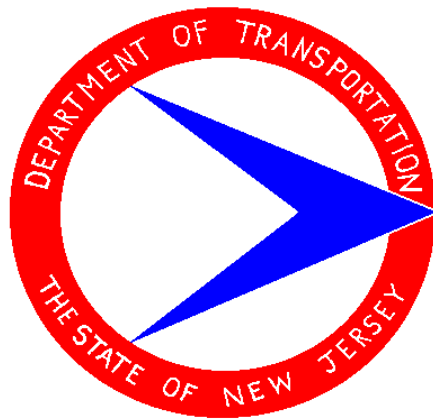


New Jersey Department of Transportation

Division of Local Aid and Economic Development

Program Description and Procedures for

Local Bridges Fund



November 2017

**Chris Christie
Governor**

**Richard T. Hammer
Commissioner**

Local Bridges Fund

Program Goals and Objectives:

The NJDOT is committed to maintaining and improving New Jersey's local transportation infrastructure by providing financial assistance to the state's 21 counties for improvement of county-owned bridges.

Counties may use Local Bridge Fund grants for preventive maintenance, rehabilitation and replacement of structurally deficient, scour critical and functionally obsolete bridges and to prevent bridges from becoming structurally deficient or scour critical. The Local Bridge grant program is directly funded by the Transportation Trust Fund.

NJDOT has dedicated \$47.3 million in the Transportation Capital Program to local bridge projects for 7 years (FY2018 thru FY 2024). The objectives of the Local Bridges program are:

- To remove bridge(s) from the Structurally Deficient list
- To remove bridge(s) from the Scour Critical list
- To remove bridge(s) from the Functionally Obsolete list
- To prevent bridge(s) from becoming Structurally Deficient or Scour Critical

Bridge Eligibility

The following categories of bridges are eligible for Local Bridges Funds and are listed in priority order:

- Primary Interventions
 - Structurally Deficient Bridges
 - Scour Critical Bridges
 - Functionally Obsolete Bridges
- Secondary Interventions
 - Minor Bridges
 - Structures that require Priority 1 and Priority 2 repairs. (New for FY2017 Program)
 - Bridge elements that have a condition rating of 5, that are expected to be downgraded to a 4 within the next rating cycle. (New for FY2017 Program)

As per subsection 101.03 of the 2007 NJDOT Standard Specifications for Road and Bridge Construction: A bridge is defined as a structure, other than a culvert, including supports, erected over a depression or an obstruction, such as water, highway, or railway, and having a track or passageway for carrying traffic or other moving loads and having a length measured along the center of the structure of more than 20 feet between under copings of abutments or extreme ends of openings for multiple boxes. Structure dimensions are defined as follows:

1. Bridge length. The length of a bridge structure is the overall length measured along the line of survey stationing from back to back of back walls of abutments, if present, otherwise end to end of the bridge floor; but, in no case less than the total clear opening of the structure.
2. Bridge width. The clear width measured at right angles to the longitudinal centerline of the bridge between the bottom of curbs, or in the case of multiple height of curbs, between the bottoms of the lower risers or, if curbs are not used, between inner faces of parapet or railing.

The priority of this program is to improve county owned bridges of more than 20 feet length that are structurally deficient, scour critical and functionally obsolete. However, the Department will consider funding structurally deficient minor bridges (structure of 20 feet or less), if it is determined that the County has addressed all the bridges meeting the above criteria. Minor bridges will be considered as an exception on a case by case basis as the commissioner shall so determine and will require full bridge credentials: (1) inspection report, (2) SI&A data, (3) Structural Ratings.

Application Process

Annually, the Department will announce to the 21 counties the availability of funds and application timeline. The counties will then prepare and submit their applications on-line using NJDOTSAGE at:
<http://www.state.nj.us/transportation/business/localaid/sage.shtm>.

Applicant must completely fill out all requested information on SAGE including detailed scope of work. Information shown on maps and attachments must be clear and legible.

Each County can submit a maximum of 5 applications. Counties submitting more than one application must prioritize their applications by assigning them a priority rating. Use number 1 for the highest priority. Follow the instructions provided on SAGE.

Each county will receive \$1.0 million grant to address its local bridge needs. 50% of the remaining funds (\$13.15M) will be allocated based on each County's percentage of total major bridge deck area and 50% (\$13.15M) based on each County's percentage of structurally deficient major bridge deck area. A separate application and supporting documents must be submitted for each proposed project. Each County must submit applications by the established deadline.

The Local Bridges Fund Program is jointly managed by the Division of Local Aid and Division of Bridge Engineering and Infrastructure Management. The Division of Local Aid will administer the projects once the projects are selected. As in the past year, we recommended that you consult with the appropriate District Office Manager to assist you in determining project eligibility for funding.

Each County will return 3 original agreements, signed and sealed, to the Department accompanied by a supporting resolution by the appropriate governing body, in order to complete the final approval process of the project agreement. The Department will process each project agreement package for final approval upon receipt of 3 completed original application/agreements with resolution.

One copy of the fully executed Application/Agreement will be forwarded to each county with a transmittal letter signed by the Director of Division of Local Aid and Economic Development.

It is recommended that counties consult with the appropriate District Office Manager in determining project eligibility for funding.

Program Administration

The Local Bridges Fund program will be governed by N.J.A.C. 16:20B and counties are required to comply with these regulations and all provisions contained in the N.J.A.C. 16:20B as applicable. The rules establish guidelines and procedures to be followed by Counties when administering contracts. In addition, the rules provide the requirements for preparing plans and specifications, contracts administration, contract completion and payment, state participation in cost as well as audit requirements.

Additional detailed information can be found in the State Aid Handbook at:
<http://www.state.nj.us/transportation/business/localaid/documents/StateAidHandbook.pdf>

The Handbook is intended to be used as a guide by County and Municipal Officials and Engineers in the processing of State Aid projects.

General Provisions

- NJDOT requires projects to be delivered to construction award within 24 months of grant notification. Counties must provide information in the application to support their project's construction readiness. This information will be considered carefully in evaluation of applications.
- Work may be completed by county force account or by a low bid contracts.

Other Provisions

- Funding is for Construction only. **No funding is provided for design or obtaining permits.**
 - Contract completion and payment shall be administered in a manner similar to the administration of discretionary funds. Counties may invoice at time of award up to 75% of the awarded amount, or 75% of the allotment, whichever is less. The remainder of the eligible costs will be reimbursed upon receipt of the final Payment Voucher and supporting documentation.
 - Reimbursement will be made for county force account work after work is complete.
- Counties may request to use funds remaining from the original \$1.0 million annual allotment for another eligible bridge project after the final payment for the original project has been made and project is closed.
- Upon project closeout, any remaining funds must be obligated within the next State fiscal year. Funds shall not be accumulated beyond the next fiscal year Local Bridges Fund Program. This applies to the \$1.0 million annual allotment only. Balances shall not be carried forward for Local Bridges Fund discretionary allotments.

Contact Persons:

For questions concerning all aspects of the program, please contact the appropriate District Manager listed below:

District 1

Roxbury Corporate Center
200 Stierli Court, 1st Floor
Mount Arlington, NJ 07856
Phone: (973) 601-6700
Fax: (973) 770-5172
Morris, Passaic,
Sussex and Warren

District 2

153 Halsey Street - 5th floor
Newark, NJ 07102
Phone: (973) 877-1500
Fax: (973) 648-4547
Bergen, Essex, Hudson, and
Union

District 3

1035 Parkway Avenue
Trenton, NJ 08625
Phone: (609) 530-5271
Fax (609) 530-8044
Hunterdon, Middlesex, Mercer,
Monmouth, Ocean and Somerset

District 4

1 Executive Campus
Route 70 West, 3rd Floor
Cherry Hill, NJ 08002
Phone: (856) 486-6618
Fax (856) 486-6771
Atlantic, Burlington, Camden, Cape May
Cumberland, Gloucester, and Salem