

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION K	DATE
CONSTRUCTION START UP	CONSTRUCTION START NOTICE	08/15/2022

The Contractor is required to notify the Department in writing of the intent to start construction operations (notice) at least 21 days in advance of performing any work on the project site as specified in subsection 108.02. This includes but is not limited to activities such as performing layout/survey, erecting signs, setting up an on-site field office and mobilizing equipment or material to the project site. The Contractor may provide the notice after Award of the Contract. The purpose of this notice is to provide the Department's Office of Communications sufficient time to inform local officials and community residents and businesses. If the first construction operation to be performed has a traffic impact, a 28-day advance notice must be provided as required in CPH Section VI Subsection O. In advance of the Preconstruction Conference, the notice may be sent to the RCE. After the Preconstruction Conference, the notice must be sent to the RE.

The RE must ensure that the Contractor does not perform any construction operations prior to the date provided in the Contractor's notice.

Immediately upon receipt of the Contractor's notice, the RE must send an e-mail to the Traffic Impact Coordinator TIC) at tic@dot.state.nj.us with the following information.

- 1) Project name (Route and section)
- 2) Location (Municipalities, Counties and Mile Posts)
- 3) Planned start date
- 4) General description of the work (e.g., resurfacing, drainage, bridge reconstruction)
- 5) Anticipated impacts on the traveling public
- 6) Anticipated impacts on the local community (e.g., noise from night work, access issues for local businesses)

Copy the Director of Construction and Materials, the RCE and the FM.

The TIC will forward the information to the Director of Communications and the Assistant Commissioner of Government and Community Relations by e-mail and copy the Assistant Commissioner of CPM, the Director of Construction and Materials, the RCE, the Director of Project Management, the Program Manager, the PM, Traffic Operations (North & South) and the Area Community Relations representative.

The Department may permit construction operations to begin with less than a 21-day notice if the Department has already informed local officials and community residents and businesses. Contractor requests to perform work with less than a 21-day notice must be forwarded from the RE, with concurrence from the FM, to the RCE for additional concurrence and then to the Director of Construction and Materials. The

request must provide a description of the activities that the Contractor wants to start with less than a 21-day notice, indicating anticipated start dates for each activity.

The Director of Construction and Materials will discuss the request to start with less than a 21-day notice with the Assistant Commissioner for Government and Community Relations and respond to the RE, the FM, the RCE and inform the TIC of the decision.