New Jersey Department of Transportation
CONSTRUCTION ADVISORY

NUMBER: 25 CATEGORY: Miscellaneous	FHWA's PRE-APPROVAL AND FINAL APPROVEL IN FMIS FOR PODI PROJECTS	02/09/2016

The following is a list of changes being made in our operating procedures for seeking FHWA's pre-approval (approvals provided prior to entry into FMIS) and final approval in FMIS on the below action items/elements during the Construction and Advertising phases of a PODI project. These changes will be incorporated into the appropriate Construction Procedures when they are updated.

1) **Change Orders on PODI Project that require FHWA Oversight for Change Orders**:
   a) The RE will continue to contact the FHWA Area Engineer on all changes during construction phase, and will copy the Project Manager (PM) on all correspondence.
   b) The RE will provide a Draft copy of the CO electronically in Site Manager format, including the DC-174A&B, to the Area Engineer for concurrence.
   c) The RE will note the FHWA Area Engineer's concurrence for federal participation (or non-participation) in the body of the Change Order.
   d) Upon execution of the Change order by the Regional Construction Engineer (RCE), the RCE will submit (within 1-2 days) the original signature copy and two copies of the Change Order to the Office of the Director of Construction & Materials (Director's Office), (Note: If Change Order results in Federal pay back due to non-participation by FHWA, the RCE coordinates the funding reconciliation efforts with the Accounting prior to sending the Change Order to the Director's Office)
   e) The Director's office will submit (within 1-2 days) the original signature copy and two copies of the Change Order to the FHWA Area Engineer for signature and pre-approval.
   f) The FHWA Area Engineer will sign and return (within 5-6 days) the original signature copy and a copy of the Change Order to the Director's office for further processing.
   g) The Director's office will submit (within 1-2 days) the signed original and a copy of the Change Order to the Office of Program Coordination for further processing.
   h) The Office of Program Coordination will enter (within 2-4 days) the transaction in FMIS.
   i) FHWA will provide electronic approval in FMIS (within 5 days).
   j) Upon FHWA's approval in FMIS, the Office of Program Coordination will retain the original signature copy of the Change Order on file, and forward (within 1-2 days) the copy of the approved Change Order to Accounting for further processing.
   k) Accounting will complete (within 1-4 days) processing of the Change Order. Note: Federal funds require transfer of funds into the specific spending accounts created per the Capital program and Appropriations Act. The Department of Treasury has final approval of these transfers.

2) **<u>Construction Project Advertisement Package on PODI Projects that require FHWA oversight for Advertisement</u>**:
   a) The Bureau of Construction Management (BCM) will submit the construction authorization package (original ½ scale Plans and original Special Provisions and the remainder electronic documents by email) to the FHWA Area Engineer and request the FHWA Area Engineer's pre-approval for advertising a construction project.
   b) The FHWA Area Engineer will provide a response noting the FHWA Area Engineer's pre-approval (within 7-14 days) by email to the BCM.
   c) The BCM will submit (within 1 day) the construction authorization package (with all original documents) with a copy of the FHWA Area Engineer's pre-approval e-mail to the Office of Program Coordination, and will copy the PM on the transmittal memo. The Plans and Special Provisions are available on BidX should the Office of Program Coordination require them.
   d) The Office of Program Coordination will enter (within 1-2 days) the transaction in FMIS.
   e) FHWA will provide electronic approval (within 5 days) in FMIS.
   f) Upon FHWA's approval in FMIS, the Office of Program Coordination will file the signed pre-approved construction authorization package (with all original documents, and will send out (within in 1-2 days) the notification of funding approval (PR37).

3) **<u>Supplemental Authorizations for Consultant Construction Inspection Agreements & Mods on PODI Projects</u>** :
   a) The Construction Services (Director's Office) will submit federal funding requests for CI agreements and/or Modifications to the FHWA Area Engineer for pre-approval via e-mail (with the back-up documents) and will copy the PM.
   b) The FHWA Area Engineer will provide an e-mail response (within 7-14days) noting the FHWA Area Engineer's pre-approval for federal participation (or non-participation) to the Director's Office.
   c) The Director's Office will submit (within 1-2 days) the federal funding request to the Office of Program Coordination with a copy of the FHWA Area Engineer's pre-approval e-mail.
   d) The Office of Program Coordination will enter (within 1-2 days) the transaction in FMIS.
   e) FHWA will provide electronic approval in FMIS (within 5 days).
   f) Upon FHWA's approval in FMIS the Office of Program Coordination will send out (within in 1-2 days) the notification of funding approval (PR37) to the Director's Office.
   g) The Director's Office will submit (within 1-2 days) the original of Consultant Agreement/Modification package along with AD-12 and supporting documents to the Office of Program Coordination.
   h) The Office of Program Coordination will process and submit it to the Accounting the same day.
   i) The Accounting will process it and return (within 1-4 days) to the Director's Office.
   j) The Director's Office will complete the execution and distribution of the Agreement/ Modification package.

4) **<u>Construction Project Closeout on PODI Projects that require FHWA Oversight for Closeout:</u>**
   a) The Regional Construction Engineer (RCE) will submit the Federal Closeout Package (with all original documents) to the Director's office.
   b) The Director's Office will submit (within 1-2 days) the Federal Closeout Package (with all original documents) to FHWA Area Engineer for pre-approval.
   c) The FHWA Area Engineer will provide a response noting the FHWA Area Engineer's pre-approval (or if rejecting the request, a response noting the deficiencies or concerns that must be addressed) and return (within 14 days) the original package to the Director's office for further processing.
   d) The Director's office will submit (within 1-2 days) the signed pre-approved original Federal Closeout Package to the Office of Program Coordination for further processing, and will copy the PM on a transmittal memo.
   e) The Office of Capital Programming will enter (within 3-5 days) the 7A request in FMIS.
   f) FHWA will provide electronic approval in FMIS (within 5 days).

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