The Consultant Shall:

1. Attend the Scope of work meeting.

2. Complete a field visit to all high mast light poles and perform necessary initial research. A list of Poles not tagged with a green and white structure number shall be noted and forwarded to the STATE.

3. Contact governing agencies or authorities, in order to secure and provide to the STATE, letters and documents approving access, High Mast Light Pole inspections and other related activities, prior to the Consultant’s performance of the work covered in this Agreement.

4. Submit a field inspection schedule to the STATE within ten (10) working days after receipt of written direction from the STATE for this project. The schedule will include the interchange and number, name, date of previous inspection, recommended frequency of inspection, and date of proposed field inspection for each pole that is listed in the final list of poles.

5. If necessary, review plans for the high mast light poles provided by the STATE.

6. Perform an in-depth visual inspection or visual and Non-Destructive Testing (NDT) of welded joints on each of the listed High Mast Light Poles to determine the condition of the pole, foundation, and ancillary features, utilizing the data and history furnished by the STATE relating to the listed light poles. The inspections shall include, but not necessarily be limited to, the following:

   a. Lighting pole.
   b. Telescopic slip joint.
   c. Access door and hand hole, remove door and inspect inside.
   d. Inspect hand hole area for fatigue cracks.
   e. Base and anchor bolts, make sure they are tight.
   f. Lighting halo -- Lower assembly for inspection.
   g. Winching system including winch pulleys and supports.
   h. Foundation.
   i. Check for abrasion, section loss (using a D-meter), or loss of the weathering coating.
   j. Cracks -- especially in welds and other areas vulnerable to fatigue.
   k. Plumbness of pole.
   l. Check leveling nut is making contact with base plate, and for any signs of distress in the area of leveling nut.
7. Inspection of the pole shafts shall be accomplished using the latest robotic video camera technology to inspect poles (or lift trucks if necessary).

8. The Electrical Maintenance section of the appropriate NJDOT Regional Office shall make the drill used to operate the winches for the lighting halo system available to the consultant.

9. Inspector should follow all safety guidelines outlined by the Department and by OSHA.

10. Measure, probe or otherwise make all efforts to determine the nature or cause of any abnormal movements or shifting detected or suspected, including due to wind of each High Mast Light Pole or its foundation (not including the use of special services) where feasible.

11. Recommend and, upon approval by the STATE, arrange for and/or conduct work of a special nature, in addition to that stated above, such as coring sampling or non-destructive testing of welded joints. Dye penetrant shall be used on joints if cracks are suspected.

12. Render a professional evaluation for each High Mast Light Pole, in the form of a Report, prepared in accordance with the provided format. Each of these Reports shall include, but not be limited to, the following for each High Mast Light Pole:

   a. A brief description of each pole, including pole number, geometric data, location, date of construction, and material data.
   b. Description of defects found during the field inspection.
   c. All final reports must be signed and sealed by a Professional Engineer (Certifying Engineer) registered in the State of New Jersey before submission to the Department. With the exception of the Team Leader who inspected the bridge, any qualifying engineer can certify the report.
   d. The Report will be written on the form provided by the State. The Reports will be written on a cluster basis.

13. Update and/or enter data into the computerized Microsoft Access database during or immediately after the inspection. Verify/correct all existing data as necessary. Submit HMLP database data as and whenever required by the STATE. All High Mast Light Poles which shall include all the information plus any changes:

   a. The database should include all the information previously noted plus any changes (ex: Milepost changes, condition changes, work done)
   b. The database should also include linkage to external the video images and photos from the use of robotic cameras if used. The video images must be in a format that is specified by the state at the time of the contract. Photos should include elevations of the pole (two facing opposite directions) photo of the lighting Halo,
Photo of the access area opened, and Photos of any defects noted should be included.

14. All priority repairs shall be submitted electronically (Word and/or PDF) and in writing with recommendation and repair scheme. In the priority repair letter, provide the mile post, name of the Town/City/Twp in the subject area. The Consultant will notify the State Project Manager immediately if they encounter any structural or safety problems of an EMERGENCY type that need IMMEDIATE ATTENTION. If the bridge owner is other than the State, inform the owner in addition to the PM and the original letter shall be sent to the owner with a copy sent to the Manager, Structural Evaluation. If any vandalism is observed during the inspection, Form AD-99 must be completed and included in the bridge survey report at the end of the field notes. Graffiti that meets the definition of vandalism for filing an AD-99 consists of graffiti that is vulgar, racial or anti-religion/anti-Semitic. Other types of graffiti are too common and do not require the filing of an AD-99.

15. For new poles, take all measurements and collect all data that is required in the database for the new pole. Use the existing poles as an example for all required new pole measurements.

16. Submit to the STATE the required format reports. Submit a Final, signed and sealed HMLP Structure Survey Report for each Junction within eight (8) months from the Notice to Proceed unless otherwise specified in subsequent Consultant Contract Modifications. If corrections are required to any report, resubmit the report(s) within 30 days of receipt of comments.

17. Submit one (1) hard copies to the STATE of the final Pole Survey Report for each pole cluster within twelve (12) months from the date of the Notice to proceed unless otherwise specified on subsequent Consultant Contract Modifications. Also submit two (2) copies of a CD with all working files and the database including any external photos and video images. Said final Pole cluster Survey Reports shall incorporate all comments made on the preliminary Pole Survey Reports.

18. All Preliminary and final hardcopy reports should be submitted bound in either Hardboard or plastic clear cover report folders.