

## Work Breakdown Structure Element Dictionary

### Construction

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Construction Initiation	CON	5.1	Construction Initiation encompasses deliverables associated with the development, implementation and control of the project's schedule, budget and scope, including the solicitation for a contractor and execution of a construction contract. The lead office develops these project parameters as project baseline documents in the early stages of Construction. The baseline documents serve to help manage the project's development.
Advertisement	CON	5.1.1	Advertisement is the public announcement, as required by law, which invites bids for construction work to be performed.
Advertising Memo	CON	5.1.1.1	The Bureau of Construction Management shall prepare the Advertising Memo and send it to the Bureau of Construction Services Procurement by FAX or e-mail no later than the Friday before the scheduled advertisement date.
BidX Posting	CON	5.1.1.2	The Bureau of Construction Services Procurement shall post the project within BidX, the Department's electronic bidding process program, to allow for the submission of bids.
Goals	CON	5.1.1.3	The EEO Special Provisions, DBE, SBE or ESBE Goals shall be included as part of the Special Provisions within the Advertising Package.
Notification of Approval to Advertise	CON	5.1.1.4	The Project Manager and Bureau of Construction Services Procurement shall be notified upon receiving the approval to Advertise.
Local Paper Advertisement	CON	5.1.1.5	The Bureau of Construction Services Procurement shall post the advertisement for construction bids within the local newspapers.
Addenda	CON	5.1.2	Addenda are contract revisions or responses to a Contractor's inquiry issued after advertisement and before the opening of bids.
BidX Posting of Addenda	CON	5.1.2.1	The Capital Program Support - Program Systems Management shall post the project addenda within BidX, the Department's electronic bidding process program, to allow bidders to electronically acknowledge the posted addenda.
Contractor Addenda Acknowledgement	CON	5.1.2.2	The Bidder shall acknowledge all addenda posted through the Department's electronic bidding process program before the opening of bids. The Department will not accept the bid if the Bidder has not acknowledged all addenda posted.

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

### Construction

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Bids	CON	5.1.3	Bids are the submissions by contractors that outline each contractor's proposed cost for completing the advertised work. Bids also include the process by which the Department manages the submission of bids for advertised work from an individual, firm, or corporation.
Certified Bids	CON	5.1.3.1	After bids are received on an individual project, the Bureau of Construction Services Procurement certifies the individual bid prices that make up each contractor's total bid. The Office of Information Technology group then loads this information onto the Mainframe Computer. Once this has been completed, Construction Management produces a Line Item Profile Report for that project for use in the bid analysis if needed. Construction Management also files a hard copy into the Master Line Item Profile files.
Bid Tabulation	CON	5.1.3.2	The Bureau of Construction Services Procurement shall organize and tabulate the bids so that they are ranked by cost and can be compared across bid items.
Bid Analysis	CON	5.1.3.3	The Department reviews bids for conformity with the Contract and compares bids on the basis of the correctly determined summation. The Department makes the total bid amount for all bids available.
Pre-Bid Meeting Minutes	CON	5.1.3.4	The Regional Construction Engineer or designee will record, transcribe and complete the meeting minutes for distribution within ten (10) working days of the meeting to all attendees. The Project Manager will review a draft of the minutes prior to distribution to ensure that the information presented was properly understood.
Awarded Contract	CON	5.1.4	The contract is awarded to the lowest bidder. The Project Manager sends the award memo to the Bureau of Construction Services Procurement announcing the selected Contractor.
FHWA Certification	CON	5.1.4.1	FHWA certification shall be obtained on contracts with Federal-Aid funding awarded by the State.
AD-12 to Execute Contract	CON	5.1.4.2	The AD-12 is the Department Action Slip authorizing the execution of the contract.
Award Web Posting	CON	5.1.4.3	The Bureau of Construction Services Procurement shall post on the Department's website the results of the bid selection process.

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

### Construction

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Performance and Payment Bonds	CON	5.1.4.4	A performance bond and a payment bond shall be provided to the Department within 15 days of the date of Award or Conditional Award. Ensure that the penal sum of the bond is equal to at least the Total Contract Price less the bid price for Performance and Payment bond. With the bond, provide a certification authorizing the attorney-in-fact to commit the Surety and a true and correct statement of the Surety's financial condition. Submit the broker's fees, the certified rate schedule, and the report of execution for the bond to the Resident Engineer.
Contractor Award Notification	CON	5.1.4.5	The Bureau of Construction Services Procurement shall notify the selected Contractor of the Department's selection.
Signed Contract	CON	5.1.4.6	Within 14 days of the date of Award or Conditional Award, the Bidder shall properly and duly sign the Contract.
Notice To Proceed	CON	5.1.4.7	Notice to Proceed is a Department document that authorizes the contractor to start construction activities.
Construction Operations	CON	5.2	Construction Operations includes the physical construction of work done in the performance of the Contract within the Project Limits.
Pre-Construction Meeting Minutes	CON	5.2.1	The Pre-Construction Meeting is the meeting between the Department, the winning Contractor and other key stakeholders that provides a project overview and establishes initial project contacts.
Pre-Construction ITS Meeting Minutes	CON	5.2.1	The Pre-Construction ITS Meeting is for projects that include installation of ITS facilities. Attendees include the winning Contractor, the Sub-Contractor for ITS work, Bureau of ITS Engineering, Bureau of Traffic Operations, Regional Construction and other key stakeholders.
Daily/Weekly Reports	CON	5.2.2	The Resident Engineer has the responsibility for ensuring that the Daily Construction Report Form (DC-3b) and weekly Progress Report Form (DC-24), or Resident Engineer's Bi-Weekly Progress Report (DC-156) is completed using the Automated Construction Estimate System (ACES) as per procedure.
Monthly Progress Estimates	CON	5.2.3	The Resident Engineer is responsible for completing Monthly Progress Estimates within the Automated Construction Estimate System (ACES) that track progress of the Contractor and subcontractors.

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

### Construction

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Working Drawings	CON	5.2.4	Working Drawings are technical plans on a construction project that are prepared by the Contractor to illustrate items not included within the Contract Documents. Working Drawings shall include methods of construction, material designations, design calculations, catalogue cuts, illustrations, schedules, performance charts, brochures, and other information necessary to construct the work as specified in the Contract.
Construction Changes	CON	5.2.5	The Department has the right to make changes to the Work at any time, including altering the Contract, altering the requirements of an Item, increasing or decreasing the quantities of any Item, or deleting any Item. Such changes neither invalidate the Contract, nor release the Surety. The Contractor agrees to perform the work as changed.
Changed Field Conditions	CON	5.2.5.1	Changed Field Conditions includes contractual changes based on existing field conditions.
Design Changes	CON	5.2.5.1.1	Design changes are made based on field observations that may be requested by Regional Construction Engineering forces, the Resident Engineer, or the Contractor.
Value Engineering Requests	CON	5.2.5.1.2	Value Engineering Requests include a proposal or concept submitted by the Contractor in accordance with Subsection 104.02 of the Contract Specifications for changing the plans, the specifications, or other requirements of the contract.
Construction Orders	CON	5.2.5.2	Construction Orders include any change of scope, design or specifications that the Department, Regional Construction Engineer, Field Manager, or Resident Engineer may request of the Contractor.
Field Orders	CON	5.2.5.2.1	Field Orders are direction given to a Contractor to proceed with work.
Change Orders	CON	5.2.5.2.2	Change Orders are written orders from the Department provided to the Contractor that modifies the Contract.
Utility Change Orders	CON	5.2.5.3	Utility Change Orders are Master Agreement Change Orders that are submitted to Project Management for execution. The Project Manager assures the Master Agreement Change Order is complete, transmitting the Change Order through the chain of command for approval and execution, and distributing the executed document to the Utility Owner.
Resolution of Disputes and Claims	CON	5.2.5.4	Resolution of disputes and claims is composed of the following four steps: Step 1 - Review by the Resident Engineer/Project Manager; Step 2 - Review by the Regional Claims Review Board; Step 3 - Review by the Department Claims Committee; Step 4 - Nonbinding Mediation.

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

### Construction

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Design Communications Report	CON	5.2.5.5	The Design Communications Report is established for the project in Concept Development and receives continual updates throughout the remainder of the project's development, through the Construction Phase, to document coordination efforts completed for the project, and the guidance and decisions associated with those efforts.
Traffic Interference Notices	CON	5.2.6	<p>The Contractor has to provide the Resident Engineer notice for traffic interference. There are a few different types of notice:</p> <p>The Contractor has to provide a 28 day, 14 day and 7 day notice for all traffic changes - usually meaning a major traffic stage. There would be such a notice for the first time traffic was interfered with, for each stage change, and for the final traffic pattern. With the 28 day notice, the Division of Community and Constituent Relations contacts local stakeholders (municipalities) and gives them notification. At 14 days, messages are placed on Portable Changeable Message Signs. With each notice received by the Contractor, the Resident Engineer - passes the information along to Traffic Operations and the Traffic Interference Coordinator (TIC) to disseminate the information to Senior Management.</p> <p>Additionally, the Contractor has to provide weekly and daily notices for lane closures. On a project basis, this may involve a permanent closure with a detour, but on a daily basis may also involve a right lane closure for a portion of a highway. The Contractor gives the Resident Engineer a weekly notice and a daily confirmation of what they're doing - that info gets sent to Traffic Operations and the TIC, so they know who's out on the road and how they're interfering with traffic at any time.</p>
Approved Annual Financial Plan (Major Projects)	CON	5.2.7	An Approved Annual Financial Plan (Major Projects) includes the updated and FHWA approved Project Financial Plans for Major Projects, as required by FHWA regulations. In accordance with FHWA regulations, a Financial Plan must be completed for a project that is estimated to cost \$100,000,000 or more.
Environmental Permit Notifications	CON	5.2.8	A Notice of Construction is sent by the Office of Environmental Solutions to the environmental permitting agencies.

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

### Construction

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Updated Risk Register	CON	5.2.9	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.
Quality Management	CON	5.3	Quality Management encompasses deliverables associated with the development and implementation of quality management plans, and identifies actions that must be taken to obtain a project's quality assurance certification. Quality management plans may take the form of plans that are part of a consulting firm's prequalification requirements, or may be project-specific plans that are prepared for more complex projects.
Contractor Evaluations	CON	5.3.1	Contractor Evaluation is performed by the Resident Engineer on a yearly basis. It provides an objective, consistent method for measuring consultant performance.
Inspections	CON	5.3.2	Inspections include the interim completion, substantial completion, final completion and final acceptance inspections. Inspections shall be conducted at their respective project completion milestones and conducted by the appropriate inspection body.
Substantial Completion Inspection	CON	5.3.3	Substantial Completion Inspection is the review and inspection of the entire project by the Field Manager and Resident Engineer after receipt of the Contractor's notice of Substantial Completion.
Final Acceptance Inspection	CON	5.3.4	Final Acceptance Inspection is the review and inspection of the work that required corrective actions as identified during the Corrective Action Inspection.
Communications	CON	5.4	Communications encompasses deliverables associated with communicating project information to internal and external project stakeholders, such as public officials, the general public, outside agencies, internal management, subject matter experts, and project consultants.
Public Outreach Meeting Minutes	CON	5.4.1	Internal Core Group coordination meetings and external local officials and agency coordination meetings may be necessary during Construction.

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

### Construction

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Project Briefing Meeting Minutes	CON	5.4.2	Project briefings may be held if necessary during the Construction Phase at the start of a new construction stage if significant traffic stages/traffic impacts are planned. A project briefing would be held with the Department's Senior Management to provide an executive summary of the planned traffic detours, control, and construction staging. The main purpose of the briefing is to inform Senior Management on the upcoming traffic stage, to provide an update on the current status of community reaction, and to present the community involvement activities planned during construction.
Construction Completion	CON	5.5	Construction Completion includes the series of action items that shall be performed to obtain final approvals and achieve project closeout.
FHWA Required Documents	CON	5.5.1	There are several required documents that must be sent to FHWA, which include: Original LB-96 Material Certification; Original fully executed Final Construction Order without attachments but with the final cost sharing distribution (DC-17/174); Original DC-123 Contractor's Final Certification of Compliance; Copy of the final Certification of Cost; Copy of the AD-12 Department of Action Slip (Accepting the Project); Form FA-8 - Contractor's Statement of Materials and Labor; and written confirmation that the Final Inspection Deficiencies noted by the FHWA have been corrected, if applicable.
Traffic Regulation Orders	CON	5.5.1.2	The Traffic Regulation Order (TRO) is a legal order, which allows us to regulate the speed, movement and parking of vehicles and regulate pedestrian movement, which are enforceable by law.
As-Built Plans	CON	5.5.2	As-built plans are a set of drawings that represent the actual built environment upon completion of the project, which also lists the quantities and contract items.
As-Built Summary (DC-104)	CON	5.5.2.1	The As-Built Summary (DC-104), completed by the Resident Engineer, lists the as-built quantities to assist in preparation of the as-built plans. The As-Built Summary also lists the original Contract Quantities to be compared to the as-built quantities.
Certification of Completion (DC-20)	CON	5.5.3	The Certification of Completion (DC-20) is the form prepared by the Regional Construction office at the request of the Resident Engineer that certifies to the Contractor that the project is contractually complete.

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

### Construction

Element Name	Phase	Index Number	Work Breakdown Structure Element Description
Designer Final Invoice	CON	5.5.4	The Project Manager requests the consultant designer submit a Final Invoice to close out the PE phase of work.
Inspection Consultant Final Invoice	CON	5.5.5	The Bureau of Regional Construction Engineering requests the inspection consultant to submit their Final Invoice for construction inspection services.
Final Audit	CON	5.5.6	All claims filed and force account work are subject to audit at any time following the filing, whether or not part of a suit pending in the courts of this State pursuant to N.J.S.A. 59:13-1, <i>et seq.</i> The audit may begin after the Department has given 15-day notice to the Contractor, subcontractor, or supplier. If an audit is to be commenced more than 60 days after Acceptance, the Department will provide the Contractor with reasonable notice of the time when such audit is to begin.

Procedures are subject to change without notice.  
Check the Capital Project Delivery website to ensure this is the current version.