

## Work Breakdown Structure Element Dictionary

### Concept Development

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Concept Development Initiation	CD	2.1	Upon approval of the CPC to advance the proposed project from the Problem Screening phase to the Concept Development (CD) phase, a Division of Project Management Project Manager is assigned the proposed project to initiate CD. The Project Manager is responsible for managing the Scope of Work, Project Schedule, Task Order Budget, Funding, Mapping Level, Resource Determination, Consultant Evaluation, and Project Reporting System Updates.
Stakeholder Input	CD	2.1.1	“Stakeholder Input” is requested from internal and external stakeholders and information obtained is utilized to refine the Problem Statement or define the Purpose and Need Statement.
Community Profile	CD	2.1.2	A Community Profile is developed by the Division of Project Management or the Task Order Consultant to include U.S. Census demographic data for the study area to determine the characteristics of the affected area, neighborhood boundaries, locations of residences and businesses, demographic and economic information and land use patterns. The Community Profile is utilized for the development of the Public Involvement Action Plan and the stakeholder list.
CD Scope Statement	CD	2.1.3	The CD Scope Statement lists the anticipated work for a project and includes details of the project deliverables and a description of the limit of scope of the project to the extent known at the inception of the Concept Development phase.
CD Schedule	CD	2.1.4	The Task Order consultant submits a schedule defining project milestones and tasks in terms of weeks to complete the Concept Development phase. When the Task Order Agreement is ready to be executed, the schedule is updated to include anticipated completion dates.
CD Fee Proposal	CD	2.1.5	The Task Order Consultant prepares a Fee Proposal based on the CD Scope Statement. The CD Fee Proposal is negotiated between the Project Manager and the Task Order consultant.
Updated PRS	CD	2.1.6	The Project Manager is responsible to enter all available information into Project Reporting System (PRS) and is required to update PRS monthly to reflect current status and changes.
Executed Task Order	CD	2.1.7	An Executed Task Order Agreement is the contract that authorizes a Task Order consultant to commence work based on the scope of work, budget, and schedule.

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CD PIAP	CD	2.1.8	The CD Public Involvement Action Plan is developed by the Project Manager in coordination with the Division of Community and Constituent Relations (CCR). It identifies the critical points for public involvement, and the objectives for each point. The goal of the PIAP is to solicit thorough public involvement as early as possible to achieve community ownership in the proposed project.
Updated Risk Register	CD	2.19	A Risk Register is a tool that the Project Risk Manager and Project Risk Team Members can use to address and document project risks throughout the project life cycle. It is a living document that includes a comprehensive listing of risks and the manner in which they are being addressed. It is updated throughout the life of the project whenever new risks are identified or response action plans are modified.

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Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Concept Development Report	CD	2.2	The Concept Development Report is prepared from the CD Report template that includes all support information used to develop the Preliminary Preferred Alternative (PPA). It is compiled as a package describing the problem, the collected data, the findings and evaluation of all alternatives that were developed and the PPA and other documented information associated with the project location.

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Data Collection	CD	2.2.1	<p>Gather any additional data and information needed but not obtained during the Field Investigation or in the initial CD activities. The data may include the following:</p> <ul style="list-style-type: none"> <li>• As-Built plans</li> <li>• Drainage inventory</li> <li>• Base Maps</li> <li>• Jurisdictional Maps and Agreements</li> <li>• ROW and Access</li> <li>• Utility information</li> <li>• Environmental Data</li> <li>• Bridge Inspection and Scour Reports</li> <li>• Intelligent Transportation Systems information</li> <li>• Traffic Signal Timing Plans</li> <li>• Maintenance Work Orders</li> <li>• Any relevant reports from other agencies such as the Metropolitan Planning Organization, County, Town, etc.</li> </ul>
Field Inventory	CD	2.2.1.1	The Task order consultant arranges a field visit and evaluates existing conditions. Roadway features are inventoried and may include utilities, drainage, environmental, geometric, ITS etc.
Drainage Inventory	CD	2.2.1.1.1	The Drainage Inventory is field verified and documented of all drainage features within the project study area including but not limited to drainage inlets, manholes, ditches, swales, streams, floodplains/floodways, lakes, reservoirs, aquifers, water wells, and existing “Storm water Management Systems” (SWM) and others.
Existing Utilities Inventory	CD	2.2.1.1.2	A field inventory of the study area will be conducted to locate and document all visual evidence of existing utility facilities such as the type of aerial facilities, poles, risers, manholes, handholes, valve boxes, utility vents, markers, etc. Also, verification or coordination may be needed with Utility Owners and/or Railroads to verify utilities.
Intelligent Transportation Systems Inventory	CD	2.2.1.1.3	Information is gathered to inventory the Intelligent Transportation Systems (ITS) elements such as cameras, DMS, variable message signs, etc.

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Complete Streets Checklist	CD	2.2.1.1.4	The Complete Streets Checklist is used by Project Managers and designers throughout Concept Development and Preliminary Engineering to ensure that all developed alternatives reflect compliance with the Complete Streets Policy. Being in compliance with the policy means that Project Managers and designers plan for, design, and construct all transportation projects to provide appropriate accommodation for bicyclists, pedestrians, and transit users on New Jersey’s roadways, in addition to those provided for motorists. The Project Manager is responsible for completing the checklist and must work with the Designer to ensure that the checklist has been completed prior to advancement of a project to Final Design.
Limited Scope CD Pavement Checklist	CD	2.2.1.1.5	The Limited Scope CD Pavement Checklist is utilized by the Designer and Project Manager while conducting the field inventory to determine the full impacts associated with the identified problem and to confirm that the study should continue to follow the Limited Scope process. The Limited Scope CD Pavement Checklist is only utilized on Mill “X” / Pave “X + 1” Resurfacing projects.
Limited Scope CD Bridge Checklist	CD	2.2.1.1.6	The Limited Scope CD Bridge Checklist is utilized by the Designer and Project Manager while conducting the field inventory to determine the full impacts associated with the identified problem and to confirm that the study should continue to follow the Limited Scope process. The Limited Scope CD Bridge Checklist is only utilized on Bridge Deck/Superstructure Replacement projects.
Limited Scope CD Culvert Checklist	CD	2.2.1.1.7	The Limited Scope CD Culvert Checklist is utilized by the Designer and Project Manager while conducting the field inventory to determine the full impacts associated with the identified problem and to confirm that the study should continue to follow the Limited Scope process. The Limited Scope CD Culvert Checklist is only utilized on Culvert Repair or Replacement projects.
Limited Scope CD Sign Structure Checklist	CD	2.2.1.1.8	The Limited Scope CD Sign Structure Checklist is utilized by the Designer and Project Manager while conducting the field inventory to determine the full impacts associated with the identified problem and to confirm that the study should continue to follow the Limited Scope process. The Limited Scope CD Sign Structure Checklist is only utilized on Sign Structure Replacement projects.
Limited Scope CD Thin Surface Treatment Checklist	CD	2.2.1.1.9	The Limited Scope CD Thin Surface Treatment Checklist is utilized by the Designer and Project Manager while conducting the field inventory to determine the full impacts associated with the identified problem and to confirm that the study should continue to follow the Limited Scope process. The Limited Scope CD Thin Surface Treatment Checklist is only utilized on Thin Surface Treatment projects.

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Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Limited Scope CD Concrete Pavement Repair Checklist	CD	2.2.1.1.10	The Limited Scope CD Concrete Pavement Repair Checklist is utilized by the Designer and Project Manager while conducting the field inventory to determine the full impacts associated with the identified problem and to confirm that the study should continue to follow the Limited Scope process. The Limited Scope CD Concrete Pavement Repair Checklist is only utilized on Concrete Pavement Repair projects.
Travel Projections	CD	2.2.1.2	Traffic volumes are projected by the Task Order consultant based on the Growth Rate Factor that is provided to them by the Project Manager. (The traffic Volumes are projected 20 years beyond the anticipated construction completion date; 10 years beyond the anticipated construction completion date for resurfacing projects).
Drainage Area Maps	CD	2.2.1.3	Drainage Area Maps are created based on the watershed boundaries that contribute stormwater runoff to the proposed project site by utilizing USGS topographic maps, field reconnaissance survey and or other available information.
Purpose and Need Statement	CD	2.2.1.4	A Purpose and Need Statement is a requirement for NEPA documentation when developing and considering alternatives. It consists of the Purpose, the Need, and Goals and Objectives. The Purpose is the solution to the transportation problem. The Need includes the data that supports the purpose of the problem statement .The Goals and Objectives describe all other issues that will need to be addressed as part of a successful solution to the problem.
Environmental Data Collection	CD	2.2.1.5	Environmental data collection is information gathered to include wetland boundaries, floodplains, historic facilities, land use, etc. This information is acquired through photogrammetric/base mapping/field survey on a large scale, such as 200 scale.
List of Substandard Design Elements	CD	2.2.1.6	All existing substandard design elements (roadway and bridge) within the project limits are identified through as-built plans review, mapping, field Inventory and past studies. The Bureau of Safety Programs reviews the list to determine if a substandard design element or elements are contributing factors to the crash data.

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Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Environmental Screening Report	CD	2.2.1.7	The Environmental Screening Report identifies and documents potential environmental issues including environmental constraints /sensitive areas (such as wetland, parkland, cultural resources, hazardous waste contaminated property, CAFRA, air/noise, socio-economics, etc.). The Report determines a need for SHPO and LURE involvement during CD or PE phases. The alternatives developed during CD will be analyzed against the environmental constraints documented in the Environmental Screening Report. Additionally, the potential PPA that has reasonable internal/external buy in will be reevaluated by the Environmental Project Support Unit to obtain assurance of the anticipated environmental document classification.
Management System Input	CD	2.2.1.8	<p>The Project Manager prepares a request to obtain the various Management Systems information to solicit input or information that may be relevant to the project. Management Systems information is utilized in the preparation of the CD Scope Statement. A table of Management Systems input is prepared that ranks and measures the problem area within each system's jurisdiction.</p> <p>NJDOT Management Systems are:            Congestion Management Systems (CMS)            Pavement Management Systems (PMS)            Bridge Management Systems (BMS)            Safety Management Systems (SMS)            Drainage Management Systems (DMS)            Maintenance Management Systems (MMS)            Rockfall Hazard Management Systems (RHMS)            Smart Growth Management Systems (SGMS)            Pedestrian Safety Management System (PSMS)</p>
Traffic Data	CD	2.2.1.9	A traffic count program is conducted by the Bureau of Traffic Data Development at the request of the Project Manager to account for all roads, streets, ramps, highways, driveways, traffic generators, seasonal influences and related modes that would have an impact on the project and surrounding area.
Crash Data	CD	2.2.1.10	A Crash Report/Analysis Request Form is completed and sent to the Bureau of Safety Programs (BSP) to request copies of crash data, rates, summaries and details. Additionally, police crash reports may be obtained if necessary for more details about the causes of the crashes.

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Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Utility Contact Letter	CD	2.2.1.11	Utility and Railroad companies that have been identified in the study area through field investigation are sent the Utility Contact Letter utilizing the NJDOT Utility Contact List. The Utility Contact Letter requests the utility owner to identify a contact person, verify existence of their facilities in the project area and requests an order of magnitude Preliminary Engineering Utility cost estimate.
As-Built Plans	CD	2.2.1.12	As-built roadway and or bridge plans are obtained from NJDOT's Configuration Management Unit for state owned roads and from other outside agencies for non-state owned roads. Other plans (rehabilitation/reconstruction/development) may also be obtained within the project study area from outside sources including NJDOT, Municipal and County offices, developers, businesses, utility companies and others sources as pertinent to the project.
CD Mapping	CD	2.2.1.13	The Task Order consultant prepares photogrammetric base mapping, as required. Level 1 mapping is typically created for the Concept Development phase.
Aerial Photos	CD	2.2.1.14	Aerial flights are conducted to obtain aerial photos of topographic features within the project area. The aerial photos are converted into 30, 50, 100 or 200 scale mapping for future use and can be used for PE and Final Design.
Geodetic Survey Report	CD	2.2.1.15	The Geodetic Survey Report conducted by consultants (outside vendors) is approved by NJDOT's Geodetic Survey Unit and includes the location of project, field notes, horizontal datum, vertical datum, baseline data and other survey related data.
Ground Control and Field Surveying	CD	2.2.1.15.1	Conventional ground surveying is used to develop the mapping on small projects. The mapping is secured via Geodetic Survey Report Approval in accordance with NJDOT guidelines and procedures. Field Survey is utilized to establish ground control and reference points to supplement Photogrammetric Mapping including horizontal and vertical datum, roadway baseline data, drainage inverts, location of visible utilities, roadway profile and cross sections, the location of drainage facilities and environmental features.
Coordination with Internal / External Stakeholders	CD	2.2.2	Coordination with Internal Stakeholders is obtained through Scope Team Meeting (STM)/Core Group Meeting (CGM) for internal stakeholders. External Coordination meetings are planned with the development of the Public Involvement Action Plan (PIAP) for external stakeholders.

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Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Scope Team Meeting Minutes	CD	2.2.2.1	Scope Team Meetings (STMs) are conducted by the Project Manager and the Task Order consultant with internal stakeholders to introduce the project and solicit input on various issues including but not limited to project need, identification of potential initial concepts to address problems, etc. STMs are held at any point during the CD and PE phases, but are usually held during the initiation of CD, the selection of the Preliminary Preferred Alternative (PPA) and at the conclusion of the CD phase to discuss the details for the preparation of the PE Scope Statement.
Core Group Meeting Minutes	CD	2.2.2.2	The purpose of the Core Group meeting minutes is to document the important decisions of the Core Group meetings. (All important decisions are to be documented in the Design Communications Report).
Stakeholder Meeting Minutes	CD	2.2.2.3	Input received at Stakeholder meetings is documented in the meeting minutes by the Task Order consultant. (Important decisions / agreements from stakeholder meetings shall be documented in the Design Communications Report.)
Public Information Center Meeting Minutes	CD	2.2.2.4	The Public Information Center (PIC) obtains public input for the Preliminary Preferred Alternative (PPA). The PIC is usually conducted subsequent to in-house endorsement of the PPA. (It is preferable to obtain documentation of local officials support before the PIC; however, local officials may not provide their support a project until the public has had a chance to comment.)
Local Officials Meeting Minutes	CD	2.2.2.5	All input received from Local Officials meetings are documented in meeting minutes by the Task Order Consultant.
Permitting Agency Meeting Minutes	CD	2.2.2.6	All input received from permitting agency coordination meetings are documented in meeting minutes by the Task Order Consultant.
Resolution of Support	CD	2.2.2.7	The Resolution of Support is the formal documentation provided by local officials that endorses the Preferred Project Alternative.
Memo of Record	CD	2.2.2.8	The Memo of Record documents the input obtained at meetings, Public Information Centers, etc. The sign in sheet of attendees is attached.
Traffic Regulation Order Investigation Letter	CD	2.2.2.9	The Traffic Regulation Investigation Letter indicates that Traffic Regulation Orders will be needed based upon the Preliminary Preferred Alternative (PPA).

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Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Data Analysis	CD	2.2.3	Data analysis includes analyzing and assessing the traffic analysis, crash analysis, drainage and management systems input. The data collected is compared to current design standards. Substandard features/deficiencies are analyzed and compared to the transportation problem statement to determine if they are contributing factors to the problem statement.
Traffic Analysis	CD	2.2.3.1	A traffic count program is established for all projects and accounts for all roads, streets, ramps, highways, driveways, traffic generators, seasonal influences, and related modes that have an impact on the project and surrounding area.
Crash Diagram	CD	2.2.3.2	A Crash Diagram is a plot all crashes from crash reports and police records, if applicable. The cause of the crashes and associated sub-standard features are identified on the diagram. The information is used in the development of the Purpose and Need Statement and the preparation of the proposed Project Fact Sheet.
Hydrology and Hydraulic Analysis	CD	2.2.3.3	Hydrology and Hydraulics analysis includes an analysis of the existing drainage features within the project limits using the Hydrology/Hydraulic (H&H) computation model software. Drainage area maps, collected drainage, land use inventories, and other pertinent information are used as input to perform the H&H Analysis.
Project Fact Sheet	CD	2.2.3.4	A Project Fact Sheet includes relevant information such as traffic data, accident data, environmental data, management systems input, a description of the problem and any other information necessary to understand the proposed project need and intent before holding the scope meeting. The proposed Project Fact Sheet and other relevant information are sent to the Scope Team approximately three weeks prior to the Scope Team Meeting.
Utility Risk Assessment Plan	CD	2.2.3.5	The Utility Risk Assessment Plan highlights potential high risk utility impacts and notes those impacts on the plan. This plan is utilized to complete the utility section within the Project Fact Sheet. The Designer should consult with the utility companies to prepare the Utility Risk Assessment Plan. Identified utility risks may be included within the project Risk Register.
Final Purpose and Need Statement	CD	2.2.4	The Final Purpose and Need Statement consists of the Purpose, the Need, and Goals and Objectives. The Purpose defines the transportation problem to address the issue. The Need provides data to support the problem statement (purpose). The Goals and Objectives describe other issues that need to be resolved as part of a successful solution to the problem.

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Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Alternative Analysis	CD	2.2.5	Alternative analysis is performed to evaluate each proposed alternative's ability to address the project need in compliance with design standards with respect to safety, capacity, Context Sensitive Design (CSD), the environment and operational improvements. Alternative analysis may reveal there is a need for revision, integration or elimination of alternatives to assure consistency with environmental, community and budget constraints.
Alternatives	CD	2.2.5.1	Alternatives are developed as conceptual solutions by the Task Order Consultant based on the data collected and the ability to address the project need with respect to safety, capacity, the community and environmental and operational improvements. Information from meetings with local officials/internal and external stakeholders is considered in the development of the Alternatives.
Alternatives Matrix	CD	2.2.5.2	An Alternatives Matrix assesses the impacts of the developed Alternatives. The potential impacts of each Alternative may include environmental, right of way, utilities, access, drainage, storm water management and socio-economic factors, bicycle compatibility, constructability, design exceptions etc.
Reasonable Assurance for a Design Exception	CD	2.2.5.3	The Project Manager is responsible for obtaining reasonable assurance that the Bureau of Quality Management Services will approve the design exceptions associated with the Preliminary Preferred Alternative (PPA). Reasonable assurance of a design exception shall be documented in the Design Communications Report to assure the potential project can advance into PE.
Preliminary Detour and Staging Plans	CD	2.2.5.4	Preliminary construction staging plans are prepared to determine the required stages of construction, the anticipated durations of each stage and whether a detour of traffic would be necessary for Alternatives being considered. A construction sequence narrative that summarizes each stage is also prepared to accompany the staging plans.
Construction Cost Estimates	CD	2.2.5.5	Construction Cost Estimates are prepared for each Alternative with the same base assumptions applied to each. As a minimum, the Construction Cost Estimates shall include the costs of Construction, Right of Way and Utilities.
Railroad Agreement	CD	2.2.5.6	The Railroad Agreement establishes the reimbursable costs of the review work by the Railroad Agency.

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Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Quantitative Risk Analysis Report	CD	2.2.5.7	A Quantitative Risk Analysis Report is prepared to document and summarize the results of quantitative risk analysis. Quantitative risk analysis results in a more accurate estimation of probability of occurrence and a numerical value in days of schedule impact and dollars of cost impact. Quantitative risk analysis is only performed on projects with a total construction cost over \$100 million and if approved by the Project Manager and concurred with by the Executive Regional Manager.
Quantitative Risk Analysis Worksheet	CD	2.2.5.7.1	A Quantitative Risk Analysis Worksheet is utilized to list the major risks for each alternative being considered for selection as the Preliminary Preferred Alternative and calculate the probability of occurrence and magnitude of schedule and cost impact. The Quantitative Risk Analysis Worksheet is included as an attachment to the Quantitative Risk Analysis Report and only utilized on projects with a total construction cost over \$100 million and if approved by the Project Manager and concurred with by the Executive Regional Manager.
Preliminary Preferred Alternative (PPA)	CD	2.2.6	The Preliminary Preferred Alternative (PPA) is the selected alternative identified among all alternatives developed to address the Purpose and Need Statement. It is selected from an alternative analysis comparison. Identifying a PPA initially requires data analysis, NEPA classification determination, alternative analysis and input from internal/external stakeholders to conclude if the selected alternative provides reasonable cost for the derived benefit.
Preliminary Engineering Scope Statement	CD	2.2.7	Developed from a standard template document, the PE Scope Statement lists the anticipated work for a project for the Preliminary Engineering phase of work. It includes the details of the project deliverables and a description of the limit of scope of the project to the extent known.
Systems Engineering Review Form	CD	2.2.9	A Systems Engineering Review Form is required as part of the programmatic conformance process for Intelligent Transportation System (ITS) deployments.
Concept of Operations Report	CD	2.2.9.1	A Concept of Operations Report is required for Intelligent Transportation System (ITS) deployments that are not covered as part of the programmatic conformance process.
CD ROW and Access Impacts Plan	CD	2.2.10	The CD ROW and Access Impact Plan shows the affected properties , the area of the proposed right of way takings, the type and use of properties and potential easements needed for the Preliminary Preferred Alternative(PPA).

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Element Name	Phase	Index Number	Work Breakdown Structure Element Description
CD ROW and Access Plan and Matrix	CD	2.2.11	The CD ROW and Access Plan and Matrix lists the Block and Lot, indicating the type of acquisition (partial, entire or easement) the amount of property to be acquired, the existing use of the property (e.g. residential, commercial, industrial) and access impacts (adjustment, modification, revocation waiver) for the Preliminary Preferred Alternative (PPA).
CD ROW and Access Impacts Cost Estimate	CD	2.2.12	A Right of Way (ROW) and Access Impact Cost Estimate is prepared by the ROW Regional Office for the purpose of obtaining the ROW funding needs of the Preliminary Preferred Alternative (PPA).
PPA Constructability-Risk Report	CD	2.2.13	The Designer will prepare a PPA Constructability-Risk Report, which will include the updated Risk Register. The report will also incorporate the comments, which potentially avoid or mitigate project deliverability/project constructability-risk (impacts), from both the CDCRA Workshop group and Core Group's on the selected draft-PPA.
CD Constructability-Risk Analysis Workshop Summary Memo	CD	2.2.13.1	The CDCRA workshop summary memo will include identified risks and opportunities that may impact the project's delivery and constructability such as: construction staging, traffic control, work zone safety, ROW, Access, Utilities, and environmental risks, all with a goal to eliminate alternatives that have either fatal flaws or unacceptable risks.
VE Technical Report	CD	2.2.14	The Value Engineering (VE) Unit prepares a VE Technical Report documenting their review comments and recommendations.
PE PIAP	CD	2.2.15	A Public Involvement Action Plan is prepared to identify critical points for public involvement during the Preliminary Engineering phase. It includes as a minimum, the updating of the database of known stakeholders, the number of anticipated meetings with local officials, citizen groups and other outside agencies impacted by the project.
Quality Management	CD	2.3	Quality Management includes the procedures and activities associated with the development and implementation of a quality management plan, and includes required actions and procedures to be taken by designers to obtain a project's quality assurance certification.

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Concept Development Quality Management Certification	CD	2.3.1	The Concept Development Quality Certification is signed and submitted by the Task Order consultant certifying the work has been completed in accordance with the CD Scope Statement and in accordance with the current Department Quality Management Process and Procedures, and applicable State and Federal design standards and requirements.
Communications	CD	2.4	Communications include the formal flow of project information that shall be carried from Concept Development through to Construction.
Design Communications Report	CD	2.4.1	The Design Communications Report (DCR) documents significant issues/critical decisions and agreements. The DCR is signed by the Task Order Consultant and approved by the Project Manager. The DCR Report is a living document and is updated as decisions are made throughout the CD phase (and all subsequent project delivery phases to the completion of construction).
Concept Development Approvals	CD	2.5	Concept Development Approvals includes PE Scope of Work Approval, CD Report Approval by FHWA, and Capital Program Screening Committee presentation and approval.
FHWA Approval	CD	2.5.1	FHWA completes an independent review of the Concept Development Report and approves the report when the requirements of 23CFR771 are met.

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CPSC Package	CD	2.5.2	<p>A memo is sent to the Director of Capital Investment Planning and Development (CIPD) once the final Concept Development Report (CDR) is approved. The memo should state that the Concept Development (CD) phase has been completed, provide the appropriate recommendation for assignment of the project, request to advance the project to the Preliminary Engineering (PE) phase and request placement on the next scheduled Capital Program Committee Screening Committee Meeting.</p> <p>The Capital Program Screening Committee Request Package includes the following:</p> <ol style="list-style-type: none"> <li>1. Location Map</li> <li>2. Presentation of the Preliminary Preferred Alternative (PPA)</li> <li>3. Statement of Community Support</li> <li>4. Construction, ROW, environmental mitigation, utility relocation, PE and CE cost estimates.</li> <li>5. Identification of Major Obstacles/Issues including constructability issues</li> <li>6. Recommendation for further action</li> <li>7. Defined Capital Investment Strategy</li> </ol> <ul style="list-style-type: none"> <li>• Division of Project Management will forward approved memo, Screening package to the Director of CIPD</li> <li>• The Director of CIPD will place the project on the agenda of the next Capital Program Screening Committee Meeting</li> </ul>
CPSC Recommendation	CD	2.5.3	The Project Manager presents the Preferred Project Alternative (PPA) to the Capital Program Screening Committee (CPSC). The CPSC forwards their recommendation for advancement to the Capital Program Committee (CPC) for approval.
Capital Program Committee Approval	CD	2.5.4	The CPSC provides their approval to advance the proposed project to the PE phase. The Project Manager signs and approves the CD Quality Certification upon receipt of CPC approval to advance the project to the PE phase.
Contracts	CD	2.6	Contracts include Designer Selection, Consultant Agreement, Contract Payables, Independent Cost Estimate, Preliminary Engineering Budget, Consultant Evaluation, Concept Development Closeout and the Preliminary Engineering Schedule.

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Project Assignment Contract	CD	2.6.01	Contract indicates that a Roadway Design Group and/or Structural Design and Geotechnical Engineering have accepted the assignment of delivering Preliminary and /or Final Design for a Capital project. Contract is signed by In-House Division Director (Division of Highway and/or Traffic Design and Division of Bridge Engineering and Infrastructure Management), then forwarded to the Assistant Commissioner, Capital Program Management for approval.
Solicitation Package	CD	2.6.1	The Project Manager determines the selection process (1-Step or 2-Step process) to be used and prepares the solicitation package. The Division of Project Management Director sends the solicitation package to the Division of Procurement Professional Services. Professional Services approves and posts the solicitation documents on the NJDOT Website.
Technical Proposal	CD	2.6.2	Technical Proposals are submitted by Pre-qualified consultants to the Division of Procurement Professional Services within 15 working days from the posting date, unless otherwise noted. The Technical Proposal includes the qualifications and experience of their project manager, key staff, the project approach and the capability score based on CES ratings.
Oral Presentation	CD	2.6.2.1	An Oral Presentation is the second step of a two step Consultant Selection Process where short listed firms provide an oral presentation to the Consultant Selection Committee. The oral presentation consists of set up, the oral presentation and a question and answer period.
Scored Proposals	CD	2.6.3	Scored Proposals may include a Step 1 or 2 Step Process, as follows: <u>1-Step Process:</u> The Technical Evaluation Committee will review and rank consultant designers technical proposals and submit the results to the Consultant Selection Committee (CSC). <u>2-Step Process:</u> The Technical Evaluation Committee determines the list of technically qualified firms within 5% of the top ranked firm. The Project Manager presents this list to the CSC to determine the short-list of the technically qualified firms that will be requested to give an oral presentation.

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Executive Decision Document	CD	2.6.4	The Executive Decision Document (EDD document) is prepared to request the approval of the Deputy Commissioner. The EDD is signed by the Deputy Commissioner when approving consultant selection.
Debriefing	CD	2.6.5	Consultant firms are entitled to PM comments via an e-mail debriefing. Once the selection is posted, consultant firms have five (5) days to request PM comments. Requests received subsequent to the 5 day cut-off period are not honored.
Independent Cost Estimate	CD	2.6.6	An Independent Cost Estimate is an engineering man-hour cost estimate that is developed by the Department for consultant design services for projects advancing into Preliminary Engineering. The Project Manager requests that the Office of Schedule and Budget Management develop an Independent Cost Estimate (ICE) to compare to the designer's fee proposal. The ICE will be used in contract negotiations
Summary Independent Cost Estimate Report	CD	2.6.6.1	The Office of Schedule and Budget Management prepares a Summary Independent Cost Estimate (ICE) Report at the request of the Project Manager. The Summary ICE Report compares the design man-hour estimates between ICE values and the designers' man-hour proposal.
Preliminary Engineering Budget	CD	2.6.7	The Preliminary Engineering Budget includes approval of a baseline budget covering preliminary engineering, and approval of proposed revisions to the baseline budget.
Preliminary Engineering Schedule	CD	2.6.8	The Preliminary Engineering Schedule includes the approval of the project's baseline schedule covering preliminary engineering, and approval of any proposed revisions.
Consultant Agreement	CD	2.6.9	The Consultant Agreement is the fully negotiated and executed contract between the NJDOT and the consultant designer. The consultant agreement includes the fee proposal, schedule and scope of services of the work to be provided by the consultant designer.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Work Breakdown Structure Element Dictionary Concept Development

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Designer Fee Proposal	CD	2.6.9.1	The selected designer prepares a Fee Proposal utilizing the PE Scope Statement and forwards it to the Division of Project Management.

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