



**ATTACHMENT III**  
**New Jersey Department of Transportation**  
**Division of Local Aid and Economic Development**

**Federal Aid Highway Program**  
**Eligibility Assessment Interview Form**

<b>Local Public Agency</b>		
<b>Reviewer</b>		
<b>Date</b>		
<b>Attendees</b>	<b>Name:</b>	<b>Organization:</b>

<b>Organization Chart</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(Review agency personnel associated with federal-aid projects and identify specific duties and responsibilities.)</i>	

<b>Agency Responsibilities</b>	
Identify Personnel/Position Responsible for the following tasks.	
• NEPA Document and Permits	
• PS&E Approval	
• ROW Availability	
• Utility Clearances	
• Bid Reviews and Analysis	
• Award of Contract	
• Execution of Contract	
• Approval of Material Sources	

• Construction Contract Administration	
• Construction Inspection	
• Source Documents	
• Buy America	
• Sampling/Testing Acceptance	
• Contract Changes	
• Contract Time	
• Disposition of Change Orders	
• Wage Rate Compliance	
• DBE Monitoring and Compliance	
• Training Goals Monitoring and Compliance	
• ADA Compliance	
• Consultant Contract Administration	
• Work Zone Safety and Traffic Control	

Contract Administration
Describe how the LPA will administer multiple, concurrent construction contracts.
Describe how LPA will inspect multiple, concurrent construction operations or work activities.
Describe how the LPA will provide adequate oversight of construction activities if the Resident Engineer or inspectors are absent from the job site on any given work day.
Describe how the LPA manages traffic control and work zone safety.

Consultant Services			
Identify the activities to be performed by consultant services.			
Environmental	<input type="checkbox"/>	Right of Way	<input type="checkbox"/>
Design	<input type="checkbox"/>	Construction Engineering	<input type="checkbox"/>
PS&E	<input type="checkbox"/>	Construction Inspection	<input type="checkbox"/>
Does the LPA have written policies and procedures for the procurement of professional services?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do they comply with 23 CFR, Brooks Act, and FAR cost principals. ( <i>See eligibility requirements dated December 5, 2012</i> )			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the LPA have formally adopted standard consultant contracts?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do the contract terms and conditions include the appropriate Federal Regulations and provisions for Federal audit of books and records? If no, each consultant contract must be reviewed and approved by NJDOT. (Federal regulations require cost basis contracting with consulting firms. FAR 31.2 defines allocable and allowable costs for reimbursement. All consultant contracts must include payment terms that require compliance with this regulation and a provision for Federal audit of books and records.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
How does the LPA monitor and evaluate the consultant's work?			

Responsible Charge	
Does the LPA have written policies and procedures to provide a full-time employee to be in responsible charge of each federal-aid construction contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do procedures include requirements for responsible charge to maintain records of all material testing, and material certifications, including Buy America, for all materials placed on the project for review by the NJDOT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the procedures meet the requirements of 23 CFR 635.105 and do they specify the role and responsibilities of the responsible charge? ( <i>See eligibility requirements dated December 5, 2012</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No

If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.

**Construction Inspection**

Does the LPA have written policies and procedures to provide adequate supervision and detailed construction inspection of federal-aid construction contracts?  Yes  No

If yes, do the procedures include provisions to inspect and verify delivery and quality of all materials and ensure work has been completed in accordance with the plans and specifications as required by 23 CFR 635.123? *(See eligibility requirements dated December 5, 2012)*  Yes  No

If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.

**Source Documents**

Does the LPA have written policies and procedures for source documentation in support of pay quantities?  Yes  No

If yes, do the procedures provide adequate assurance that the quantities for completed work will support the contractor’s claims for payment and reimbursement by the NJDOT? Procedures must address delivery tickets, materials testing, DC-29’s/Daily Inspection Reports, pay quantity summaries, contractor payments, wage rate inspections, NEPA/permit compliance, ADA compliance, DBE compliance and responsible charge responsibilities. *(See eligibility requirements dated December 5, 2012 for additional guidance)*  Yes  No

If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.

**Buy America**

Does the LPA have written policies and procedures in place to ensure all steel or iron products are manufactured in the United States in accordance with 23 CFR 635.410?  Yes  No

If yes, do the procedures include provisions for receiving and documenting Buy America certifications at the time of delivery and prior to the steel or iron product being incorporated into the project? Procedures must specify that certifications be current, signed, dated, and specific to the materials. Procedures must specify that a log be maintained of all foreign steel placed on the project.  Yes  No

If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.

### DBE Compliance

Does the LPA have written policies and procedures to ensure federal-aid contracts are only awarded to bidders who make a good faith effort to meet DBE goals established by NJDOT?  Yes  No

Do procedures have provisions to monitor DBE participation to ensure goals are met at project completion?  Yes  No

If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.

### Contract Changes

Does the LPA have written policies and procedures governing changes to contract quantities or plans and specifications?  Yes  No

If yes, procedures must reference NJDOT Standard Specifications for Road and Bridge Construction Section 104.03. Procedure must specify requirements for written field orders for all work that deviates from the contract requirements and the timely approval of change orders prior to contractor reimbursement. Procedure must specify need for LPA to develop independent cost estimates and negotiate costs of supplemental work items with contractor. Procedure must specify the need for change orders to be formally adopted and approved by LPA and NJDOT prior to reimbursement. Procedure must include requirement to evaluate impacts of all change orders on contract time and contract completion dates. *(See eligibility requirements dated December 5, 2012 for additional guidance)*

If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.

### Contract Time

Does the LPA have written policies and procedures to specify contract time in all bid documents?  Yes  No

Do procedures include requirement to promptly schedule pre-construction meeting following contract award and to issue a Notice to Proceed (NTP) specifying the NTP date, project duration, and contract completion date? <i>(See eligibility requirements dated December 5, 2012 for additional guidance)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.	

<b>Liquidated Damages</b>	
Does the LPA have written policies and procedures to specify liquidated damages on all federal-aid projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.	

<b>Project Schedule</b>	
Does the LPA have written policies and procedures to establish project schedules pursuant to Section 153 of the NJDOT Standard Specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the procedures include provisions to monitor contract progress and evaluate impacts on contract time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the procedures include requirements for the project schedule to be kept current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.	

Does the LPA have written policies and procedures to ensure project's progress, contractor payments, and contract completion adhere to the approved project schedule and specified contract time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.	

**Disposition of Change Orders**

Does the LPA have written policies and procedures for the disposition of change order protests in accordance with Section 104.03.02 of the NJDOT Standard Specifications?

Yes  No

If no, corrective action must be taken to formally adopt and implement acceptable policy and procedural controls prior to the authorization of federal-aid funds.

**Federal-aid Workload**

Active construction contracts

Federal Project Number	Project Description	Contract Completion Date
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Scheduled construction contracts


**Reviewer Comments**