ATTACHMENT A - SCOPE OF WORK
Sign Structures

The CONSULTANT shall:

A. Complete a field visit to all sign structures along routes proposed for inspection, and perform necessary initial research.

B. Contact NJDOT Traffic Operations, NJDOT Maintenance Permits, and any other governing agencies or authorities prior to the CONSULTANT’s performance of the work covered in this Agreement in order to secure and provide to the STATE letters and documents approving access. Conduct a pre-inspection coordination meeting of all parties prior to start of field work.

C. Submit a field inspection & report submission schedule to the STATE, within thirty (30) working days after receipt of written direction from the STATE to proceed with this project. The schedule will include the Route and Direction and Mile Point, Structure Number, date(s) of proposed field inspection, expected special testing required, and the type and limitations on any required traveled lane closures for each Sign Structure. Also include proposed Report submission dates, and include entries for the proposed DB CD and working file CD submission dates.

D. Perform an in-depth hands-on inspection (or regular inspection if required) of each of the Sign Structures to determine the condition of the Sign Structure and the Structure site. This work may be required to be scheduled on nights, weekends, or during daytime off peak hours. Also, evaluate the nighttime visibility of the sign panels on the sign structure. Fully document your findings.

E. Inspect the safety guide rail system provided for the Sign Structure.

F. Observe the geometric and Structural adequacy and other safety features of the Sign Structure and the Structure’s walkway. Measure minimum vertical clearances below the Structure and lateral underclearances to the left and right.

G. Measure, probe, or otherwise make all efforts to determine the nature or cause of any abnormal movements or shifting detected or suspected, including traffic generated movements, using routine inspection procedures. Replace or tighten incidental loose or missing hardware while performing the hands-on inspection. Measure and document larger items requiring replacement. Replace damaged, missing or incorrect sign structure number decals.

H. If concurred in by the STATE, arrange for and/or conduct work of a special nature in addition to the items described within this scope of work. Such work may include, but not necessarily be limited to: more technical methods of non-destructive testing, stress calculations, interim inspections, and extensive traffic control.

I. Prepare basic Microstation based CADD or Microsoft Visio drawings showing Sign Structure views with dimensions and clearances. Where plans are not available, prepare more detailed Microstation based CADD drawings when required.
J. Render a professional evaluation for each Sign Structure in the form of a Sign Structure Survey Report, utilizing the Sign Structure Database, prepared in accordance with guidance received from the STATE.

K. Provide Immediate notification to the STATE, in writing, of any adverse conditions observed during the inspection that would jeopardize the structural capacity of any of the Sign Structures.

L. Enter data into the Sign Structure Database during or immediately after the inspection. Verify/correct all existing data as necessary. Submit Sign Structure Database data as and whenever required by the STATE.

M. Submit to the STATE the required format reports. Submit a Final, signed and sealed Sign Structure Survey Report for each Structure within eight (8) months from the Notice to Proceed. If corrections are required to any report, resubmit the report(s) within 30 days of receipt of comments.

N. Within two (2) weeks of acceptance of the final reports by the state, provide a final copy of the sign structure database on CD(s) containing complete data on the sign structures inspected. Also, submit a CD containing all working files.