

# **CONSTRUCTION PROCEDURES HANDBOOK**

SECTION II	SUBSECTION E	DATE
PROJECT SCOPING TO CONTRACT AWARD	FORMAL NOTICE OF PROJECT ASSIGNMENT	07-09-2018

The Regional Construction Engineer (RCE) will make the assignment of the RE and Field Manager (FM) for upcoming projects. As soon as practicable after receipt of bids, the RCE will officially notify the RE and FM of the assignment. The assignment memorandum will contain the following information (See Attachment "A"):

- a. The Contract's official description
- b. Federal Project Number, if applicable
- c. Job Code Number (CE Number for Construction and PE Number if necessary)
- d. DP Number
- e. The Project Manager (PM) and his telephone number
- f. The FM and his office and cell phone numbers
- g. Directions to review the Plans, Special Provisions, and to prepare for the Preconstruction Meeting (See CPH Section III Subsection A)
- h. Direction concerning the RE's responsibility regarding current projects or assignments. This will include information regarding the closeout of current Contracts when appropriate.

To officially notify all interested parties of the assignment of the RE and FM for all newly bid projects, copies of the assignment memorandum will be sent to the following:

- a. Director of Construction Services and Materials
- b. Director of Operations
- c. Project Manager
- d. Field Manager
- e. Regional Materials Engineer
- f. Regional Maintenance Engineer
- g. Manager, Bureau of Construction Management
- h. Manager, Bureau of Materials
- i. Supervisor, Bureau of Program Coordination (Federally Funded Projects only)
- j. Federal Highway Administration Area Engineer (Federally Funded Projects only)
- k. Manager, Office of Civil Rights
- l. Manager, Bureau of Traffic Operations
- m. Regional Overtime Coordinator
- n. Regional Materials Inspection Coordinator
- o. Custodian of the Monthly Status of Construction Projects
- p. PMRS Coordinator (DOT.PMRS@dot.nj.gov)
- q. Bureau of Construction Management Quality Assurance Unit

ATTACHMENT "A"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

MEMORANDUM

**TO:** Nicholas Alfred  
Project Engineer  
Region North Construction

**FROM:** Christina Roebing  
Regional Construction Engineer  
Region North Construction

**PHONE:** 973-601-1234

**DATE:** May 15, 2016

**SUBJECT:** NOTICE OF PROJECT ASSIGNMENT  
Route 91, Section 2N  
Federal Project No. STP-120654(234)  
CE Job Number: 1100927  
DP Number: 13027

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Be advised that you are being assigned as the RE for the above noted Contract effective June 1, 2016.

The Contract is **Federally Funded (PODI Federal Oversight, PODI State Oversight or NON-PODI Delegated) or 100% State Funded**

**The FHWA Area Engineer for this Contract is Costas Roberts and can be reached at 609 637 9999.**

Ms. Kim Jones will serve as the Field Manager. Her office and cell phone numbers are 609 555 1234 and 609 555 4321.

Mr. Thomas Smith is the Project Manager and can be reached at 609-530-9999.

Please review the Plans and Special Provisions for this Contract and prepare for discussion of any unique topics that will be included as part of the agenda for the Preconstruction Conference. Refer to CPH Section III Subsection A Preconstruction Conference for other requirements. You are also required to notify all municipalities, within the limits of the project, of pertinent information regarding the construction activity about to occur. (See CPH Section III Subsection A). Please ensure that you include the mailing address of the project's field office should anyone wish to respond to your letter.

This Contract will be in addition to your current ongoing active project / projects. You are reminded that closeout of your current projects are required within the time frames as shown in CPH Section VII Subsection B. Closeout of current Contracts are to be given priority. Should this be problematic, contact your Field Manager to discuss the situation.

Attached is a copy of the Site Manager Contract Activation form (See Attachment "B"). Please complete

and submit the form to the Site Manager Coordinator, Yogesh Bhavsar at the upcoming Preconstruction Conference on **Tuesday June 7, 2016**.

cc: Director of Construction Services and Materials  
Director of Operations  
Project Manager,  
Field Manager,  
Regional Materials Engineer,  
Regional Maintenance Engineer,  
Manager, Bureau of Construction Management,  
Manager, Bureau of Materials,  
Supervisor, Bureau of Program Coordination (Federally Funded Projects Only)  
Federal Highway Administration Area Engineer (Federally Funded Projects only)  
Manager, Office of Civil Rights  
Manager, Bureau of Traffic Operations  
Regional Overtime Coordinator  
Regional Materials Inspection Coordinator  
Custodian of the Monthly Status of Construction Projects  
PMRS Coordinator ([DOT.PMRS@dot.nj.gov](mailto:DOT.PMRS@dot.nj.gov))  
Bureau of Construction Management Quality Assurance Unit.

**ATTACHMENT “B”**

**SITE MANAGER INFORMATION REQUIRED FOR CONTRACT ACTIVATION**

<b>Contract ID</b> (DP#)	_____
<b>Job Code Number</b> (7 Digit Number)	_____
<b>Resident Engineer</b> (Name & ID – TP____)	_____
<b>Project Manager</b> (Name & ID – TP____) (Name & ID – TP____)	_____ _____
<b>Legislative District</b> ( www. NJLEG.state.nj.us)	_____
<b>Municipality</b> (Plans/ Special Provisions)	_____
<b>Primary County</b> (Plans/ Special Provisions)	_____
<b>Number of Lanes</b> (Plans – Typical Sections)	_____
<b>Estimate Day</b> (Notice to Proceed Package)	_____
<b>Final Liquidated Damages Rate Amount</b> (Special Provisions – Specification 108.20)	_____
<b>Contract Execution Date</b> (Notice to Proceed Package)	_____
<b>Price Adjustment Base Date</b> (Month Prior to Bid)	_____
<b>Surety</b> (Performance and Payment Bond)	_____
<b>DBE/ESBE/SBE Goal</b> (Special Provisions – ESBE Utilization Attachment)	_____
<b>Surface Type</b> (Plans – Typical Sections)	_____
<b>Fuel Price Adjustment (Yes or No)</b> (Specification 160.03.01)	_____
<b>Asphalt Price Adjustment (North or South of Rt. 195)</b> (Specification 160.03.02)	_____
<b>How many Categories are on this Contract?</b> (Funding Sources – Participation breakdown summary)	_____
<b>Specialty Items in the Contract?</b> (Specification 108.01 – List Items)	_____ _____

**In addition to the above, please provide a copy of the Notice to Proceed, Special Provisions Specification 108.10 “Contract Time” and 108.20 “Liquidated Damage”**