to determine anchor rod or anchor bolt length. Anchor rods used on asphalt pavement installations are approximately 27 inches (675 mm) long. This length is necessary to accomplish the 18-inch (450 mm) embedment required by the Standard Details. Do not place anchor rods in anchor bolt holes. Safety Alert Bulletin Number 7, Attachment “H” contains additional information concerning TCBC. Use Attachment “I” checklist as a guide for installation and approval of these devices prior to making payment for the items and attach the completed checklist to the item inspection report.
Truck Mounted Attenuators

This Safety Alert Bulletin was developed as a result of observing people working from temporary traffic control device vehicles, equipped with truck mounted attenuators (crash cushions), during the setup and take down process.

Temporary traffic control device set out vehicles are often equipped with an impact attenuator or crash cushion. When these vehicles are used in the process of setting out the devices they do not qualify as a shadow vehicle for the set out crew. A separate attenuator equipped truck is to be placed behind the set out/pick up crew. An attenuator equipped truck used as a shadow vehicle is not to be occupied by anyone other than the driver and it is not to be used as a working platform or carrier of temporary traffic control devices. Crash cushion manufacturers recommend that:

- The driver be the only person on the vehicle
- The driver be wearing seat belt and shoulder harness
- The driver’s seat be equipped with a head restraint
- There be no loose material on the truck body
- Heavy objects and all ballast must be properly anchored to the truck to prevent shifting during impact. See the TMA manufacturer’s recommendation. It usually requires the anchoring devices to be capable of resisting a 20 G acceleration of the truck. This can only be confirmed by a design analysis of the anchorage.

There is no problem with the setout vehicle having an attenuator; it is just that that attenuator does not constitute protection for the crew working off that truck. If there is no loose material on the truck and no one is working from the truck it may be used as a shadow vehicle or in a fixed position.

REMEMBER, SAFETY IS EVERYONE’S RESPONSIBILITY!
OUR GOAL IS ZERO INJURIES

CONCURRENCE: ____________
Michael W. Seigfried
Acting Director, Construction Services and Materials
# TRUCK MOUNTED ATTENUATORS

**PROJECT:**

**OWNER:**

**TRUCK TAG NUMBER:**

**TRUCK MAKE:**

**TRUCK DESCRIPTION (COLOR, DUMP, ETC.):**

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>YES</th>
<th>NO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 IS THE UNIT NCHRP 350 CERTIFIED?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS LEVEL 2 (45 MPH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS LEVEL 3 (62 MPH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANUFACTURER: MODEL:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 IS VEHICLE REGISTERED FOR USE IN NJ?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS VEHICLE INSURED FOR USE IN NJ?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS VEHICLE INSPECTED FOR USE IN NJ?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS VEHICLE IN GOOD WORKING ORDER?</td>
<td></td>
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</tr>
<tr>
<td>3 DOES THE VEHICLE WEIGH 10 TONS GROSS, MINIMUM? (VERIFIED BY WEIGHT TICKET)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4 IS ANY REQUIRED BALLAST SECURELY ATTACHED? AND HOW?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 ARE REPAIR/REPLACEMENT PARTS AVAILABLE ON THE PROJECT?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 IS THE ARROWBOARD MOUNTED ON THE BED OR THE REAR OF THE TRUCK IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS? AND HOW?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 IS THE ILLUMINATED FLASHING ARROWBOARD THE CORRECT SIZE? (4FT X 8FT)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 WHILE IN SERVICE, IS THE BOTTOM OF THE ILLUMINATED FLASHING ARROWBOARD, A MINIMUM OF 7 FEET ABOVE THE GROUND?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 IS ARROWBOARD PROPERLY SET FOR DAY/NIGHT OPERATION?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUESTIONS</td>
<td>YES</td>
<td>NO</td>
<td>REMARKS</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>---------</td>
</tr>
<tr>
<td>ARE ALL LIGHTS IN WORKING ORDER?</td>
<td></td>
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<tr>
<td>IS THE TRUCK-MOUNTED ATTENUATOR PROPERLY SET UP FOR THE OPERATION?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>MANUAL TRANSMISSION IN 2ND GEAR? AUTOMATIC TRANSMISSION IN PARK?</td>
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<tr>
<td>PARKING BRAKE SET?</td>
<td></td>
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<tr>
<td>WHEELS LOCKED (TURNED)?</td>
<td></td>
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<tr>
<td>PAVEMENT CLEAR AND DRY?</td>
<td></td>
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<tr>
<td>IS ROLL-AHEAD SPACE AND OFFSET FROM WORKZONE CLEAR?</td>
<td></td>
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</tr>
<tr>
<td>DOES THE TRUCK AND CRASH CUSHION HAVE CONSPICUITY TAPE FOR NIGHT WORK?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS THE CRASH CUSHION PROPERLY ATTACHED TO VEHICLE ACCORDING TO THE MANUFACTURER'S PROCEDURES?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS THE HYDRAULIC TILT SYSTEM INSTALLED?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS THE CRASH CUSHION IN GOOD CONDITION?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS THE CRASH CUSHION YELLOW?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOES THE CRASH CUSHION HAVE THE CORRECT INVERTED &quot;V&quot; PATTERN ON BACK? (4 INCH BLACK STRIPES ON TYPE II OR III-A YELLOW RETROREFLECTIVE SHEETING)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOES THE CRASH CUSHION HAVE STANDARD TRAILER LIGHTING SYSTEM? (INCLUDING BRAKE LIGHTS, TAIL LIGHTS AND TURN SIGNALS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS THE CRASH CUSHION SET LEVEL TO THE ROADWAY SURFACE AT THE MANUFACTURER'S SPECIFIED HEIGHT? (NORMALLY 12&quot; +/- 1&quot;)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS:

INSPECTED BY: ________________________________
# Temporary Crash Cushion – Crushable Energy Absorbing System

**Project:**

**Location:**

**Work Performed By:**

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. IS THE UNIT A QUADGUARD “CZ” AS DESIGNED AND MANUFACTURED BY ENERGY ABSORPTION SYSTEMS, INC.?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. IS CERTIFICATION OF COMPLIANCE, NCHRP REPORT 350, TEST LEVEL 3 ON FILE?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. IS THE MODULE MANUFACTURER’S TRAINED TECHNICIAN ON THE PROJECT AT ALL TIMES DURING THE INSTALLATION OF THE SYSTEM?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. IS THE TEMPORARY QUADGUARD INSTALLED ON A RELATIVELY FLAT CONCRETE OR ASPHALT FOUNDATION WITH STEEL BACKUP STRUCTURES?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAS THE QUADGUARD CZ AND MONORAIL ASSEMBLY USED AS A TEMPLATE FOR DRILLING THE 7/8” ANCHOR HOLES?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. ARE THE STUDS OR THREADED RODS 3/4” DIAMETER?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. IF THE FOUNDATION IS CONCRETE (6&quot; MIN), ARE THE STUDS 7” IN LENGTH WITH 5.5” EMBEDMENT.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. IF THE FOUNDATION IS ASPHALT, ARE THE STUDS 18” IN LENGTH WITH 16.5” EMBEDMENT.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. ONCE THE GROUT HAS HARDENED, WERE THE NUTS ON THE 7” STUDS TORQUED TO 120 FT/LBS?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. ONCE THE GROUT HAS HARDENED, WERE THE NUTS ON THE 18” STUDS TIGHTENED UNTIL THEY ARE JUST SNUG AGAINST THE QUADGUARD CZ PLATFORM (LESS THAN 10 FT/LBS.)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. IS THE NOSE COVER HIGHWAY YELLOW COLOR?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. IS THE REFLECTIVE SHEETING (CHEVRON) PLACED ON THE NOSE IN THE DIRECTION OF THE TRAFFIC?</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Remarks:**

**Inspected By:** ___________________________ **Date:** ___________________________
# Temporary Crash Cushion – Inertial Barrier System

## Project:

<table>
<thead>
<tr>
<th>CHECKLIST</th>
<th>YES</th>
<th>NO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is certification of compliance, NCHRP report 350, on file?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are the modules outlined on the roadway surface identifying its weight within the circumference?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is the module manufacturer’s trained technician on the project at all times during the installation of the system?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Are the inertial barrier modules in good condition?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is the type of temporary crash cushion specified?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Is the outer surface of the modules highway yellow color?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Are the modules (drums) being filled with loose sand having a dry density of 90 to 100 pounds per cubic foot and 3% moisture content with 5 – 7% sodium chloride by weight added and evenly dispersed throughout?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Are the modules (drums) placed on a relatively flat surface?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Are the plastic lid covers placed on each modules and locked? (four rivets or other fasteners per lid)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Is each unit (modules) kept clean?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Is the reflective sheeting (chevron) placed on first modules in the direction of the traffic?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Is there a one foot gap between the end of the barrier and the first modules?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Is the area around the units free of debris?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

**Inspected by:** ____________________________  **Date:** ____________________________
**GROUND MOUNTED – TEMPORARY CRASH CUSHION**

**PROJECT:**

**LOCATION**

**ITEM #** ___________ **DESCRIPTION**

**WORK PERFORMED BY ____ PRIME ____ SUBCONTRACTOR NAME**

<table>
<thead>
<tr>
<th>CHECKLIST</th>
<th>YES</th>
<th>NO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>IS CERTIFICATION OF COMPLIANCE ON FILE FOR THE INERTIAL BARRIER MODULES?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>ARE THE INERTIAL BARRIER MODULES IN GOOD CONDITION?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>IS THE TYPE OF TEMPORARY CRASH CUSHION SPECIFIED?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>IS THE TEMPORARY CRUSH CUSHION PLACED AS SHOWN ON THE TRAFFIC CONTROL PLANS?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>IS THE OUTER SURFACE OF THE MODULES THE CORRECT COLOR?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>ARE THE MODULES (DRUMS) BEING FILLED WITH PROPER MEDIA?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>ARE THE MODULES (DRUMS) PLACED ON RELATIVELY FLAT SURFACES?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>ARE THE PLASTIC LID COVERS PLACED ON EACH MODULES AND LOCKED?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>IS EACH UNIT (MODULES) OF THE SYSTEM INTACT?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>IS EACH UNIT (MODULES) KEPT CLEAN?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td><strong>IS THE REFLECTIVE SHEETING PLACED ON FIRST MODULES IN THE DIRECTION OF THE TRAFFIC?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>IS THERA A ONE FOOT GAP BETWEEN THE END OF THE BARRIER AND THE FIRST MODULES?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td><strong>IS THE AREA AROUND THE UNITS FREE OF DEBRIS?</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SKETCH AND REMARKS**
## TEMPORARY CRASH CUSHION
### NON-REDIRECTIVE ENERGY ABSORBING TERMINAL (N.E.A.T.)

**PROJECT:**

**LOCATION:**

**WORK PERFORMED BY:**

<table>
<thead>
<tr>
<th>CHECKLIST</th>
<th>YES</th>
<th>NO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  IS THE UNIT DESIGNED AND MANUFACTURED BY ENERGY ABSORPTION SYSTEMS, INC.?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2  IS CERTIFICATION OF COMPLIANCE, NCHRP REPORT 350, TEST LEVEL 2 (45MPH) ON FILE?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3  IS THE MODULE MANUFACTURER’S TRAINED TECHNICIAN ON THE PROJECT AT ALL TIMES DURING THE INSTALLATION OF THE SYSTEM?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4  WAS THE STRAP PLACED UNDER THE BARRIER ALONG WITH A STEEL COLLAR PLACED OVER THE BARRIER FOR PROPER INSTALLATION OF THE SYSTEM?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5  WERE THE 2 RODS OR U-BOLTS ANCHORED INTO THE BARRIER END WITH MP-3 ANCHORING GROUT, OR EQUAL?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6  WERE THE STEEL BRACKETS AND BACK-UP PLATES ATTACHED TO THE LOOPS AT THE END OF THE CONCRETE BARRIER WITH A UNIQUE WEDGE AND THREADED ROD CONNECTION?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7  IS THE TEMPORARY CRASH CUSHION (N.E.A.T.) INSTALLED ON A RELATIVELY FLAT FOUNDATION?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8  WERE THE TRANSITION PANELS INSTALLED TO PREVENT SNAGGING?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9  IS THE REFLECTIVE SHEETING (CHEVRON) PLACED ON THE NOSE IN THE DIRECTION OF THE TRAFFIC?</td>
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</tbody>
</table>

**REMARKS:**

**INSPECTED BY:** ___________________________ **DATE:** ___________________________
INSTALLATION OF PRECAST CONCRETE CURB, CONSTRUCTION BARRIER TYPE 4
(ALTERNATE "A" & "B" WHERE ANCHOR RODS ARE REQUIRED)
BARRIER UNITS TO BE IN NEW CONDITION

- **REFLECTOR** 6" WIDE BY 12" HIGH
- **RETRO REFLECTIVE SHEETING TYPE II OR TYPE IIIA**
- **MOUNTED ON PLASTIC OR 1/16" ALUMINUM SUPPORT AT 90° INTERVALS FOR RADI LESS THAN 1900' USE 50° INTERVALS**
- **ON FLARED PORTION OMIT REFLECTORS WHEN TRAFFIC CONTROL DEVICES (EXCLUSIVE OF TRAFFIC LINES) ARE USED TO DELINEATE TRAVELED PATHS**

<table>
<thead>
<tr>
<th>JOINT CLASS</th>
<th>TABLE OF JOINT AND ANCHORAGE TREATMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CONN. KEY ONLY 20°</td>
</tr>
<tr>
<td>B</td>
<td>CONNECTION KEY &amp; GROUT IN EVERY JOINT 16°</td>
</tr>
<tr>
<td>C</td>
<td>CONNECTION KEY &amp; GROUT, AT EVERY JOINT &amp; ANCHOR EVERY OTHER UNIT. IN UNITS THAT ARE TO BE ANCHORED. ANCHOR RODS SHALL BE REQUIRED IN EVERY ANCHOR ROD HOLE 11°</td>
</tr>
</tbody>
</table>

**ELM - EXPECT LATERAL MOVEMENT UP TO**

**CONNECTION KEY** - KEY TO BE FLUSH WITH TOP OF BARRIER, REMOVE SLACK BETWEEN UNITS AFTER INSERTING EACH CONNECTION KEY

**ANCHOR ROD HOLE**
- 1-1/4" DIA. HOLE (TYPICAL)
- DO NOT USE ANCHOR RODS IN BOLT RECESSES

**GROUT** - PLACE ONLY IN HATCHED AREAS BETWEEN UNITS WHEN CONSTRUCTING JOINT CLASSES B, & C. DO NOT PLACE GROUT IN ANCHOR ROD RECESSES, BOLT POCKETS AND KEYWAYS.

**ANCHOR ROD** - ASTM 36M STEEL, 1" DIAM.
ACTUAL LENGTH OF ROD IS EQUAL TO ANCHOR ROD HOLE DEPTH IN BARRIER UNIT PLUS THE EMBEDMENT LENGTH. POINTED TIP MAY BE OMITTED WHEN ANCHORING IN CONCRETE SLABS.
ANCHOR BOTH THE FIRST UNIT & THE LAST UNIT OF A BARRIER RUN. ANCHOR RODS TO BE PLACED IN ALL 9 RECESSES OF THESE TWO UNITS.

**TOP OF ORCH ROD DOES NOT PROJECT BEYOND SURFACE OF CONCRETE BARRIER**

**EMBEDMENT**
- PORTLAND CEMENT CONCRETE PAVEMENT
- FLEXIBLE PAVEMENT
- UNPAVED AREA

SEE SEPARATE SHEET FOR TYPE I, JOINT CLASS D, BOLTED BARRIER
INSTALLATION OF PRECAST CONCRETE CURB, CONSTRUCTION BARRIER TYPE 4
(ALTERNATE "A" & "B" WHERE ANCHOR RODS ARE REQUIRED)
BARRIER UNITS TO BE IN NEW CONDITION

- **REFLECTOR** 150 MM WIDE BY 300 MM HIGH
- **RETRO REFLECTIVE SHEETING TYPE II OR TYPE IIIA**
- MOUNTED ON PLASTIC OR 2MM ALUMINUM
  SUPPORT AT 30 M INTERVALS
  FOR RADII LESS THAN 580 METERS USE 15M INTERVALS
- ON FLARED PORTION OMIT REFLECTORS
  WHEN TRAFFIC CONTROL DEVICES
  (EXCLUSIVE OF TRAFFIC LINES) ARE USED TO
  DELINEATE TRAVELED PATHS

<table>
<thead>
<tr>
<th>JOINT CLASS</th>
<th>TABLE OF JOINT AND ANCHORAGE TREATMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CONNECTION KEY ONLY</td>
</tr>
<tr>
<td>B</td>
<td>CONNECTION KEY &amp; GROUT IN EVERY JOINT</td>
</tr>
<tr>
<td>C</td>
<td>CONNECTION KEY &amp; GROUT. AT EVERY JOINT &amp; 280mm</td>
</tr>
<tr>
<td></td>
<td>ANCHOR EVERY OTHER UNIT. IN UNITS THAT ARE TO</td>
</tr>
<tr>
<td></td>
<td>BE ANCHORED, ANCHOR RODS SHALL BE REQUIRED</td>
</tr>
<tr>
<td></td>
<td>IN EVERY ANCHOR ROD HOLE.</td>
</tr>
</tbody>
</table>

**ELM - EXPECT LATERAL MOVEMENT UP TO**

**CONNECTION KEY** - KEY TO BE FLUSH
WITH TOP OF BARRIER, REMOVE SLACK
BETWEEN UNITS AFTER INSERTING EACH
CONNECTION KEY

**ANCHOR ROD HOLE** -
- 32 MM DIA. HOLE (TYPICAL)
- DO NOT USE ANCHOR RODS IN BOLT RECESSES

**GROUT** - 150 MM MIN.

**GROUT** - 150 MM MIN.

**GROUT** PLACE ONLY IN HATCHED AREAS BETWEEN
UNITS WHEN CONSTRUCTING. JOINT CLASSES B, & C, DO NOT PLACE GROUT IN ANCHOR ROD RECESSES, BOLT POCKETS AND KEYWAYS.

**ANCHOR ROD** - ASTM 36M STEEL, 25 MM DIAM.
ACTUAL LENGTH OF ROD IS EQUAL TO ANCHOR ROD HOLE DEPTH IN BARRIER UNIT PLUS THE EMBEDMENT LENGTH.
POINTED TIP MAY BE OMITTED WHEN ANCHORING IN CONCRETE SLABS.
ANCHOR BOTH THE FIRST UNIT & THE LAST UNIT
OF A BARRIER RUN, ANCHOR RODS TO BE PLACED
IN ALL 9 RECESSES OF THESE TWO UNITS.

**RETO REFLECTIVE SHEETING**
- YELLOW WHEN TO LEFT OF TRAFFIC
- SILVER (WHITE) WHEN TO RIGHT OF TRAFFIC

**REFLECTOR** 75 MM X 75 MM
- ATTACH ONE REFLECTOR AT THE LEAD EDGE OF EACH BARRIER UNIT
- MOUNTING SHALL BE HINGED OR FLEXIBLE

**KEYWAYS** - ENSURE KEYWAYS ARE UNOBLITERATED FROM TOP TO BOTTOM.

**TOP OF ANCHOR ROD DOES NOT PROJECT BEYOND SURFACE OF CONCRETE BARRIER**

**EMBEDMENT**
PORTLAND CEMENT CONCRETE PAVEMENT

**EMBEDMENT**
FLEXIBLE PAVEMENT

**EMBEDMENT**
UNPAVED AREA

SEE SEPARATE SHEET FOR TYPE I, JOINT CLASS D, BOLTED BARRIER
SAFETY ALERT

PRECAST CONCRETE CURB, CONSTRUCTION BARRIER

The Office of Capital Project Safety has received reports of various deficiencies concerning the installation and maintenance of Precast Concrete Curb, Construction Barrier. This Safety Alert Bulletin has been prepared to help clarify the Standard Details and Standard Specifications.

1) PINNING THE END SECTIONS: General Note #9 of Standard Details, October 1996 CD-617-4 & CD-617-5 and September 1995 CD-23A & CD-23B, states "All end sections SHALL be pinned unless otherwise noted." On the same details under note "A" it will specify the length of the anchor rods required for each surface, and Note "B" states "In units that are to be anchored, pins SHALL be required in every anchor recess." A standard 6 meter barrier curb section should have a total of nine anchor recesses.

2) REFLECTORS FOR PRECAST CONCRETE CURB, CONSTRUCTION BARRIER: The Standard Specifications state "All construction barriers SHALL be provided with reflectors. The reflectors for precast concrete curb Types 1 and 4, and also for beam guide rail, SHALL consist of 150-millimeter (6") wide by 300-millimeter (12") high retroreflective sheeting, Type II or Type III-A, as specified in Subsection 916.04. The reflectors SHALL be mounted on a plastic or 2-millimeter (0.080") aluminum support attached to the top of the construction barrier at 30-meter (100') intervals, except that on curves with a radii less than 580 meters (1910'), the interval SHALL be 15 meters(50'). The reflectors SHALL be omitted on the flared portion of the construction barrier, the reflectors SHALL be omitted when other traffic control devices are used to delineate travel paths." For the purpose of this bulletin traffic lines are markings, NOT "other traffic control devices." This determination has been made by both north and south Traffic Engineers and the FHWA.

The 75 by 75 millimeters (3" by 3") side mounted reflectors required at the lead end of each barrier section are in addition to the top mounted reflectors.
3) **TAKING THE SLACK OUT:** Standard Details, October 1996 CD-617-4 & CD-617-5 and September 1995 CD-23A & CD-23B, General Note #11 states “After a barrier unit has been placed and the connector key inserted, remove any slack in the joint by pulling the unit in a direction parallel to its longitudinal axis.” This will reduce the barrier curb deflection when impacted. Also, in areas where vandalism occurs, it can prevent the connection keys from being stolen and sold as scrap iron. This has occurred on some of our projects.

4) **CLASS JOINT, WHEN FIRST SETTING BARRIER:** If the TCP’s call for a specific class joint, install that joint with the initial installation of the barrier curb. If you don’t, you may need to set up a lane closure to do the joint and this would be an additional disruption to traffic that would not have been needed if the proper joint was installed with the initial installation. Further you will eliminate the hassle with the contractor that occurs when he starts work behind the barrier and it has yet to be pinned. It works to everyone’s advantage to install to plan the first time.

5) **END TREATMENTS (ADIEM, etc.) ATTACHED TO BARRIER CURB:** When an end treatment is used with Precast Concrete Curb, Construction Barrier, the end section of barrier curb to which the treatment is attached **SHALL** be pinned at all anchor locations.

6) **SAFETY:** Following the specifications for the installation of barrier contributes to the safety of the motorist, the workers and yourself when in the work zone.

Supervisor sign off:

Staff sign off:

REMEMBER, SAFETY IS EVERYONE’S RESPONSIBILITY!
OUR GOAL IS ZERO INJURIES

**CONCURRENCE:**

Michael W. Seigfried
Director, Construction Services and Materials
## PRECAST CONCRETE CURB, CONSTRUCTION BARRIER

**PROJECT:**

**LOCATION:**

**WORK PERFORMED BY:**

<table>
<thead>
<tr>
<th>CHECKLIST</th>
<th>YES</th>
<th>NO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BARRIER CURB IS IN NEW CONDITION?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 BARRIER CURB IS WHITE CONCRETE?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3 BARRIER CURB IS SET AS PER THE TCP?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 APPROACH END IS FLARED AWAY FROM TRAFFIC?</td>
<td></td>
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</tr>
<tr>
<td>5 END TREATMENT IS THE TYPE SPECIFIED IN TCP?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6 BARRIER UNIT CONNECTION TO GUIDE RAIL HAS ATTACHMENT SHOE? (WHERE APPLICABLE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 SLACK BETWEEN BARRIER UNITS WAS REMOVED AFTER PLACEMENT OF EACH CONNECTOR KEY?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8 JOINTS BETWEEN BARRIER UNITS ARE CONNECTED WITH KEYS SET FLUSH WITH TOP OF THE BARRIER?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 THERE ARE NO BOLTS OR FASTENING DEVICES ON TOP OF THE BARRIER?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 BARRIER CURB END UNITS, ONE AT EACH END, ARE ANCHORED?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 IS THE SPECIFIED TYPE JOINT ADEQUATE FOR THE LATERAL MOVEMENT (DEFLECTION) IN THE BARRIER RUN AT THE PROPOSED LOCATION? (A - 20&quot;, B - 16&quot;, C - 11&quot;, D - 0&quot;)</td>
<td></td>
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</tr>
<tr>
<td>12 THE TYPE JOINT SPECIFIED IS A, B, C OR D?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 THE BARRIER CURB IS PLACED ON CONCRETE, ASPHALT OR UNPAVED AREA?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CHECKLIST</td>
<td>YES</td>
<td>NO</td>
<td>REMARKS</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>15 ANCHOR RODS ARE 1&quot; DIAMETER?</td>
<td></td>
<td></td>
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<tr>
<td>16 ANCHOR RODS HAVE BEEN PLACED IN ALL 9 ANCHOR ROD HOLES?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>17 ANCHOR RODS HAVE BEEN PLACED IN ANCHOR ROD HOLES AND NOT IN ANCHOR BOLT RECESSES?</td>
<td></td>
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</tr>
<tr>
<td>18 ANCHOR RODS DO NOT PROTRUDE ABOVE THE TOP OF THE ANCHOR ROD HOLES?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 IF JOINT TYPE IS B OR C, EVERY JOINT HAS BEEN GROUTED 6&quot; IN AND UP FROM THE BOTTOM CORNER, BOTH SIDES? (THIS IS THE ONLY LOCATION FOR GROUT ON A TYPE B OR C JOINT)</td>
<td></td>
<td></td>
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<tr>
<td>21 ANCHOR BOLTS HAVE BEEN PLACED IN ALL 9 ANCHOR BOLT RECESSES OF EACH BOLTED UNIT?</td>
<td></td>
<td></td>
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<tr>
<td>22 IF JOINT IS TYPE D, SQUARE WASHERS (4&quot; X 4&quot; X ¼&quot;) ARE INSTALLED?</td>
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<tr>
<td>23 IF JOINT TYPE IS D, ANCHOR BOLTS ARE GROUTED?</td>
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<tr>
<td>24 6&quot; X 12&quot; RETROREFLECTIVE REFLECTORS ARE PLACED ON TOP OF THE BARRIER RUN AT 100' INTERVALS, CURVES OF RADIUS GREATER THAN 1910' AND 50' INTERVALS ON CURVES OF 1910' OR LESS. WHITE TO THE RIGHT OR YELLOW TO THE LEFT?</td>
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<tr>
<td>25 3&quot; X 3&quot; RETROREFLECTIVE REFLECTORS ARE PLACED, 3&quot; FROM THE TOP, AT THE LEAD EDGE OF EACH BARRIER UNIT, WHITE TO THE RIGHT OR YELLOW TO THE LEFT?</td>
<td></td>
<td></td>
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<tr>
<td>26 SIDE REFLECTORS ARE FLEXIBLE OR HINGE-MOUNTED?</td>
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</table>

COMMENTS:

INSPECTED BY: _______________________________ DATE: ____________________
1. DESCRIPTION.

a. Work Zone Traffic Control TYPE "A": New Jersey State Police Construction Unit, or TYPE "B": Municipal / County Police is required whenever it is necessary to direct traffic, such as at an intersection, or to override existing traffic control devices. A flagging operation does not require use of police. State police are not to be used for a flagging operation. Work Zone Traffic Control TYPE "A" and / or TYPE "B" shall consist of the use of Uniformed Police in accordance with these Guidelines and applicable Contract Documents to ensure compliance with the project's Traffic Control Plan (TCP), the Manual on Uniform Traffic Control Devices (MUTCD) and New Jersey Traffic Laws. Members of the New Jersey State Police Construction Unit (NJSPCU) and / or Municipal Police, shall be invited to all safety meetings held with the Contractor.

NOTE: If both TYPE "A" New Jersey State Police Construction Unit and TYPE "B": Municipal / County Police are used together, the New Jersey State Police Construction Unit has the lead over the Municipal / County Police.

b. Work Zone Traffic Control TYPE "C" Trained Flaggers shall utilize trained Flaggers as provided in Subsection 617.10 of the Project's Specifications.

c. The Project Manager, at the pre-construction conference, shall provide to the Resident Engineer, a copy of the AD-12 indicating the estimated man-hours for Work Zone Traffic Control Type "A" and / or Type "B". The estimated man-hours for Work Zone Traffic Control Type "C" are included in contract pay item, "Traffic Director, Flaggers".

d. The Resident Engineer is responsible for the interpretation of the contract with regard to Work Zone Traffic Control and shall properly request the assignment of Work Zone Traffic Control TYPE "A", TYPE "B", and/or TYPE "C". However, NJSPCU Troopers and Municipal Police may take any action necessary to correct an emergency situation and report this action immediately to the Resident Engineer.

e. The purpose of Work Zone Traffic Control is to help provide a safer work site for both construction personnel and the traveling public. Work Zone Traffic Control, unless otherwise specified, shall be supplemental to the TCP and shall not be a substitute for required Traffic Control Devices. The Contractor must be capable of establishing, maintaining, and removing the Traffic Control Devices in the proper manner without the need for Work Zone Traffic Control Type "A" or Type "B".
2. WORK ZONE TRAFFIC CONTROL TYPE "A": NEW JERSEY STATE POLICE.

a. Troopers provided for Work Zone Traffic Control TYPE "A" will be assigned by the New Jersey State Police Construction Unit (NJSPCU). This dedicated detachment of the New Jersey State Police has been established to enhance and monitor TCP Work Zone Safety on NJDOT projects and to assist the Resident Engineer with all Traffic Control matters. The NJSPCU consists of Troopers who have received specialized Work Zone Safety Training. Troopers conduct independent reviews of Work Zones and complete an OCPS-1 Safety Improvement Report. (Attachment "A")

b. If improvements are needed, the OCPS-1 report is submitted to the Resident Engineer or his/her representative immediately. If no improvements are noted, the report will be submitted within 5 working days. If improvements are needed the Resident Engineer will in turn provide a copy to the Contractor.

c. The Resident Engineer should resolve all safety concerns expeditiously through interpretation of the TCP and contract requirements. The Resident Engineer may confer with his/her immediate supervisor, the Office of Capital Project Safety, the Regional Traffic Engineer Work Zone, and the NJSPCU Regional Supervisor.

d. Work Zone Traffic Control TYPE "A" (NJSPCU) is a service to the NJDOT and Resident Engineer, not the Contractor. Their use shall not relieve the Contractor of his responsibility to maintain the TCP and proper Safety Devices on the Project. The NJSPCU, with the concurrence of the Resident Engineer, shall ensure that proper safety procedures are followed on the construction site.

e. When requests for assistance from the New Jersey State Police Construction Unit are more than the dedicated Members of the Unit can accommodate, Troopers from outside the NJSPCU, on overtime, will be assigned to projects, on a priority basis, as per guidelines contained herein.

f. REIMBURSABLE CREDIT FOR NON-WEATHER RELATED CANCELLATION OF WORK ZONE TRAFFIC CONTROL TYPE "A":

It is the Contractor's obligation to notify the Resident Engineer of all cancellations of scheduled work for which Work Zone Traffic Control TYPE "A" NJSPCU was requested (per Subsection 617.10 of the Project Specifications).

The following procedure, in accordance with the Project's Specifications, shall be used to charge the Contractor for all non-weather related cancellations occurring within 24 hours of the requested Work Zone Traffic Control Type "A" (NJSPCU) detail:
• The Contractor is to be notified at the Preconstruction Conference, that
cancellation of NJSPCU Trooper Services for non-weather related reasons,
shall result in back-charges at the rate of $65.00 per hour, this rate includes
the cost of the vehicle.

• Whenever the Contractor cancels planned operations for which he requested
Work Zone Traffic Control Type "A" (NJSPCU), the Resident Engineer shall
record the date, time, weather conditions, and reasons for the cancellation.

• The day of the cancellation, the Resident Engineer shall review the reasons
for the cancellation. If the cancellation was non-weather related, or not made
within the specified time for notification, or was not due to any act of the
NJDOT, the Resident Engineer will generate a DC-29(a) to implement a
credit. The Resident Engineer shall notify the Contractor in writing of the
action being taken. The quantity (man-hours charged) shall be a minimum of
four hours per NJSPCU Trooper canceled or as otherwise specified.

• The Resident Engineer will initiate a Construction Order to create an
Extra Work Item: "Credit for Work Zone Traffic Control Type "A". The unit of
measurement shall be in man-hours. The quantity in the Construction Order
will be the actual quantity (man-hours) for which the Troopers were canceled
and a credit is due. This item will be as-built at the end of the project to
obtain the total amount charged to the Contractor. On Federal Aid projects
this credit is applied to the federally participating amount.

3. WORK ZONE TRAFFIC CONTROL TYPE "B": MUNICIPAL POLICE.

a. If so designated in the Special Provisions, Uniformed Municipal Police assigned to
provide Work Zone Traffic Control TYPE "B" shall be on-duty Police Officers from
the Municipality or County within which the work of the Project is accomplished.
The term "Municipal Police" shall mean all Police other than the NJ State Police.

b. A signed and enacted NJDOT - MUNICIPAL AGREEMENT is required prior to any
Municipal Police being used on the Project. The Municipality shall be directly
reimbursed by the NJDOT for all Municipal Police services, including their vehicles.
No payment is to be made by the Contractor to the Municipality for these services.
The Agreement shall have provisions stating that all Municipal Police assigned to
perform Work Zone Traffic Control, Type "B" shall have completed the NJDOT
approved Traffic Control Coordinator Training, (TCC Instruction).

c. The assignment and use of Municipal Police to the Project will be made on the
basis of the Contractor's operations and the needs of the work site, at locations and
times designated by the Resident Engineer and in accordance with paragraph 5
herein. Projections and requests for the anticipated use of Municipal Police shall be made at least 72 hours in advance to allow time for Scheduling. Municipal Police reporting for scheduled work shall be reimbursed for a minimum of four hours.

d. The Resident Engineer is responsible for monitoring the scheduled times and hours worked by Municipal Police through DC-29(a) reports. After verification by the Resident Engineer, Municipal Police invoices will be submitted to the Project Manager for approval; justification for payment will be based upon project DC-29(a) reports. Municipal Police are employees of the Municipality, as such, they serve as a Vendor Service to the State of New Jersey.

e. It shall be the Contractor’s obligation to notify the Resident Engineer of any cancellations of scheduled operations affecting the assignment of Municipal Police at least 24 hours in advance of when Municipal Police are to start their assignment.

f. As per reasons outlined in Subsection 617.10 of the Project’s Specifications, the Contractor is responsible for notifying the Resident Engineer at least 24 hours before cancellation of a scheduled operation for which Municipal Police are requested. If cancellation is made less than 24 hours before the scheduled request, scheduled Municipal Police may be reimbursed for each officer for a minimum of four hours of work. Payments to Municipal Police resulting from non-weather related cancelled work will be made by the State through an Interagency Transfer and the amounts will be deducted from the Contractor’s monthly estimate.

4. WORK ZONE TRAFFIC CONTROL TYPE “C” TRAINED FLAGGERS.

a. Trained Flaggers shall be competent persons fulfilling the requirements set forth in Subsection 617.10 of the Project Specifications.

b. Trained Flaggers shall not be NJSP or Municipal Police working in uniform, or in any other official status, on behalf of the Contractor. Trained Flaggers shall be employees of the Contractor or of an approved Subcontractor, as indicated on the Contractor or Subcontractor’s certified payroll, submitted to the Resident Engineer.

c. If the Resident Engineer determines the need for Trained Flaggers on the Project and there is no item in the proposal, the Extra Work Item must be created by issuing a Construction Order. The Extra Work Item, "Traffic Director, Flaggers", must be approved, prior to their use on the project.

d. For all planned Flagging operations Trained Flaggers shall be competent workers, properly attired in a hardhat, safety vest, work shoes, etc., and shall only be allowed to stop and release traffic. Trained Flaggers shall use 24" x 24" STOP / SLOW Paddles and shall work within a properly implemented Flagger Station setup.
e. All Trained Flaggers shall be Trained in all Flagging Operations and the proper use of the STOP / SLOW Paddle.

f. The Resident Engineer is reminded that special attention and provisions are to be made for Nighttime Flagging Operations:

- Flagger Stations must be properly illuminated and the illumination must be verified by the night lighting demonstration.

- Flaggers must wear a 360-degree Retro-Reflective orange Safety Vest and a Hardhat with Retro-Reflective tape or decals.

- Flaggers must be equipped with Retro-Reflective 24" x 24" STOP / SLOW Paddle with a 5' handle. That is 5' long from road to bottom of the sign.

- Flaggers must be equipped with a Flashlight. Glow Sticks, Flares, Emergency Lights, etc., may also be required if the situation warrants.

- Flaggers should wear light colored clothing.

5. GUIDELINES AND RECOMMENDATIONS GOVERNING THE NEED AND USE OF WORK ZONE TRAFFIC CONTROL, TYPE "A" & TYPE "B".

Police Presence on the job site is an Enhancement of the TCP. The Resident Engineer should only consider the use of Municipal Police or NJSPCU when circumstances on the project or the specific construction operations may require their assignment. The Resident Engineer is not responsible for any isolated traffic related instances, which may occur during times when there is no Police presence, providing that the requirements of the project TCP and the MUTCD are properly enforced.

Noting that Police Presence, on other than the required situations to “Direct Traffic”, is an enhancement to the Traffic Control Plan (TCP), the determining factors for their use will vary from project to project, even of the same type. Therefore, due to project priority, limited manpower resources, scheduling conflicts, and overtime considerations, requests for Police assistance must be weighed against the actual benefit to Safety in the Work Zone that the Police Presence may provide. Police use should be constantly evaluated in order to maximize assignment coverage.

In many cases, the flashing lights on an NJSPCU vehicle provide the desired effect of maintaining traffic speed and conduct through the work zone. However, this is not the primary goal or use of NJ State Police.
Municipal Police should mainly be considered and used on lower volume, lower speed, "local" roadways of little work zone complexity. Urban construction site locations may require using several Officers with longer-term assignments.

The NJSPCU should be considered for projects with high speed, high volume traffic and more complex Traffic Control Plans. It is not a requirement to have NJSPCU personnel on any project. The Contractor should be able to perform all the functions needed to setup and remove the Traffic Control Devices within the Work Zone without the NJSPCU.

Members of the NJSPCU, due to their specific Work Zone Training, will be assigned to "priority projects", if additional NJ State Police are needed, overtime troopers will be assigned to fill the remaining requests. Most overtime troopers have Work Zone experience and are given a NJSPCU "Supplemental Construction Overtime Program Briefing Sheet" by the Squad Supervisor.

a. The decision to use Work Zone Traffic Control Type "A" and / or Type "B" on the project shall be as determined and directed by the Resident Engineer. The Resident Engineer should only consider the use of Municipal Police or NJSPCU when circumstances on the project or the specific job operations warrant their assignment. There is an inherent risk associated with all construction activity and Police presence will not eliminate the risk. Due to limited manpower resources, schedule conflicts, overtime considerations and priority, the request for Police assistance must be weighed against the actual benefit to the Work Zone Safety that the Police presence may provide.

b. Activities for which the Resident Engineer could consider Work Zone Traffic Control Type "A" and / or Type "B" may include:

- Traffic Direction through signalized intersections where the integrity of the existing signal system is impacted, or the need to override the signal exists.

- When starting a new project during the initial setup of a long-term work zone, placing precast concrete barrier, or when changing traffic patterns or detours.

- Setout and pickup of lane closures on high speed / high volume roadways.

- To perform rolling slowdowns or temporary shutdowns on highways.

- During Nighttime Operations.

- Implementing on-site TCP changes affecting traffic interference.
6. SCHEDULING.

a. The Resident Engineer shall review the Contractor's request for Work Zone Traffic Control Type "A" and / or Type "B" referencing the guidelines in paragraph 5.

b. The Resident Engineer may discuss the request for Police Presence with the Regional Office of Capital Program Safety (OCPS) Representative and the NJDOT State Police Coordinator.

c. When Work Zone Traffic Control Type "A" is to be requested, the Resident Engineer shall consult the NJSPCU scheduling Sergeant to discuss availability of Troopers.

d. All Police Requests must be made by FAX or E-mail on Form TO-100 (Attachment "B"); Fax or E-mail the request, Form TO-100, to the NJSPCU scheduling Sergeant, Traffic Operations, and the Regional OCPS Representative. Schedule a week's work at a time when possible.

e. All requests should include the following information:
   - Project name, location, job number and funding.
   - Field office location and telephone number.
   - Date and time for which assistance is requested.
   - Number of Police Officers requested.
   - Type and location of Contractor activity.
   - Time and place to meet project personnel.
   - Project personnel name and cell/pager number.

f. The proposed assignment request must include one of the reasons taken from the guidelines in paragraph 5, section b, (or other acceptable job related reason), to assist scheduling personnel in prioritizing assignments.

g. Request confirmation of the request from the NJSPCU scheduling Sergeant.

h. The Regional OCPS Representative shall:
• Periodically consult with the NJSPCU Regional Supervisors about schedules.
• Provide Resident Engineers with telephone numbers, fax numbers, and other pertinent NJSPCU information.
• Assist the NJSPCU Regional Supervisor with estimated staffing needs for future NJSPCU assistance, based upon the requests received.

7. MONITORING WORK ZONE TRAFFIC CONTROL TYPE "A" (and / or) TYPE "B".

a. When a Trooper or Police Officer arrives on the project for a scheduled assignment, the Resident Engineer or his/her Safety representative shall:

• Meet with the Officer at the time and location scheduled and brief the Officer on the day's operations and the nature of the assistance.
• Familiarize the Officer with the Traffic Control Plans (TCP).
• Provide the 7-digit job number for time charges and recording purposes.
• Record the Officer's name, badge number, cell phone, pager number and vehicle number.
• Provide the Officer with the appropriate contact numbers (field office, cell phone, beeper, etc.) where the Resident Engineer and the Contractor's designated Traffic Control Coordinator (TCC) can be reached and where to submit the OCPS-1 Safety Improvement Reports.
• Record the total number of hours scheduled and the total hours worked for each Officer assigned to the project on DC-29(a) daily reports.
• Report NJSPCU time charged into the ACES system and generate a summary man-hour utilization report.
• The NJDOT State Police Coordinator will randomly request copies of the summary man-hour utilization report for quality oversight.

b. Upon receipt of an OCPS-1 Safety Improvement Report, the Resident Engineer or his/her safety representative shall:

• Review the information in the OCPS-1 Safety Improvement Report.
• Direct the Contractor to make any needed improvements promptly and follow up with written documentation on a copy of the Safety Improvement Report.
• Maintain a file with copies of the Safety Improvement Reports at the project field office.
• A copy shall be sent to the Regional Construction Engineer by the Resident Engineer to document any actions taken.

c. Keep the Traffic Interference Report / State Police Request, Form TO-100/TO-101, on file for NJSPCU request verification.
d. The OCPS will contact NJSPCU Headquarters and the NJSPCU Regional Supervisors periodically to Monitor, Compare and Audit project time charges with the Trooper's timesheets and NJSPCU invoices.
### STATE OF NEW JERSEY

HIGHWAY CONSTRUCTION SAFETY IMPROVEMENT REPORT

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<tr>
<th>MILE POST:</th>
<th>WEATHER CONDITIONS:</th>
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<thead>
<tr>
<th>DATE:</th>
<th>RESIDENT ENGINEER:</th>
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### TYPE OF WORK

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<th>Work or Access Suspension (If Applicable)</th>
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### Conditions Observed

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<td>Breakaway Barricades</td>
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<td>3</td>
<td>High Intensity Flashing Light</td>
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<td>4</td>
<td>Precast Concrete Barrier</td>
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<td>5</td>
<td>Traffic Control Truck</td>
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<td>6</td>
<td>Temporary Traffic Stripe</td>
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<td>Clear Zone</td>
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<td>8</td>
<td>Construction Signs</td>
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<td>Truck Mounted Attenuator (TMA)</td>
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<td>Safety Vests, Hardhats and Shoes</td>
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<td>Worksite (Public, OSHA etc.)</td>
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### Remarks:

(List Conditions, or list Work Activities affected by the Safety Improvement Inspection or State "No Activities" need improvement)

### Was the Safety Improvement Implemented

- [ ] Yes
- [ ] No

### Explain:

(Yes or No)

---

Name of person notified

Title

Signature

Date

Observer Name

Title

Signature

Date

ORIGINAL to RESIDENT ENGINEER at SITE - YELLOW COPY to STATE POLICE - PINK COPY to N.J.D.O.T. REGIONAL OFFICE
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<td>(S) = SHOULDER</td>
<td>(N) = NONE</td>
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<th>8 WEEKLY LANE CLOSURE REQUEST INFORMATION SECTION</th>
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| 9 COMMENTS: | |
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TO 100 For more information on planned construction related lane closures, log on to: www.njcomuter.com  Revised 01/08/07
ATTACHMENT "C"
NJ DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
DAILY LANE AND SHOULDER CLOSURE REQUEST

TOC NORTH
TEL: (201) 797-3676
FAX: (201) 797-7538
NJDOT_TOC.North@dot.state.nj.us

TOC SOUTH
TEL: (856) 486-6650
FAX: (856) 486-6802
NJDOT_TOC.South@dot.state.nj.us

RESIDENT ENGINEER: [ ] CREW NUMBER: [ ]
OFFICE PHONE #: [ ] PROJECT NAME: [ ]
OFFICE FAX #: [ ] JOB NUMBER: [ ]
CELL #: [ ] PAGER #: [ ] DATE OF REQUEST: [ ]

ROUTE: [ ] MP: [ ] INTERSECTION OR LIMIT: [ ]
MUNICIPALITY: [ ] COUNTY: [ ] REGION: [ ]
DATE OF WORK: [ ] DAY OF WORK: [ ] WORK HOURS: [ ]

TYPE OF WORK
☐ BRIDGE WORK
☐ DRAINAGE WORK
☐ ELECTRIC WORK
☐ OTHER:
☐ MAINTENANCE
☐ SWEEPING
☐ TREE TRIMMING
☐ POTHOLE REPAIRS
☐ MILLING & PAVING
☐ STRIPING

DIRECTION
☐ NB
☐ SB
☐ EB
☐ WB
☐ SHOULDER
☐ SLOW LANE
☐ CENTER LANE
☐ SPEED LANE
☐ RAMP
☐ DETOUR
☐ ALTERNATING TRAFFIC
☐ STAGING CHANGE
☐ SLOW DOWN
☐ MOVING OPERATION
☐ OTHER (USE COMMENTS BOX)

TOTAL NUMBER OF LANES: [ ] NUMBER OF LANES CLOSED: [ ]
PORTABLE VMS USE: YES: ☐ NO: ☐ IF YES, LOCATION: [ ]
COMMENTS: [ ]

☐ ABOVE WORK IS BEING CANCELED
LANE CLOSURE HOURS AS PER PLANS:
☐ YES
☐ NO ☐ RCE CONCURRENCE
IF NO, EXPLAIN:

Disapproved by Traffic Operations ______ Date_______

For more information on planned construction related lane closures, log on to: www.njcommuter.com

TO 101 Revised 05/06/05
CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII

SUBSECTION E

WORK ZONE SAFETY

FUNCTIONS OF OFFICE OF CAPITAL PROJECT SAFETY

DATE

05/15/06

1. The goal of the Office of Capital Project Safety (OCPS) is to promote and monitor capital project safety for NJDOT employees, construction contractors, site workers and the motoring public by taking an aggressive proactive approach toward work zone safety. OCPS supports the Department’s goal to reduce injuries on Capital Program construction projects.

The office is concerned with the assessment and development of processes that affect safety in the work zone. Elements of the safety process, responsibility, knowledge, training, implementation, feedback and culture are examined for the purpose of making improvements. Independent audits are made of construction sites to evaluate site safety and collect data. Improvements are implemented, monitored, evaluated and revised in a continuous feedback loop. Monitoring, training and incident records are maintained to accomplish the feedback.

The Office of Capital Project Safety is located in the Bureau of Construction Engineering and includes three field personnel, one in each region. These people perform audits on all projects, point out deficiencies, suggest changes, train and provide feedback. They provide positive recognition to those who are maintaining a safe project.

2. OCPS regional representatives provide the following services:

   a. Routinely review projects to ensure their traffic control setups are in conformance to the traffic control plans (TCP). Safety improvement reports are prepared for each visit and given to the Resident Engineer for his action. They are available to assist in working out solutions on site; however they are not authorized to make changes to the TCP. The Regional Traffic Engineer, Work Zone is the only person authorized to approve changes to a TCP.

   b. Perform limited quality assurance audits of construction sites for conformance with contract site safety requirements. A report of their findings is given to the Resident Engineer and the Contractor.

   c. Perform independent monitoring of Capital Program employees for conformance with Department site safety requirements.

   d. Participate in Preconstruction Meetings to discuss work zone safety devices to highlight the safety aspects of a project.
e. Review contractor safety and health plans. They will provide a standardized letter that addresses comments pertaining to the plan. They provide continuing reviews until the safety plan meets the specifications.

f. Provide assistance and guidance to the Resident Engineer during night lighting demonstrations.

3. OCPS staff also performs the following functions:

a. Monitoring the Department’s involvement with the New Jersey State Police Construction Unit.

b. Participation in the annual TCP review process and is responsible for preparing the TCP Annual Report to the FHWA.

c. Issuance of Safety Alert Bulletins to regional construction staff and the industry to raise safety culture awareness and implement changes.

d. Provides safety training on an individual or group basis.

e. OCPS is an active member in the New Jersey Highway Work Zone Partnership which also includes representatives from the Construction Industry, Labor Unions, Federal Highway Administration’ OSHA and NJ State Police. These separate entities have informally joined together to leverage their individual strengths, forming a synergistic unit to promote safety in the work zone and on the work site.

f. Represents the Department on the Rutgers Traffic Control Coordinator Course Development Committee.

g. Reviews the content of the New Jersey Driver’s Manual for the purpose of updating signage and providing motorists with information on how to conduct themselves in a work zone.

h. Provides work zone safety presentations to the industry.