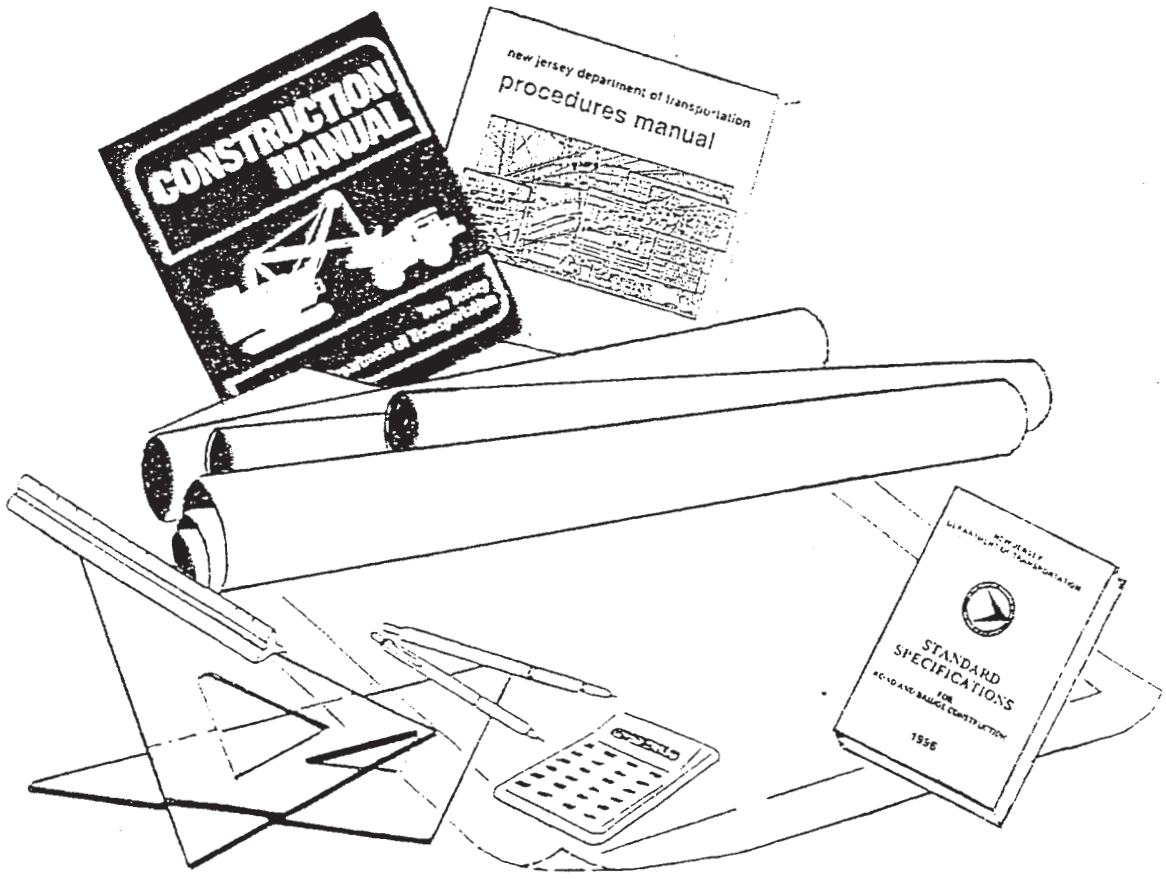
CONSTRUCTION PROCEDURES HANDBOOK



NEW JERSEY DEPARTMENT OF TRANSPORTATION

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BUREAU OF CONSTRUCTION ENGINEERING

MEMORANDUM

TO: Ronald Maruca, Manager
Bureau of Construction Engineering

FROM:

TITLE:

UNIT:

PHONE:

DATE:

SUBJECT: Corrections and/or Revisions to the Construction Procedures Handbook

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Comments and/or suggestions for corrections or revisions to this manual are below. A full, specific explanation of the suggestion or correction is included. The revision suggested is as follows:

SECTION NO._____

SUBSECTION NO._____

PAGE _____OF_____

PARAGRAPH NO._____

SUB-PARAGRAPH NO. (IF APPLICABLE)_____

Complete rewording or paragraph (s) affected or description of proposed change (s) is as follows:

_____

_____

_____

_____

_____

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_____

_____

_____

(Additional pages are/are not attached)

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION I	SUBSECTION A	DATE
GENERAL INFORMATION	OBJECTIVES OF CONSTRUCTION PROCEDURES HANDBOOK	[illegible]/06

1. General Provisions

   The Construction Procedures Handbook contains necessary information to assist construction personnel in performing their assigned duties. It shall be used as a reference for Construction Procedures, Office Procedures and Inspection Reports, and to provide a procedure whereby supervisors will bring to the attention of employees under their jurisdiction, all pertinent Capital Program and Department Policies, Procedures, and Administrative Directives.

   This handbook also provides specific information about the Division of Construction Services & Materials, job assignments, specifications, plans, mathematics, materials and other sources of information. A thorough knowledge of this handbook is necessary to assist construction personnel in obtaining construction quality, preparing accurate records, reports and calculations.

2. Construction Instructional Bulletins and Construction Manuals

   Construction Manuals (As-built Manual, Construction Manuals Volumes I and II, Construction Procedures Handbook) and Instructional Bulletins will be prepared by the Bureau of Construction Engineering and approved by the Director of Construction Services & Materials. They shall be prepared to consolidate instructions or directions for all members of the Construction Unit and directions covering the functions of special groups or teams when the functions of the particular team or group extends beyond the Construction Unit.

   In preparing Construction Manuals or Instructional Bulletins, the provisions of current Department Policy No. 1-15 shall be followed.

   After a manual and/or bulletin has been approved, the Bureau of Construction Engineering will process it for printing and distribution.

   To obtain standardization, all personnel will adhere to the provisions of all the current manuals and Instructional bulletins. A complete and current set of the manuals and bulletins will be maintained in each field office.

   The Bureau of Construction Engineering will be responsible for the review, revision and development of the Construction Manuals and Instructional Bulletins. The

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Director of Construction Services & Materials will approve changes, additions or deletions to these documents based on the Bureau of Construction Engineering=s recommendation.

New engineers assigned to the Regional Construction Operations may obtain a complete set of Instructional Bulletins and Manuals through their immediate supervisor, who will request a set from the Bureau of Construction Engineering.

All updates and additions to the Construction Procedures Handbook will be forwarded to the FHWA for their review and comment prior to the Director=s approval.

The Construction Procedures Handbook is intended to address 95 percent of everyday operations. Any occurrence of an isolated nature is to be resolved by Regional Management. If the problem is of such a nature that Regional Management feels it should be addressed by all the Regions, the Bureau of Construction Engineering will issue a Construction Instructional Bulletin.

Unless otherwise noted, Instructional Bulletins will be issued for a maximum of one (1) year. Within the one (1) year period the bulletins will be reviewed by the Bureau of Construction Engineering to determine if they should be incorporated into the Construction Procedures Handbook or expire. If the Instructional Bulletins are not incorporated in the Construction Procedures Handbook within one (1) year they will be reissued; otherwise, they expire one (1) year from the date of issuance.

3. Department Policies, Procedures and Administrative Directives

The Manager, Bureau of Construction Engineering, will be responsible for providing the Regional Construction offices with a list of all Department Policies, Procedures, and Administrative Directives that are applicable to Construction employees.

Each level of Regional supervisory personnel, from Director of Construction Services & Materials to the Resident Engineer, will bring to the attention of their subordinates those Policies, Procedures, and Administrative Directives that apply to those subordinates. In addition, provide the location for subordinates to review or obtain a copy of these publications.

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4. Construction Procedures

The Construction Procedures Handbook and Construction Manuals are to be used by all construction personnel to assist in obtaining the quality of construction required by the specifications. For each of the principal items of work, procedures are provided so personnel will know what quality checks must be performed.

The Construction Procedures Handbook is not to be substituted for contract specifications; it is a set of procedures for obtaining standard quality level of construction and operations. The contract specifications are the instrument that is used to define and obtain construction quality.

A specific item or type of work can be located by referring to the Table of Contents for each Section or Division. It is not the intent that personnel be responsible for the entire contents, but rather only that portion that covers work currently assigned.

The Construction Procedures Handbook is to be used by all construction personnel to assist in completing and maintaining required records, reports and calculations. Specific reference is made to each of the principal items of work as it relates to the Resident Engineer, engineers, inspectors and office person. The standard reference to the Construction Procedures Handbook will be CPH Sect. (Roman Number-Letter) Paragraph __ in all correspondence and Change Orders. (Example CPH Sect. IV-A).

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SECTION I, SUBSECTION A

CONSTRUCTION PROCEDURES HANDBOOK

SECTION I	SUBSECTION B	DATE
GENERAL INFORMATION	FUNCTION CODES AND MURT CODES	05/15/06

The following is a list of Function Codes with descriptions that should be used by Construction Services and Materials personnel during the life of a project. Direct Job Supervision Personnel are considered to be Field Managers and above. Resident Engineers/First Line Supervisors and support staff are considered to be direct labor.

1. PRIOR TO ADVERTISE OF CONTRACT (PE)

These function codes are to be used with a project specific job number, obtained from the Project Manager. However, they can be used with the Trust Fund Advancement job number 22[illegible]261 for Construction Engineering, if work is not for a specific project.

Direct Job Supervision	Direct Job Clerical	Direct Labor & Materials	Description of Function
H050	H051	H052	**Project Scoping** - All activities during the Scoping Phase of the Project.
H100	H101	H102	**Value Engineering** - Any value engineering activity, including during construction. (Can be used with PE and CE Job numbers)
H150	H151	H152	**Design Review** - All activities for phase reviews including phase plans, specifications, constructibility, scheduling and scope changes.
M200	M201	M202	**Construction Support during Plan Development** - Any activities to provide input during Plan Development (Design) phase of a project outside of the formal Phase Reviews. May include the advance inspection of Utility Relocations prior to award of the contract.

2. AFTER AWARD OF CONTRACT (CE)

These function codes are to be used with a project specific Construction

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Engineering job number, obtained from the Regional Construction Engineer or Bureau Manager. The Regional Construction Engineer and Bureau Manager shall use function code H001 for all functions when charging a federal project job number.

Direct Job Supervision	Direct Job Clerical	Direct Labor& Materials	Procure Contract Services	Consult Contract Mgmt.	Description of Function
M100	M101	M102	M103*	M104	**Construction Engineering** - Includes work involved in assigning staff to projects, reviewing project status, processing and approving change orders, and monitoring progress during the construction phase of a project.
M250	M251	M252	M253	M254	**Field Inspection** - Includes all work by the Resident Engineer and Construction Engineering staff to directly supervise, coordinate, inspect and/or measure all construction work performed by contractors on Federal and State funded projects of all types. (REPLACES old function code 4209.)
M300	M301	M302	M303	M304	**Field Testing** - Includes all work involved or required to secure samples in the field or at plants. Also all work required to inspect and/or test these samples in the field, including the taking of core samples.
M350	M351	M352	M353	M354	**Materials Testing** - Includes all work and supervision related to inspection and testing at fabrication source or testing laboratory.

*Can start prior to Award, and includes all time charged between advertise and award of contract. (Use PE project specific job number prior to award.)

SPECIAL NOTE - Construction Engineering
Should also be used in conjunction with Job Number 2202261, by Field Managers and Region office staff, when time to any specific project is less than one half hour that day.

3. ADDITIONAL SPECIAL FUNCTIONS CODES
(In addition to the two letter Job Codes)

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Direct Job Supervision	Direct Job Clerical	Direct Labor & Materials	Description of Function
		3124	**Training Received** - Only for training with a specific job number otherwise use **Job Code TR**. Note: All training received is direct labor and materials
A700	A701	A702	**Training Administered** - Use assigned job number for specific training or 2202261.
A600	A601	A602	**Employee Performance Assessments** (Use Job Number 2600000 for this function.)
C950	C951	C952	**Contract Litigation and Claims Support** - Beyond Step 3. To be used with Claim Specific Job Number C39[illegible]
J300	J301	J302	**Lawsuit Litigation** (Non-Contract) - Tort claims against the State (Use Job Number 2600000 for this function)
		ASSIGNED	**Special Assignment or Task Groups** - Ask group leader for specific job number and function code for the task.
J700	J701	J702	**Construction and Design Partnering** - For all time spent at partnering sessions that are held during the design phase or construction phase of projects, which involve both internal and external stakeholders to clarify project goals, identify obstacles to project schedules and the resolution of project specific problems. Also includes all time spent in the preparation of materials and information for the session and time spent in the preparation of minutes, follow-up actions and the monitoring of action implementation. The function code is to be used with the specific job code for the Project (PE prior to award CE after award), for all work associated with the Partnering Session as described.

Bureau Managers and Regional Construction Engineers are to refer to the Department Function Code Manual for proper function code to be used when assigning special assignments or unique tasks to employees within their unit.

In addition to the above Function Codes, the following MURT Codes shall be used by Construction Services and Materials personnel, based on their assigned work location:

ASSIGNED WORK LOCATION	CONSTRUCTION	MATERIALS
OFFICE OF THE DIRECTOR	0101	
TRENTON BUREAUS	0151	0151
REGION NORTH	0152	0156
REGION CENTRAL	0153	0157
REGION SOUTH	0154	0158

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION I	SUBSECTION C	DATE
GENERAL INFORMATION	ORGANIZATION	05/15/06

1. Construction Personnel

   All personnel should become familiar with Unit, Region and Project organization charts. This will help the employee to better determine how he/she fits into the overall organization. Each employee will find it helpful to identify the administrative positions in his/her organization. (See pages 2, 3, and 4 of this Subsection).

   The State is divided into three (3) geographical regions. Each Region has a Regional Construction Engineer and an administrative staff to coordinate construction activities in that Region in conjunction with the capital construction program budget and schedule established under the Program Management. The Resident Engineers within each Region report to the Field Manager assigned by the Regional Construction Engineer.

   It is through the Resident Engineer that the state administers a specific construction contract. Each Resident Engineer is assigned engineers and technicians to supervise the on-site fulfillment by the contractor of all items of work required by the Plans and Specifications.

   The Bureau of Construction Engineering will define construction policy, quality of operations and assist regional personnel in the performance of their duties. Regional Construction Engineers will control all field operations within their regions, including the administration of construction activities.

2. Chain of Command

   Commissioner of Transportation
   Deputy Commissioner of Transportation
   Assistant Commissioner, Capital Program Management
   Director, Construction Services and Materials
   Division of Construction Services and Materials
   Regional Construction - North
   Regional Construction - Central
   Regional Construction - South
   Bureau of Construction Engineering
   Bureau of Materials Engineering & Testing

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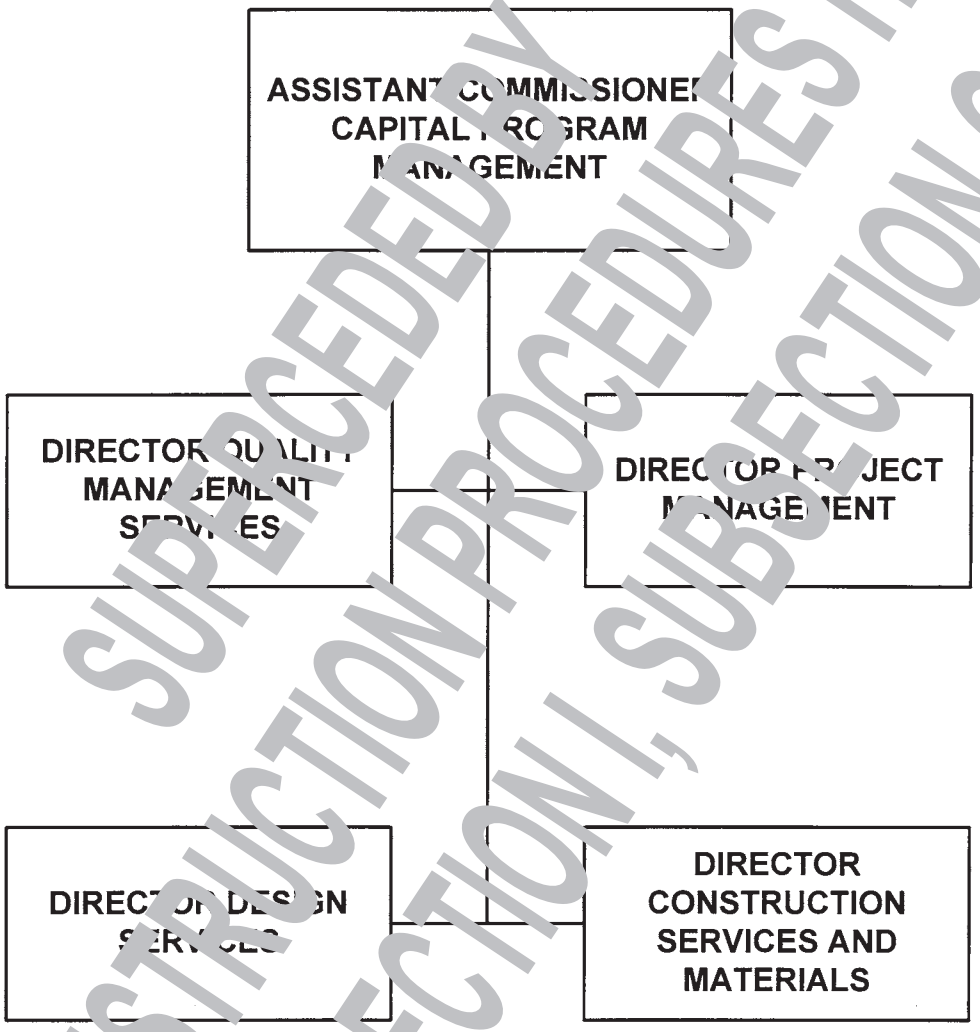
CAPITAL PROGRAM MANAGEMENT UNIT



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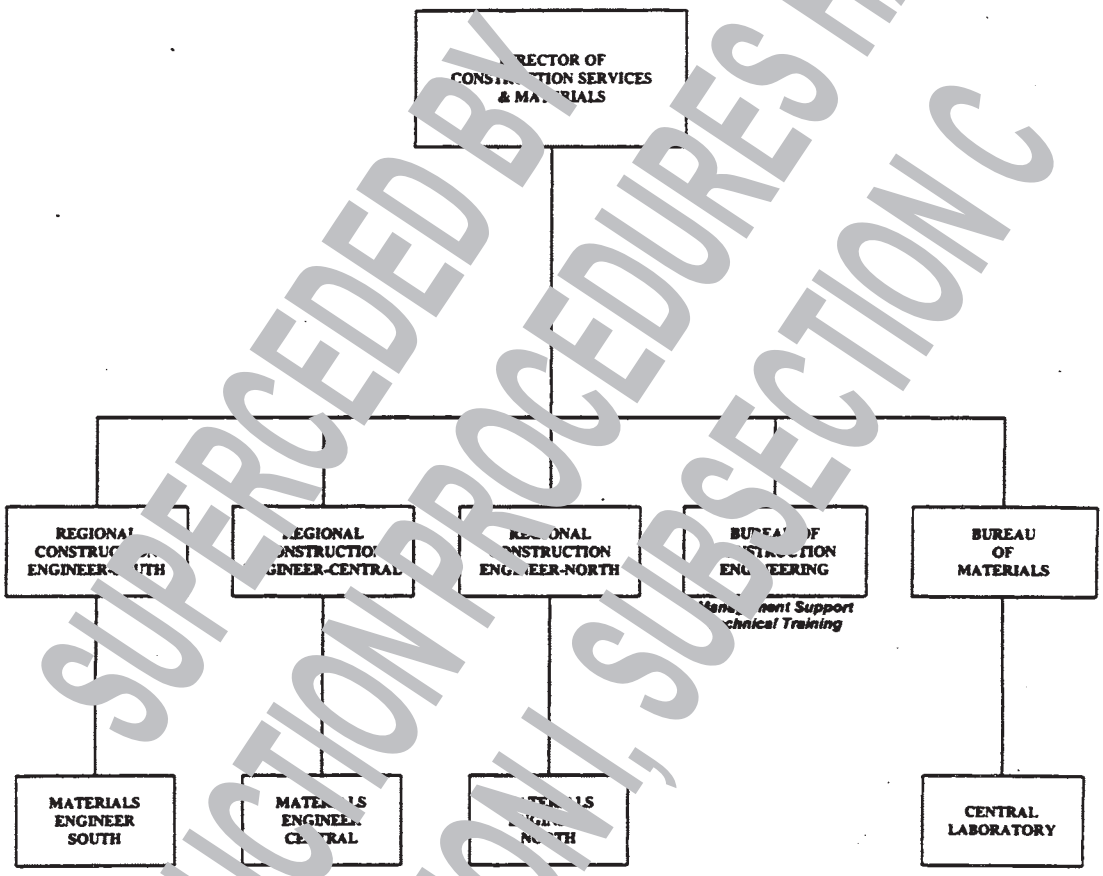
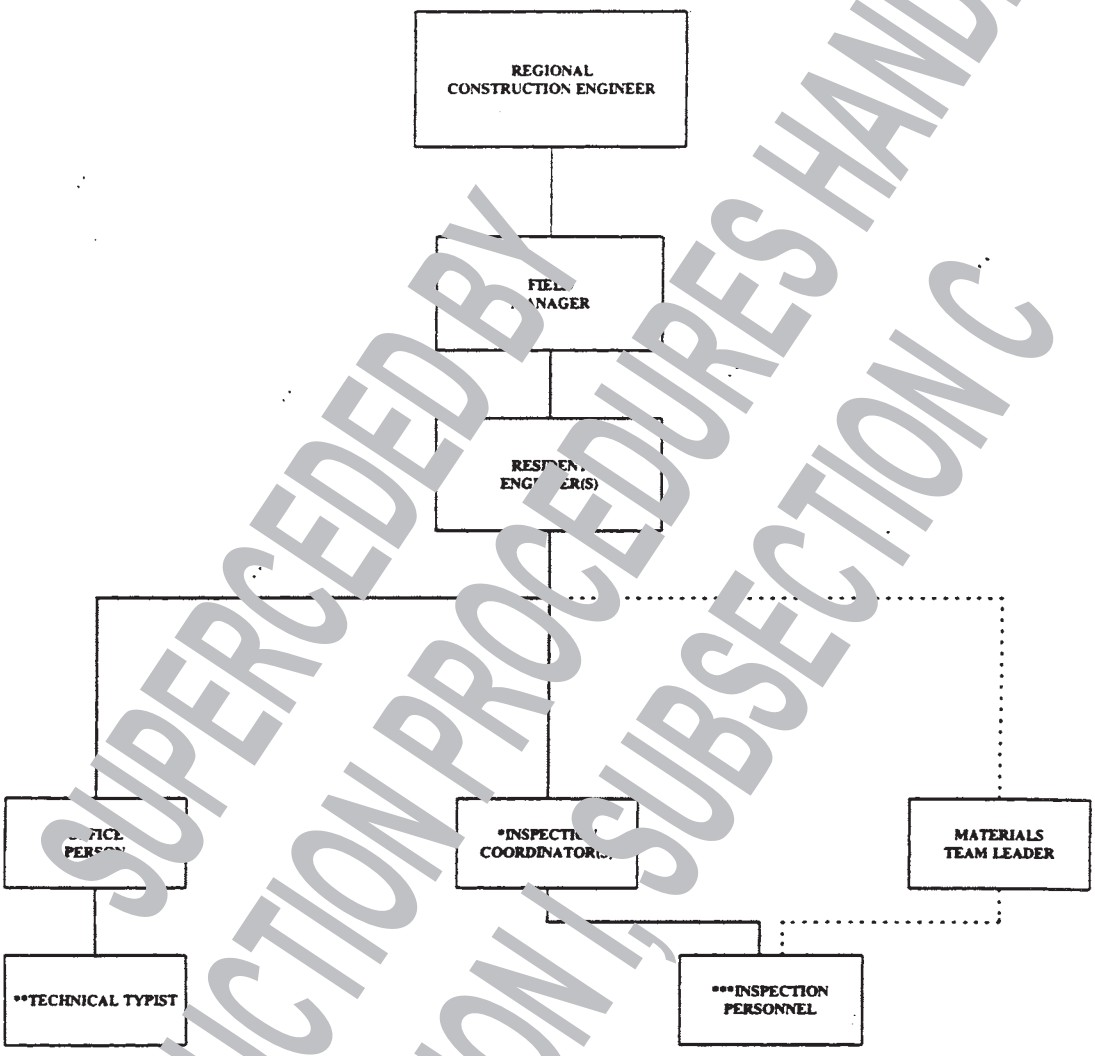
DIVISION OF CONSTRUCTION SERVICES & MATERIALS



PROJECT ORGANIZATION CHART



* Usually Engineer

** Usually assigned to the larger type of Construction Project.

*** Non-Grade Engineers

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SECTION I, SUBSECTION C

1. Director, Division of Construction Services & Materials

   The objective and functions of the Division of Construction Services and Materials should provide dedicated services to Project Managers.

   a. Administer all Highway and Bridge construction contracts to assure that they are executed in accordance with the Project Management System adopted by the Department, providing quality construction in a timely manner and within budget.

   b. Ensure that all materials utilized for Department projects meet specifications.

   c. Provide Construction Engineering Services to the Project Manager.

   d. Maintain the CEMM, MEM 1, and TEMM manpower management systems.

   e. Provide ongoing computer development, field support and OTIS liaison for the Automated Construction Engineering System (ACES). Integrate the ACES System data into the Project Management Control System (PMCS).

   f. Monitor and provide monthly status reports of CE charges on a per project basis.

   g. Review contracts and documentation to verify that all administrative practices and construction activities are carried out in accordance with Construction Certification Acceptance Guidelines and that all documentation is processed in accordance with same.

   h. Provide support to the Project Management Unit as required for the purpose of delivering the Capital Construction Program.

   i. Develop and implement an operating budget.

   j. Direct and coordinate Highway related construction, materials testing and inspection activities of the Department in accordance with established policies, procedures, federal requirements and accepted practices.

   k. Plan, organize, implement and control all appropriate technical construction engineering functions commensurate with the objectives of the Project Management System, assigning specific accountability to appropriate personnel.

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m. Allocate divisional resources to ensure effective and efficient mission accomplishment.

n. Investigate and provide response to internal and external inquiries on transportation related issues.

o. Coordinate the submittal of reports from regions and bureaus and consolidate into one report for the Division.

2. Bureau of Construction Engineering

a. Develop and implement an operating budget including construction inspection budgets for all capital projects.

b. Monitor in accordance with the unit's Quality Assurance Plan all construction documents to establish uniform practices in regional offices.

c. Receive regional construction reports for work accomplished and other administrative technical reports; review same and develop required information for subsequent use, compile construction reports as required, maintain and evaluate construction manpower records.

d. Analyze all unresolved claims and render supportive services to the Claims Committee.

e. Conduct Quality Assurance inspections of active construction projects to monitor compliance with specifications, the FHWA Alternate Procedures and standards of workmanship, documentation and maintenance of records as well as ensuring adequate staffing of inspection personnel to inspect all operations as part of the Division's Quality Assurance Plan.

f. Prepare and submits recommendations for changes in contract specifications and internal procedures.

g. Prepares and promulgates Construction Manuals, Procedures Handbook revisions, and Instructional Bulletins, including those pertaining to consultant construction engineering and inspection.

h. Prepares and conducts training programs for Department personnel pertaining to construction functions and for consultant personnel in Department procedures for construction project administration.

i. Review as-built calculations and related documentation on all construction projects as part of the Division's Quality Assurance Plan and FHWA Alternate

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION I SUBSECTION D

Procedures.

j. Administers the Construction Engineering Manpower Management (CEMM) System; monitors the construction engineering cost system, updates systems annually.

k. Coordinates the statewide computerization of the Automated Construction Estimate System (ACES). Prepares a Monthly Status of Construction Projects report.

l. Provides expertise in researching information and project history in order to satisfy demands from various sources such as Risk Management, DAG's office, etc.

m. Monitors project closeout and provides support to the Regions.

n. Provides notice in accordance with Title 27:7-2[illegible] and 27:7-2[illegible] prior to advertising of construction or reconstruction of a highway to any owners and tenants of lands abutting the proposed highway and to any public utility using it that subsequent to construction of the surface pavement, no openings will be permitted in the highway for a period of five years thereafter without the consent of the Department.

o. Monitors change orders and contract claims for the Director's office as part of Change Control Management.

3. Regional Construction Engineer

a. Develop and implement an operating budget for the Region.

b. Administer and manage the Region's Construction and Consultant Construction Inspection Programs in support of the Capital Program Management System.

c. Responsible for delivery of the Capital Construction Program within the budget and schedule requirements established under the Program Management System.

d. Allocate available manpower, equipment, materials and supplies to allow effective and efficient operation.

e. Assigned construction contracts to ensure compliance with plans and specifications by contractor and consultant as required, and prepare monthly payment estimates for complete work.

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f. Process construction orders including review of those prepared by consultants, seek FHWA participation when appropriate. Forward all construction orders to Project Management for approval.

g. Review and recommend all contractor requests for approval to sublet.

h. Coordinate the Region's construction activities with the various governmental agencies.

i. Evaluate all contractor claims in the regions and make recommendations concerning settlement offers, within the procedures established in the Project Management System.

j. Prepare the as-built records for Construction Contracts within the Region and maintain appropriate records.

k. Monitor MBE and EEO programs on all regional construction projects.

l. Arrange and conduct all preconstruction and utility meetings for regional construction projects as outlined in the Project Management System.

m. Perform scope and phase reviews on all the Region's future construction projects.

n. Recommend to Project Management that consultants be solicited for providing inspection services, when necessary.

o. Estimate consultant staffing levels for individual projects for Project Management to negotiate, formulate, prepare and execute all consultant inspection agreements and any required modifications.

p. Monitor and address performance issues of consultants on regional projects as they arise.

q. Review and process for payment consultant billings and utility relocation vouchers.

r. Assist Project Management in informing the public with responses to questions on the Region's construction projects.

s. Ensure that all utility relocations are inspected on the Region's construction projects and on all railroad crossing rehabilitation work funded by the Department.

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SECTION I, SUBSECTION D

t. Ensure that all necessary participating and support unit services such as FHWA, Materials, Design, etc. are provided to the Consultant Resident Engineer.

u. Conduct annual operational and administrative reviews of unit operations, in accordance with the Quality Assurance Plan, taking appropriate corrective action to ensure adequate internal control and to facilitate the unit's performance toward desired goals and objectives.

v. Provide annual and forecasted information for budgetary submission on unit's manpower, equipment, materials and supply needs.

w. Conduct training or request training for individuals as needed to ensure that all personnel are provided with the technical skills necessary to perform their duties.

x. Provide construction expertise to develop innovative processes in the performance of construction activities.

4. Field Managers

a. Supervise a group of Resident Engineers and oversee their projects.

b. Keep the Regional Construction Engineer informed on pertinent problems and progress for each of his/her assigned projects.

c. Review field construction office records, construction orders, as-builts, etc., at appropriate intervals on each project, to determine their status and to ensure that the necessary quality is achieved.

d. Prepare necessary reports such as DC-152 "Project Engineer Field Inspection Report" and DC-114 "Weekly Progress Report Summary" and submit them timely.

e. Review the methods and procedures employed on his/her assigned projects for uniformity.

f. Discuss technical and other matters with a Resident Engineer, when assistance is needed.

g. Monitor each project to determine if adequate personnel are assigned and discuss the feasibility of transferring inspection personnel from one project to another with the appropriate Resident Engineers.

h. When necessary, serve as a liaison and maintain proper relations for the involved Resident Engineer(s) when the cooperation of another Bureau or

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Division within the Department, or some other entity, is required.

i. When two or more projects overlap or have similar problems, coordinate the efforts of the Resident Engineer(s) on each project.

j. Make appropriate decisions and consult with the Regional Construction Engineer and the Project Manager on any matter in which advice is required.

k. Takes the lead for the Region in performing Constructibility Reviews, and Quality Assurance Reviews on Design Submissions for future projects. Ensures that all comments are submitted timely.

5. Resident Engineers

a. Supervise the proper on-site fulfillment of the contract by working with the contractor and taking required action to correct problems that may arise. Provide proper coverage of the project at all times to ensure compliance of the contract.

b. Act on decisions regarding the above he/she is required to make and communicate these decisions to the contractor, which may include stoppage of any part of the contractual performance which violates the specifications. Such action must be taken when required, documented and recorded by the Resident Engineer. Request that Project Manager have the Design Engineer develop a change of plans and receive authorization to proceed, when necessary.

c. Consult with the Field Manager and Project Manager on technical and other matters, when assistance is needed to arrive at a proper decision and elevate as necessary to conclude the matter. Direct the contractor to perform the work required by these decisions.

d. Consult with the Field Manager or Project Manager on matters which require the cooperation of other Bureaus or Divisions within the Department, and/or outside entity. Be an advocate for the project in providing solutions in this area.

e. Supervise all inspection and office personnel assigned to the project. Responsible for the budget involved in performing work for the project. Ensure inspection staff has proper and current credentials to inspect assigned items such as hot mat material, paving certification (SAT), graphic control, ACI, etc.

f. Refer to the Field and Project Manager, any matters which cannot be resolved when another Department, Bureau or Division intervenes in the Resident Engineer's area of responsibility and cooperate wherever appropriately possible.

g. Take action to maintain proper relations with all entities or outside individuals

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when necessary including but not limited to local governmental authorities, businesses which are impacted and private residences impacted.

h. When changes are required to a project, negotiate with the contractor the work and recommend the cost and/or time additions/reductions to the Field Manager and Project Manager. With the concurrence of the Field Manager and Project Managers, timely prepare appropriate construction orders accurately and with minimal disputes.

i. On cost-sharing projects, attempt to obtain the FHWA Area Engineer's concurrence for any extra work above $10,000.

j. Make and maintain all required reports and records. Ensure that all reports are submitted timely. Also sign as office person if no office person is assigned. In addition, he shall maintain a "Journal" type diary, on a daily basis which is furnished by the Department. This diary should contain information relative to the project which is not covered by a specific report and information pertinent to the overall responsibility of the Resident Engineer. Each project shall have a separate Resident Engineer diary. The Resident Engineer shall maintain this diary under their personal control but make it available to his superiors, representatives of the Federal Highway Administration (FHWA) or other authorized agents. The diary should be boxed with the project records. See CPH Section VII-E as to what type of diary entries are expected to be maintained.

k. Arrange and follow up with the Region's Materials Office to assure the necessary sampling and testing are scheduled and completed in a timely manner in accordance with the minimum sampling and testing frequencies, as specified. Assure the materials incorporated comply with the specification requirements and acceptance is obtained.

l. Assure the minimum sampling and testing frequencies of materials sampling performed by construction personnel as specified by the Region's Materials office are met.

m. Assure that materials incorporated into the project comply with the specification requirements and are accepted.

n. Assure the safe and proper accommodations of vehicular and pedestrian traffic. Mitigation of Traffic Congestion must be planned prior to incorporation in a project and action taken to improve conditions as required.

o. Ensure that measurements and calculations are made to determine as-built quantities. (The Resident Engineer shall use "As-Built Procedures" in CPH Section VII-I).

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p. Instruct the person (designated by the Regional Construction Office) who is to act for him/her in his temporary absence, on how to function.

q. Timely act to minimize or settle claims brought against the project by the contractor. Make recommendations to the Field Manger and Project Manager for claim settlement and follow up on the decision making. If eventually litigation support is required, work with the Attorney General's Office to assist in their needs.

r. Approve and submit Traffic Interference Reports, to proper departmental units in an accurate and timely manner.

s. Approve and request State Police (construction unit) or Municipal Police (approved municipal agreements) coverage in a timely and effective manner as needed.

6. Office Person

The Office Person coordinates all office functions for the Resident Engineer. On smaller projects the Resident Engineer may also have to function as the office person or share the use of an office person.

a. Receive and review all inspection reports, prepare records, reports and calculations for entry into ACES and then make those entries. Review the status of reports from the Bureau of Materials Engineering & Testing. The office person is responsible for assuring that all required reports are prepared for submittal by the Resident Engineer timely.

b. Review the status of delivery tickets, certifications and pertinent EEO Documents. Prepare and submit required reports timely.

c. Maintain an office diary. The office diary or journal shall include the following:

1) Correspondence log.
2) Records of important phone calls, in and out.
3) Record of visitors to the project. A record of discussions with these visitors, unless they are of a superficial nature, should be included by the Resident Engineer in his diary.

NOTE: The office person should consider this journal as an extension of the Resident Engineer's diary and should endeavor to report accurately and completely all routine matters on the job items and all obviously non-confidential matters, thereby leaving the Resident Engineer free to report accurately and

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completely the matters which he wishes to keep confidential.

d. When necessary perform specific duties relative to utility work on the project. The Resident Engineer will assign these duties on a particular project or any other duties deemed appropriate for that project.

e. The office person may be responsible for performing these functions for more than one project, concurrently, as assigned by the Resident Engineer or Field Manager, if for different Resident Engineers.

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION I	SUBSECTION E	DATE
GENERAL INFORMATION	DEPARTMENTAL POLICIES AND PROCEDURES	06

1. General

   The Department maintains a Manual of Policies and Procedures. The purpose of this Departmental Manual is to provide uniform policies and procedures to be followed by all employees in their work toward achievement of Department goals. Policies define broad guidelines which are used to achieve desired objectives. Procedures provide the steps necessary to implement approved policies. Contained within the Manual are regulations pertaining to working hours, vacation, sick leave, performance ratings, employee grievances, overtime, correspondence, personal injuries, mileage reimbursement, etc.

   The Regional Construction Engineer for each region has a copy of the Manual and can provide employees within the region with the policies and procedures contained therein. All Resident Engineers should contact their immediate supervisor for specific answers to questions concerning Department policies and procedures.

2. Bureau of Construction Engineering

   Occasionally, the Bureau of Construction Engineering will issue an Instructional Bulletin to supplement information within a Departmental Procedure so that construction personnel can fulfill the requirements of the Departmental Procedure and/or become aware of a change that is being implemented.

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION I	SUBSECTION F	DATE
GENERAL INFORMATION	RELATIONS WITH ENTITIES AND INDIVIDUALS	05/15/06

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1. Intra-Department

   Harmonious working relations among all employees of the Department are most important. Understanding of the functions and problems of other Bureaus, as well as the manner in which they fit into the overall organization will improve team work within the Department. Each employee has a responsibility to promote good relations with his fellow employees.

2. Intra-Division

   Employees are expected to carry out the instructions of supervisors. Each supervisor should conduct himself in such a way as to earn the respect, support and cooperation of those employees for whom he is responsible. Each employee must know his responsibility and must have the authority to fulfill it.

   A major factor in the promotion of good working relations is to keep supervisors fully informed about all pertinent events that happen in the area for which one is responsible. In turn supervisors must also keep their subordinates informed. This principle applies at all levels of authority.

3. Inter-Agency

   There will be many instances where construction personnel will work in conjunction with personnel of municipal, county or federal government, public authority or private enterprise. Construction personnel shall always be guided by the requirements of the Plans and Specifications. All problems encountered will be referred immediately to the Resident Engineer for his review and action.

4. Federal Highway Administration (FHWA)

   On a construction project which all or part of the money is furnished by the Federal Government, the terms of Federal participation are established in an agreement between the Department and the FHWA.

   Such an agreement provides that the work is to be performed in accordance with predetermined standards embodied in the Plans and Specifications, in other approved drawings and in any special provisions required by the nature of the project.

4. Federal Highway Administration (FHWA) (cont'd)

The contracts for Federal-Aid projects are awarded by the State with the concurrence of the FHWA. Supervision of construction is usually a function of the Department. The FHWA will make inspections of these projects, at times selected by them.

The relationship between the FHWA and the Department does not directly involve the contractor. FHWA representatives include the project and project records to review the Department's procedures for performance with the commitments in the State-FHWA agreement. The FHWA's representative is inspecting the State's performance and not the contractors. The FHWA's representative has neither responsibility nor authority to deal directly with the contractor.

Department employees must cooperate with FHWA representatives in their inspection. Comments by FHWA representatives must be noted by the Resident Engineer in his diary. Matters that require action by Regional Construction Engineer or another Bureau should be promptly referred to that office.

FHWA representatives shall be informed of necessary extra work and proposed changes. All major changes must have the concurrence of the FHWA before the affected work is started. Refer to the Construction Changes Section of this handbook.

5. Contractors

The Resident Engineer in dealing with the contractor and his organization, should manifest a spirit of cooperation and convey to the staff under his charge that they, as a group, are working with the contractor in a mutual effort to complete the project. A contractor bids a project to make a fair profit; cooperation from Department personnel in obtaining this goal must be consistent with the plans and specification requirements to ensure quality work.

Cooperation of all parties is considered very important and is an indication of good organization on the part of the contractor and the Resident Engineer. Unnecessary nagging by engineers and inspection staff or failure to perform inspections in a timely manner will, in most cases, result in an uncooperative attitude on the part of

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5. Contractors (cont'd)

If the Resident Engineer finds that the contractor is failing to comply with the Plans and Specifications, it is his duty to take such measures as necessary to secure satisfactory work. When reasonable efforts on the part of the Resident Engineer fail to secure satisfactory work, the Field Manager should be informed and the issue escalated to the next level.

A good relationship can be maintained between inspection forces and the contractor if the following suggestions are considered:

a. Treat the contractor fairly and impartially.
b. Study the contractor's view points and listen kindly but impersonal with him/her. Do not become obligated to the contractor.
c. Do not discuss, without authority, the contractor's method of handling work.
d. Be ready to advise the contractor when requested, but avoid make snap decisions.
e. Issue all directions or instructions only to the contractor or his/her authorized representatives (primarily a superintendent or foreman).
f. Write and retain copies of specific directions or instructions given.
g. Review and discuss the contractor's schedule with him on a daily basis.
h. Do not be arbitrary or become involved in argumentative argument with the contractor or the contractor's personnel regarding matters related to work.
i. Do not accept gratuities from the contractor.
j. Do not be threatened or intimidated by the Contractor or Subcontractor. Notify the Resident Engineer or the Field Manager of any trouble.

6. The Public

a. Field personnel of the Department of Transportation are often in daily contact with and under the critical eye of the traveling public and local residents. Employees are expected to conduct themselves in a manner that will earn the respect and confidence of these people.

b. Questions concerning work should be answered as fully as possible, but at the very least, courteously and factually. Avoid being drawn into arguments, expressing opinions or making statements that can be construed as Department policy and, above all, avoid unfounded statements. Contact the Office of Community Involvement for the proper protocol to follow when dealing with local officials or citizen groups. Refer all Press inquiries to the Office of Communications.

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6. The Public (cont'd)

   c. Work adjacent to highways should be conducted in accordance with the Traffic Control provisions in the Plans and Specifications and in a manner so as to create as little traffic delay and interference as possible. Reasonable access must be provided to all business and private residences, pedestrian walkways must be kept in good condition, in accordance with the Traffic Control Plan.

   d. Notify the appropriate office of Traffic Operations concerning all detours, lane closures, and various stages of construction that will affect the motoring public. They will in turn notify newspapers and various radio stations.

   e. Construction personnel are not in the business of helping travelers; however, a few minutes now and then, when assistance is necessary, can be valuable from the standpoint of public relations.

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SECTION I	SUBSECTION F-1	DATE
GENERAL INFORMATION	COMMUNITY INVOLVEMENT AND PRESS RELATIONS	5/15/06

On projects that may require a liaison between the public and NJDOT, the Project Manager will telephone the Manager, Bureau of Community Relations. That unit identifies local interests, considerations and ensures that they are incorporated during the project or policy development. In addition, it designs a community involvement program for each project to inform the public and receive their comments and recommendations.

If you receive a call from a reporter, please transfer that reporter to the press office or take a name and number and forward it to the press office **before** answering any questions.

If you pickup on one of these calls, the reporter should identify him/herself as such immediately. However, if you believe you may have a reporter (who has not appropriately identified himself/herself) on the line with you, you should require that the caller identify themselves and the organization he/she represents then forward the call.

Once the call has been routed to the Press Office, the press officers can then assess what the reporter needs, reach out to the appropriate staff for answers and set up interviews with appropriate staff if necessary. Depending on the situation, the Press Office may call you back and ask you to speak with the reporter, but the Press Office needs to know what the issues before that conversation takes place.

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION I	SUBSECTION G	DATE
GENERAL INFORMATION	CONSTRUCTION INSPECTION	05/15/06

1. Importance

In recent years, many Engineers have become aware that construction inspection is one of the most important phases in the conception, design, construction and maintenance of a facility. Unless field inspection is conscientiously carried out, the completed project may well be of unknown quality, a potential high maintenance facility, a threat to the reputation and prestige of the Department as well as a waste of taxpayers' money.

Some people feel that inspection is an added cost; the contractor, in many cases, feels that it is an added aggravation. In reality, proper inspection ensures that the Department is obtaining the quality that was intended in accordance with the Plans and Specifications; anything less would be foolish to accept.

The key individual in the inspection of construction project is the Resident Engineer. His importance to the project is equal to that of the engineer who designed it. The Resident Engineer works in close association with his subordinates, his superiors, the Project Manager, and the Contractors.

2. Effect on the Contractor

The Contractor is primarily interested in quantity, his main profit by reducing costs, and expediting the project. The Resident Engineer is interested in quality construction as well as expediting the project. These goals are not necessarily incompatible. It is extremely important that the Resident Engineer and the Contractor discuss specific methods of construction for each field operation. These discussions will identify things the Contractor overlooked as well as requirements in the specifications which the Contractor feels are not justified or clearly defined.

During construction, inspection personnel should make a sincere effort to resolve problems as quickly as possible with no unnecessary delays. When a Contractor is losing money due to wasted time, his relationship with construction personnel deteriorates, he may attempt to conceal future problems and potential claims may result.

Inspection personnel should keep abreast of the Contractor's problems. The Contractor's personnel sometimes operate on a day to day basis, with inadequate planning of details for future work. A simple question about the plan for some

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operations, asked well in advance, will alert the contractor's forces to special needs.

The relationships between inspection personnel and the contractor are as important to the quality of the project as any other single factor. The Resident Engineer must accept full responsibility for the action of his/her subordinates. The Resident Engineer should recognize the errors of the contractor, see that they are adequately corrected and dismiss the matter. Inspection personnel should be as quick to praise competent workmanship as to criticize incompetent work.

3. Team Work

Team work is a necessity for proper project control. The Resident Engineer is charged with the responsibility for quality construction, but it is only by the coordinated efforts of all Department employees that this can occur. Project personnel should expect the Resident Engineer to review and discuss the quality of their work as necessary. The quality of a project primarily depends on the effectiveness of the Resident Engineer as a supervisor. The Resident Engineer should review his personnel's inspection procedures for their assigned field operations on a daily basis. Cross training in job assignments will be stressed so that an effective inspection team is developed. Every attempt should be made to assign inspection personnel to operations that best suit their abilities and the Resident Engineer's priorities.

All construction personnel should anticipate the application of the rule "praise him publicly, rebuke him privately". Failure to apply this rule is the first step toward losing project control. The competence of the inspection team will be affected by that of its least competent member.

Inspection personnel can expect to be given authority to fulfill their area of responsibility. This authority will be absolute and personnel can expect to be held accountable. Engineers and inspectors should expect the Resident Engineer to respect the chain of command that is established. The Resident Engineer should expect subordinates to seek advice on technical matters when they have questions relative to job operations, plans or specifications.

It is the responsibility of all construction inspection teams to seek construction quality. Inspection personnel must actively participate, day by day, to obtain the desired quality. Anybody can read the Specifications and wait for a mistake to be made; a good engineer and inspector will make sure they are aware of problems and advise the contractor of problem areas as they occur. Remember not to act as the contractor's foreman.

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4. Support of Inspection Personnel and Morale

All construction personnel should expect support from their superiors. It is the supervisor's job to advise personnel of what is expected in regard to their assigned responsibility and authority. The Performance Assessment Review system will help in this situation. Once this has been established, enforcement of the Plan and Specification requirements will become less difficult. The lack of support of inspection personnel is considered to be a serious situation by the Department; personnel should contact their appropriate chain of command for a solution to this problem.

The Department realizes that maintaining employee morale is important in obtaining construction quality. All supervisors should realize that employee morale will drop if there is:

a. Failure to resist contractor pressure.
b. Lack of sufficient training.
c. Lack of personnel to adequately inspect the project.
d. Failure to support field inspection forces when they have acted properly.
e. Arbitrary cancellation of sound inspection control.
f. Delegation of authority and then subsequent reclaiming of such authority without adequate reasons.

Integrity, confidence and interest in the work must prevail at all levels of the Department, if any procedure is to be satisfactory and in the public's interest.

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SECTION I	SUBSECTION H	DATE
GENERAL INFORMATION	CONSTRUCTION INSPECTION QUALITY ASSURANCE	06

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1. **Bureau of Construction Engineering Reviews:** This will establish guidelines for conducting project inspections and reviews by the Bureau of Construction Engineering. The reviewing teams shall be established by the Manager, Bureau of Construction Engineering. There shall be five (5) types of reviews conducted: Quality Construction General Inspection Audits; Quality Construction Inspection-In-Depth; Office Review; As-Built/Closeout Quality Assurance Audit; Manpower Management Monitoring Reviews.
   a. Quality Construction General Inspection Audits: The Manager, Bureau of Construction Engineering, shall develop an annual construction inspection program, and submit copies thereof to the FHWA Division Office no later than February. The Manager shall also be responsible for preparation of the review schedules and selection of the audit personnel. The procedure for Quality Construction General Inspection Audits is as follows:

      1) Audit members shall familiarize themselves with the applicable Standard Specifications, Supplemental Specifications, Addenda, Construction Procedures Handbook, Construction Manual, Construction Plans and TCP/Stage Plans. They shall pay particular attention to any unusual features and/or specific changes from established construction practice that may be included in the project.
      2) The audit personnel shall contact the Resident Engineer of the project to be reviewed no later than the Thursday prior to the week of the review and ascertain the type of work anticipated to be done during that week. The FHWA shall be invited on all FHWA projects. Uniform checklists will be utilized to perform specific audits.
      3) Using the specifications, TCP plans, and the Manual on Uniform Traffic Control Devices as a guide, special attention shall be directed to traffic and safety control devices. This will include but not be limited to: staging, barricades, signing, lighting, their location, and maintenance of the safety items. The Region Safety representative from the Office of Capital Program Safety will perform this part of the audit.
      4) On the day(s) of the field construction review, the control of the work, the field staff's methods as well as the contractor's construction methods will be observed to see if the plans and specifications are being followed. Completed work shall be inspected for workmanship and appearance. Apparent deficiencies shall be noted and the possible causes ascertained, i.e., condition of materials, weather during construction , new or different construction procedures used, and any other pertinent information. Daily inspection reports and other data pertaining to the inspection process shall be

reviewed. During the review a Truck Weight Inspection shall be conducted to determine compliance.

5) Audit members shall keep accurate notes on the review. A close-out conference shall be held upon completion of the review with audit personnel and the Resident Engineer.
6) The completed report shall be ready within five (5) working days of the review. Included in the report will be appropriate recommendations and comments, if any, by the Resident Engineer and/or the Field Manager. Distribution of the final report shall be as follows:

   Director, Construction Services and Materials
   Program Manager
   Regional Construction Engineer
   Field Manager
   Project Manager
   Resident Engineer
   Regional Materials Engineer
   FHWA/FAA Engineer

7) If warranted, the Resident Engineer shall prepare a written response within ten (10) working days of receipt of the review report, outlining what actions will be taken as a result of the construction review. This response shall be directed to the Manager, Bureau of Construction Engineering.

b. Quality Construction Inspection In-Depth. The Manager, Bureau of Construction Engineering shall select construction activities and the projects to be inspected and select audit personnel. The selection of activities to be inspected shall be coordinated with the annual FHWA Construction Program. The procedure will be as follows:

1) The assigned audit personnel will determine the objective of the in-depth inspection and establish a checklist and/or guidelines to provide a consistent and uniform method of gathering information during the inspection.
2) All pertinent instructions regarding the activities i.e., the Standard Specifications, Supplementary Specifications, Addenda, Department Policies and Procedures, Construction Procedures Handbook, Federal Highway Administration Federal-Aid Policy Guide, and other sources of data shall be reviewed by the audit personnel prior to making any inspection.
3) The audit personnel shall notify the Resident Engineer at least one (1) week in advance of their intention to include the subject project as part of the yearly in-depth review. During this initial contact, arrangements will be made for the Resident Engineer to notify the audit personnel when the in-depth item is in progress, to ensure the audit personnel is present. The FHWA will be invited on all Federal projects.

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4) The audit personnel, accompanied by the Resident Engineer, shall observe the activity under construction, inspect that portion that may be completed, and review the office records regarding the activity.
5) Upon completion of the project inspection, the Resident Engineer shall be informed of all notes and data taken, and shall have the opportunity to provide comments regarding the findings. The completed individual project report shall be ready within five (5) working days of the review. Included in the report will be appropriate recommendations and comments, if any, by the Resident Engineer and/or the Field Manager. A copy will be distributed to the Resident Engineer, Project Manager, Field Manager and any other unit, including the FHWA, that attended the audit.
6) Upon completion of the annual Inspection-In-Depth program notes from all projects, including the Resident Engineer's comments, shall be reviewed and analyzed by the audit personnel. A final report shall be produced and forwarded to the Manager, Bureau of Construction Engineering with findings, conclusions, and/or recommendations for his review and comments.
7) Distribution of the final report shall be as follows:

   Director, Construction Services & Materials
   Program Managers
   Field Managers
   Regional Construction Engineers
   Regional Materials Engineers (for Materials related topics)
   Resident Engineers (reviewed)
   Division Administrator, Federal Highway Administration

   NOTE: The final report shall be distributed to any unit that participated in the review or any unit that requires their action.
8) Upon receipt of the final report, each Regional Construction Engineer or designee shall prepare a report, if warranted, for submission to the Manager, Bureau of Construction Engineering with a copy to the Director, Construction Services & Materials, which shall discuss the resolution of inspection-in-depth findings, the summary of what actions can be taken in response to the final report recommendations. Copies of the Regional Construction Engineers' reports shall be summarized and sent to the Division Administrator, Federal Highway Administration by the Manager, Bureau of Construction Engineering.

c. Office Reviews: Projects will be reviewed after the First Monthly Contractor Payment Estimate. The procedure shall be as follows:
1) The audit personnel shall contact the Resident Engineer at least two (2) days in advance of the review. A mutual time shall be established and the review shall take place at the field office location.
2) The audit personnel will determine whether the Construction Procedures Handbook, Policies and Procedures, Construction Manual, and As-Built

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Manual are all available and current. The adequacy of the documentation of interim pay quantities, the daily inspection reports and project diaries, and the frequency and methodology of the material testing and sampling should be reviewed to determine compliance with contract specifications. The audit personnel will also check that Insurance Certificates and Debarments are on file and current. If the review indicates substantial discrepancies, a follow-up review may be scheduled.

3) The completed report shall be ready within five (5) working days of the review and submitted to the Manager, Bureau of Construction Engineering for his comments and distribution. Copies will be distributed as follows:

Director, Construction Services & Materials
Regional Construction Engineer
Resident Engineer's Field Manager
Resident Engineer
Division Administrator, Federal Highway Administration
(For all Federal-Aid Projects)

d. As-Built/Closeout Quality Assurance Audit: The procedure shall be as follows:

1) The Resident Engineer shall notify the Manager, Bureau of Construction Engineering, in writing when as-builts including as-built plans are ready for final review. This will include the Core Summary Report, the concrete penalty/bonus calculations, Contractor DBE/WBE certification and a DC-155 Resident Engineer's Final Status Summary with the projects current status. This notification should anticipate the completion of as-builts by about two (2) weeks to facilitate scheduling.

2) If it is determined that an audit should be performed, the audit personnel shall call the Resident Engineer to establish a date for the audit and notified of any other Quality Assurance audits or information surveys being planned while the audit team is in the field for coordination. The Resident Engineer shall be responsible for informing the Field Manager of the review date.

3) The audit personnel shall obtain copies of the project specifications, proposal, addenda, and Contract Estimate to serve as the basis for reviewing contract items.

4) The audit personnel will randomly select items which represent a good overview of both road and bridge as-built calculations to determine general conformance with the current manual. If the project is reviewed and excessive deficiencies are noted, the audit personnel shall make the determination as to what degree the scope of the review is increased to determine accuracy and compliance with accepted practices. The audit personnel shall also review all pertinent records in the project files to determine if the DBE/Trainee goals on the project have been achieved.

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5) Upon completion of the audit, a closeout conference shall be held with the Resident Engineer and, if possible, the Field Manager to discuss the findings and recommendations. If audit personnel determine that no follow-up is necessary, the Resident Engineer shall be informed. Incomplete items, omissions or errors are to be corrected by the Resident Engineer and reviewed by the Field Manager. The Bureau of Construction Engineering may require written verification of these corrections.
6) A report of the findings and recommendations, together with comments from the close-out conference, shall be prepared within five (5) working days of the audit. Copies will be distributed as follows:

Director, Construction Services & Materials
Regional Construction Engineer
Resident Engineer/Field Manager
Resident Engineer
Project Manager
Division Administrator, Federal Highway Administration
(For all Federal-Aid projects)

e. Construction Engineering and Materials Management (CEMM) Manpower Monitoring Reviews. The procedure shall be as follows:

1) A CEMM staff member will contact the Resident Engineer at least two (2) days in advance of the review. A mutual time and place for the review shall be established. On large projects, the Materials Team Leader will be invited.
2) On all projects with a value greater than 10 million dollars, a minimum of one (1) review per year will be conducted. On smaller dollar value projects, the review will be conducted on an as-needed basis, as determined by the CEMM staff. This decision will be based upon monitoring activities which include the information in weekly reports.
3) The CEMM Reviews shall include an evaluation of the adequacy of inspection coverage, materials testing and inspection of the contractor's operations i.e., the experience and qualifications of project personnel as related to their current duties.
4) Each review shall include a meeting with the Resident Engineer and Materials Team Leader, where appropriate, to discuss problem areas and the current staffing of the project. The review shall be considered incomplete if it does not reflect the Resident Engineer's comments.
5) The completed report shall be ready within five (5) working days after the review and submitted to the Manager, Bureau of Construction Engineering for his comments. Copies will be distributed as follows:

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Director, Construction Services & Materials
Regional Construction Engineer
Regional Materials Engineer
Resident Engineer's Field Manager
Resident Engineer
Project Manager

NOTE: Reports of independent CEMM monitoring reviews are for internal use only in accordance with the updating procedures of the CEMM system.

2. **Frequency:** The following shall be the frequency of each type of review. Regional Construction Engineers shall participate in one (1) type review each year. The Field Manager shall participate in reviews to the greatest extent possible. The Resident Engineer shall participate in all phases of all reviews. It is anticipated that the audit team will require the Resident Engineer's input for a minimum of 2 hours to obtain required information and provide feedback on the findings of the various audit(s) conducted. All pertinent comments by any of the above shall be included in the reports.

   a. Quality Construction General Inspection Audits: As determined by the Manager, Bureau of Construction Engineering (governed by FHWA Alternate procedures). When possible these reviews will be scheduled on a statewide basis.
   b. Quality Construction Inspection In Depth: As determined by the Manager, Bureau of Construction Engineering a minimum of two (2) construction activities will be inspected in-depth each year on selected projects. As a general rule, scheduling should be at the rate of two projects per region per activity.
   c. Office Reviews: All projects will be reviewed as determined by the Manager, Bureau of Construction Engineering or upon request from Field Management.
   d. As-Built/Closeout Quality Assurance Audit: Upon completion of the as-builts for most projects. Electrical, bridge painting, and contracts with fewer than twelve (12) items are usually omitted. Agreement and permit projects are not as-builted for DOT use.
   e. Manpower Management Monitoring Reviews: Minimum of one (1) per year for projects greater than $10 million, and as determined by the CEMM staff for smaller projects.

3. **Summary Reports:**

   a. Quarterly Report
   In addition, a quarterly DBE report will be prepared, with a copy submitted to the Office of Contract Compliance/Civil Rights, indicating whether DBE goals have been achieved.

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b. Yearly Report

The Manager, Bureau of Construction Engineering, shall prepare a yearly summation report of recurring deficiencies noted on Review Office Reviews, and As-Built Reviews. The report shall be distributed to the Director, Construction Services & Materials and to the Regional Construction Engineers. A copy of the yearly report shall be submitted to the FHWA.

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PROJECT SCOPING TO CONTRACT AWARD	QUALITY ASSURANCE REVIEW	

1. SCOPE TEAM

   A scope team shall be identified for each project by the Division of Project Planning & Development (DPPD). The Scope Team is comprised of the Core Group, and other units and entities which will meet less frequently but which may provide input into the Scoping process.

   The Core Group will generally consist of relevant NYSDOT units and the FHWA. The remaining units are those with other responsibilities outside our Capital Program (such as elected officials, environmental groups, municipal Engineers, etc.) which may find it difficult to meet with DPPD more than once during this phase. The Regional Constructability Engineer will be part of the Scope Team.

   DPPD shall provide each member of the Scope Team with the project fact sheet, sketching the Highway sections and requesting independent review of the project, notifying all members of the time and place of the scope meeting. Scope Team members shall be notified at least one (1) month prior to the scope meeting. It is the individual Scope Team member's responsibility to thoroughly analyze the project and bring all available information to the scope meeting. In preparing for the scope meeting, all Scope Team members should individually visit the project site, obtaining background data in their area of expertise. All Scope Team members shall utilize their individual unit's project scoping checklist and bring their checklist with written comments to the meeting.

2. REGIONAL CONSTRUCTABILITY ENGINEER'S ROLE DURING THE SCOPING OF A PROJECT

   As part of the field scoping inspection of the project, the Constructability Engineer will make a recommendation regarding:

   a. Proposed detours/diversions that could facilitate and reduce the construction duration (i.e. full detour with road and/or bridge in a complete shutdown to simplify staging and decrease construction time, temporary roads, temporary bridges)
   b. Rehabilitation Alternatives; precast vs. cast-in-place bridge, rubblization, reduced traffic staging
   c. Overhead/underground utilities; do they have to be relocated due to conflicts with proposed roadway/bridge alignment, construction operations or access of large equipment

d. Soft/loose foundation soil for either the roadway or the proposed structure(s) that the soil be over excavated and replaced rather than waiting for any surcharge/consolidation process
e. When the project should be finish (number of months or construction seasons of work), based on the anticipated scope of work for the project
f. Any scheduling restraints that is unique to the area of the project
g. The optimum month to build the project for construction efficiency and to reduce Construction Engineering (CE) costs, based on a sixty-day advertise/award, execute cycle. This would take into account seasonal restraints and try to avoid multiple winter layovers

These recommendations will be in addition to submitting comments on the application questions to the Division of Construction Services and Materials Project Scoping Checklist (Attachment "A"), based on the scoping input and field trip. A copy of the Engineer's scoping input, including initial recommendations will be submitted to the Construction Safety Unit in the Bureau of Construction Engineering, to assist in developing an estimated inspection staffing and CE cost budget for future construction project.

The Project Scoping Checklist for the Division of Construction Services and Materials is provided as a guideline to be used in each project scoping exercise. Not all items on the checklist will be applicable to each project. Major obstacles such as utility conflicts, access, traffic impacts, parking, etc., should be addressed during the scoping inspection field trip so they can be addressed as part of the scoping process prior to the Constructability Review.

3. SCOPE MEETING

Project Scoping is a TEAM effort. Therefore, it becomes critical that all Scope Team members thoroughly evaluate a project and fully participate in both the screening and scoping process. Post scoping changes to the scope of work are to be strictly controlled by the Project Manager. All changes to the project scope must be approved by the Department's Change Control Board (CCB).

At the Scope meeting, the Scope Team, led by DPPD and the Project Manager, shall utilize the items as listed below along with information from the NJDOT Geographic Information Systems (GIS), and the most recent road and/or bridge plans and video available.

The following is a list of items that will be discussed at the Scope meeting in addition to project needs and potential alternatives:

a. Project Limits - approximate, with mileposts
Survey Control

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c. Posted/Design Speeds
d. Traffic Data and Operational Needs
e. Accident Data
f. Project Category - Reconstruction, 3R, etc.
g. Design Standard - NJDOT Design Manuals, etc.
h. Lane/Shoulder Widths
i. Border Widths/Right-of-Way
j. Median Widths
k. Cross Slopes/Superelevation
l. Horizontal/Vertical Geometry
m. Sight Distance - Horizontal, Vertical and intersection
n. Curb (type and size)/Sidewalk
o. Mobility - bikes, pedestrians, handicapped facilities
p. Existing/Proposed Pavement
q. Traffic Barriers
r. Drainage Features
s. Landscaping
t. Signals/Signing/Lighting/Striping/ITS Facilities
u. Interchange/Intersection Configuration
v. Structural Capacity - horizontal, vertical
w. Bridge Approaches and Railings
x. Structural Physical Condition (from inspection report)
y. Structural Capacity/Geometry
z. Walls
aa. Guiderail
bb. Waterway Openings
cc. Environmental Constraints - Permit requirements, who will get the permits?
dd. Noise Requirements - should a study be done?
ee. Local Commitments/Public Involvement
ff. Maintenance Facilities
gg. Traffic Control (including night work)
hh. Jurisdiction
ii. Utilities/Railroads
jj. Access
kk. Construction - traffic control, detours, temporary signals, etc.
ll. Quality Assurance/Quality Control Guidelines

NOTE: For more detail, refer to Section 3.1 of the New Jersey Department of Transportation Procedures Manual.

4. CONSTRUCTABILITY REVIEWS DURING SCOPE DEVELOPMENT

Constructability reviews will be an ongoing activity over the entire duration of the planning process. In addition to the Scope meeting, upon request from the Group

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Managers in DPPD, the Regional Constructibility Engineer will identify any fo[illegible] obstacle that could hinder the advancement of the project during constr[illegible]

When the Initially Pre[illegible]rnative (IPA) or a number of alter[illegible] equal "value" are developed they will be sent to the Regional Constructability Engineer for review. If any constructability problems are determined as a result of the review, Construction personnel will then discuss these aspects of the IPA with DPPD staff. Revisions to the IPA will be made, if necessary, by the DPPD.

During these [illegible] reviews, Construction personnel will familiarize themselves with the following:

a. Construction methods and practices
b. Traffic staging/use [illegible]
c. Access issues during construction
d. Review of project limits
e. Major utility conflicts
f. Identification of obstacles not shown
g. Construction easements (temporary and permanent)
h. Environmental impact permits and constraints
i. Need for a pre-bid meeting for complex and/or soil stabilization
j. Public perception and impacts caused by Construction

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ATTACHMENT "A"

PROJECT SCOPING CHECK IS PRELIMINARY DESIGN SUBMISSION REVIEW QUALITY ASSURANCE GU

1. CONSTRUCTABILITY ISSUES

   A. How should the project be staged? Will temporary overlay or patching be needed for staging?

   B. Should detours be used? Will detour routes need upgrades if implemented? Is any special signing needed?

   C. Should the work be done during day or night? If proposed night, will the intended work conflict with existing local noise ordinances? Can the work be performed in the allowed night time hours?

   D. Should the project be closed to traffic? If so, how do we handle the special signing needed? What about access to school bus stops and/or emergency services? Are temporary haul roads needed for construction? Are temporary chain link fences needed?

   E. Will there be business problems with private driveways or businesses? How will staging affect access? Are special signs needed?

   F. Will there be a need for portable message boards and/or highway advisory radio? Could any other extraordinary traffic mitigation (e.g. project acceleration) be applicable on this project?

   G. Will timing of project coincide with tourist season, holiday shopping, fish spawning or local events like state fair, county fairs, horse tracks, sporting events, high volume traffic generators, shopping malls, etc.?

   H. When should the project start/finish? What do you think the optimum month to bid the project for construction efficiency and to reduce CE costs should be (Avoiding winter layovers, seasonal restraints, etc.)?

   I. Are adequate size work zones and storage space available at the site for the proposed work? Will construction easements be needed to complete the proposed work? Are the work sites accessible?

J. Could Moveable Construction Barrier expedite or improve productivity in the construction work zone, thereby shortening the construction duration?

K. Ensure that if staging of the project utilizes a shoulder as an active [illegible] traffic and a new shoulder is not built, that the impact of mail delivery, garbage pickup and school buses are taken into consideration [illegible] radii, stopping in an active zone for children pick up/drop off, garbage [illegible], etc.)

L. Are there adjacent projects which may pose a conflict [illegible] management during construction, including on parallel routes?

M. What special snow removal [illegible] are applicable in the area?

N. If barrier curb is required, make sure enough [illegible] provided between [illegible] curb [illegible] snow plowing and [illegible] loads exiting highway ramps.

O. Is it possible for [illegible] office site location to be within the project limits?

P. For bridges [illegible] navigable waterways determine whether a [illegible] channel is feasible. If a temporary closure of the channel is possible, determine if allowable closures are of sufficient duration to allow for construction [illegible] the channel area. Allow [illegible] for closure [illegible] considered [illegible] how they impact the construction schedule.

Q. Recommend seismic/vibration monitoring if pile driving/sheeting is being driven in close proximity to buildings or underground utilities. Pay particular attention to historic structures.

2. Should the limits of construction be extended based on field conditions at the proposed end limits?

3. Are the appropriate types of repairs provided for bridge rehabilitation projects? Should decks be patched or overlaid with Latex Modified Concrete/Silica Fume Concrete? What protection is required for the roadway or water course under the structure?

4. Are there any apparent major environmental concerns (buried tanks, landfills, wetlands, asbestos, contaminated (regulated) hazardous) excavation areas, lead paint, etc.)?

5. PAVEMENT ISSUES

A. Is full depth pavement box needed, or will milling and resurfacing of existing

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pavement be sufficient?

B. Is full depth shoulder reconstruction needed? Can the shoulder be used to carry traffic for staging operations?

C. Are there any distressed areas where joint repair or bituminous patching is needed?

D. Will sawing and sealing of joints be required?

E. What type of pavement should be used?

F. What type of subbase should be used? Is material available locally?

G. Will the proposed pavement widening and milling be constructible within equipment limitations?

H. Will cutting requirements for milling treatments achieve the new cross slope or typical section?

Will Raised Pavement Markers (RPM's) have to be removed and replaced?

J. Will rumble strips have to be removed for stage construction?

6. DRAINAGE ISSUES

A. Is the current drainage sufficient? If not, identify locations.

B. Do existing inlets and drainage structures need to be cleaned out? If so, identify locations.

C. Do existing inlets and manholes need to be reconstructed or have castings replaced? If so, identify location.

D. Can you foresee any drainage problems with adjacent properties?

E. Will any existing underdrains, outlet systems, or outlet drains be affected?

F. Are existing inlet grates acceptable, or should bicycle safe grates be used?

G. Are new curb pieces needed? If so, specify what height and color is required.

H. If staged, will the project drain properly in all stages? Will castings have to be

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reset to allow winter plowing. Will supplemental pumping be required?

I. Will grade changes create problems with surface drainage or driveways?

7. GUIDERAIL ISSUES

A. Are there any [illegible] ere guiderail should be extended, removed or upgraded?

B. Does existing guiderail need to be reset? If so, are exist posts needed to provide for replacements? Are upgraded [illegible] spacers needed?

C. Is [illegible] ment needed to replace damaged rail [illegible] identify locations.

D. Will staging require [illegible] guiderail?

E. Do [illegible] treatments [illegible] to be upgraded [illegible] space for upgrade?

F. Will additional [illegible] to be cleared for guiderail placement?

G. Where existing guiderail ties into [illegible] are any upgrades needed? Conditions of [illegible] pets and sidewalks should be noted.

8. ELECTRICAL ISSUES

A. Should any electrical services be upgraded or [illegible]

B. Do any traffic signals or highway lighting fixtures need to be upgraded or relocated?

C. Will temporary signals or highway lighting be required for staging?

D. Are there any existing loop detectors?

E. Will new traffic signals and/or highway lighting be in conflict with power lines or other utilities?

9. MAINTENANCE OF RIGHT OF WAY ISSUES

A. What driveways need to be reviewed for access compliance?

B. Check the condition of curbs, sidewalks and driveways. Are any

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replacements required?

C. Handicap ramps new or [illegible] should be addressed?

D. When designing concrete islands, consider very carefully where [illegible] grass is used, since this can be a maintenance problem after construction.

E. Does existing highway signing need [illegible] bishing, replacement or [illegible]ation?

F. Are there any [illegible]tely owned signs, [illegible]ing, lighting, [illegible] in our R.O.W. that are visible and may not be [illegible]? Should they be [illegible] this project?

G. Will this project require change to [illegible] a new, juri[illegible] agreement?

10. UTILITY ISSUES

A. [illegible] any power lines or other utilities, including above and below ground property [illegible]ces, need to [illegible] as a result of the project or construction work such as equipment for [illegible] operations, [illegible]tion, roadway [illegible] guide rail installation or [illegible]tion of noise [illegible] retaining walls, overhead signs or culverts? [illegible] they be moved before construction?

B. Does the area require predesign underground utility location [illegible]rification? Should test pi[illegible]? Is there a [illegible] relocate underground utilities? Does the project require subsurface Utility [illegible] by the designer?

C. Is there any evidence of [illegible] fiber optic lines or Intelligent Transportation Systems (ITS) facilities?

D. Can utility relocations be done under master agreement or will a specific project agreement be [illegible] before relocation [illegible] can be done?

E. Can utility relocations start prior to the Construction Contractor?

F. Can utility relocation be performed by the State's Contractor during construction?

G. Is the project in proximity to railroad property - active or exempt?

H. Will utility betterments be incorporated into this project?

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5. CONSTRUCTABILITY REVIEWS DURING PRELIMINARY DESIGN

The Regional Constructibility [illegible]neer should meet with the Designer during the early stages of developing the Preliminary Design to ensure scoping recommendations and discussions are being addressed.

The Designer will establish an estimated construction progress schedule based on the proposed staging. For in-house projects, the Design Production Manager will prepare the progress schedule. The construction progress schedule, or Primavera Project Planner, will be submitted to Regional Construction Engineer and the Constructability Unit within the Bureau of Construction Engineering (BCE) by the Project Manager, along with the plans at the end of the review package. The Project Scoping Checklist (Attachment A) can be used as a guide, by the Constructability Engineer and/or Resident Engineer, during the Quality Assurance Review.

As part of this Quality Assurance Review, the Regional Constructability Engineer or designee is responsible for submitting a list of job specific Contractor furnished equipment requirements to the Field office to the Bureau of Construction Engineering for review and final determination to the Quality Assurance Team Leader so that it can be incorporated into the Special Provisions. The project location selection and quantities will be based on the project's work and anticipated staging. The job specific personal use items and special needs will be included in the Field Office Set Up. (Refer to Attachment B)

A copy of the Region's Preliminary Design Submission documents, transmitted to the Quality Assurance Team Leader by the due date, will be sent to the Constructability Unit in the Bureau of Construction Engineering once they are completed. The BCE Constructability Unit will also transmit Preliminary Design comments to the Quality Assurance Team Leader and a copy to the Regional Constructability Engineer.

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ATTACHMENT "B"

JOB SPECIFIC PERSONAL USE ITEMS

A. Equipment for conducting the standard method of tests for slump of Portland cement concrete as per current AASHTO T119.

B. Equipment for conducting the standard method of tests for air content of freshly mixed concrete by the pressure method as per current AASHTO T152.

C. Equipment for conducting the standard method of tests for air content of freshly mixed concrete by the volumetric method as per current AASHTO T196.

D. Equipment for making and curing concrete test specimens of Portland cement concrete in the field as per current AASHTO T23.

E. Levels and/or Smart Levels
2 meter (6') ruler [illegible] carpenter
[illegible] meter (100') [illegible] level and cloth
[illegible] meter (50') [illegible] cloth
Plumb bobs [illegible]
Line levels and cords
Surface thermometers
Asphalt thermometers
Infrared asphalt thermometers
Concrete thermometers
Sledge hammers
Measuring wheel
Lock level
Wet film thickness gauge
Dry film thickness gauge
Lanterns for [illegible] work
Reflectorized (orange in color) Hats Hats for each chair in the field office
360° Reflectorized (orange in color) Safety Vests for each chair in the field office

F. Cell Phones (one 300 minute/month [illegible] specified unless there is justification for additional submitted)
Special Communications Equipment (Justification needed)

G. Special Needs – Job specific (Justification Needed)

6. CONSTRUCTABILITY REVIEW DURING FINAL DESIGN

The Regional Constructability Engineer should meet with the designer during Final Design preparation when the staging plans and construction schedule are mid-point of final development to review previous comments/discussions are being addressed. Optimum construction schedule, date of field operations and substantial and final completion dates should be discussed and determined.

The Designer will submit final plans, special provisions, engineer's estimate, construction schedule and a computer generated construction progress schedule based upon resolution of Preliminary Design submission review comments, incorporation of all external factors or restraints, the latest scheduling and time frame data, new conditions for consideration will be provided by the project manager. The final decision on the completion dates is the responsibility of the Project Manager in conjunction with the Constructability Engineer based on the actual date Advertisement will occur.

The Regional Constructability Engineer shall submit comments on the final design review submission from the identified Area Resident Engineer for the project during the review period.

The comments from the Construction Engineer and BCE on the design submission review shall be sent to the Quality Assurance Team Leader by the due date for correction, resolution and/or issuance of an addendum.

The BCE will calculate the estimated CE costs and staffing projections using the Construction Engineering and Materials Management System to be incorporated into Section 108.16 of the special provisions.

If significant time has elapsed between the Preliminary Design and Final Design, the field office equipment requirements should be revisited to determine if revisions need to be made. If necessary, the Regional Constructability Engineer or designee is responsible for submitting a revised list of job specific Contractor furnished equipment required in the field office to the Bureau of Construction Engineering for review and final recommendation to the Quality Assurance Team Leader, so that it can be incorporated into the Special Provisions for the project. Item selection and quantities will be based on the project's work and anticipated staffing. The job specific personal use items and special needs will be included in the item Field Office Set Up. (Refer to Attachment "B" in this Subsection)

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SECTION II	SUBSECTION B	DATE
PROJECT SCOPING TO CONTRACT AWARD	CONSTRUCTABILITY REVIEW	[illegible]

1. The New Jersey Department of Transportation has endorsed constructability reviews in an effort to improve the total quality of our construction bid packages to ensure that designs can be built. The Department will optimize the use of construction knowledge and experience in planning and design to achieve the overall project objectives.

   The requirement of an independent formal constructability team review shall depend on the type, size, cost, and complexity of the project (typically $15 million and over, multi-stage, with community impacts). The Project Manager shall make the determination. For projects that do not require a separate team review, the Quality Assurance review shall also review the project for constructability. Upon the direction of the Regional Construction Engineer, the Constructability Engineer shall take the lead in completing a Constructability Review on all projects.

   The formal Constructability Review team sessions shall be held at a location to be determined by the Constructability Engineer and chaired by the Constructability Engineer. The review shall be performed at the Preliminary Design Submission at the end of the Preliminary Design Development Phase, and coordinated with the Quality Assurance Review, in accordance with the procedures for Constructability Reviews in Section A of the Department's Procedures Manual.

   The review team makeup and size depends on the complexity of the project. It shall include, but not be limited to, the following:

   a. Project Manager
   b. Regional Constructability Engineer
   c. Prospective Resident Engineer
   d. Various Design Units (as determined by the Project Manager)
   e. Various Operations Units
   f. Construction Scheduling and Assessment Unit (Quality Management Services)
   g. Constructability Unit in the Bureau of Construction Engineering (BCE)
   h. Community Relations (as required, depending on community sensitive issues such as [illegible] impacts on business, noise ordinances, and night work)
   i. FHWA Area Engineer (Full Oversight projects only)

2. The Constructability Review for the BCE and Regional Construction Office should focus on ways to reduce the construction time, extra costs associated with changes, claims, maintenance needs and public inconvenience. Environmental concerns, traffic problems, safety and noise pollution issues all should be addressed.

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Checklists should be used as a guide in the constructability process and should be reviewed periodically so that they remain relevant and useful to the participants. The checklist should not be relied on solely for the review procedure, since it does not address all aspects of the work and may not be applicable to the area of concern.

3. As part of the project Constructability Review, optimum construction sequencing and scheduling and staging of the project will be considered including such things as:

   a. A + B Bidding or an alternate contracting method.
   b. Lane rental limitations on the closures to mitigate traffic impacts.
   c. Incentive for early completion to mitigate impacts.
   d. Multiple crews and/or shifts to accelerate work and reduce durations.
   e. Use of night work to mitigate impacts, if feasible.
   f. Interim completion dates for the construction milestones, including winter lay over periods.
   g. Use of items like Moveable Construction Barrier, Variable Message Signs, limited duration detours, to shorten durations and mitigate traffic impacts.
   h. Higher liquidated damages for untimely completion and/or violations of the closure times (Road Closures).
   i. Utility relocation agreements and their scheduling impacts including possible start of utility relocations prior to start of construction.
   j. Right-of-Way availability.
   k. Permit requirements and restrictions.
   l. Determine whether NJSP and/or Municipal Police will provide Traffic Safety Services. For guidelines for the use of Traffic Safety Services refer to CPH Section VIII.

3. All plans, special provisions and scheduling review comments are to be submitted to the Quality Assurance Unit in Quality Management Services, with a copy to the Project Manager, Regional Constructability Engineer and the Constructability Unit in the Bureau of Construction Engineering. The Project Manager will input any external commitments and/or program considerations (funding) before passing the information on to the Designer.

4. The Bureau and the Regional Constructability Engineer shall not concur with constructability of the project without having all the information that would impact construction scheduling, including any changes made after the Final Design review. This may necessitate a commitment from the Project Manager for mutual establishment of the completion dates which are listed under the Final Design phase submission (CPH Section II-A), as part of a Constructibility sign off.

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Upon issuance of a permit(s), the Project Manager should have the terms and conditions reviewed by the Environmental E-Team and other units as appropriate, including the Regional Construction Engineer, to determine if they are acceptable. Particular attention should be given to conditions that affect constructibility. The Regional Construction Engineer and the Construction Field Manager shall review the permit(s) and conditions and verify that the project is constructed within the constraints of the permit(s).

If constructible, the Regional Construction Engineer signs the Permit Conditions Review Form attached to the "Acceptance of Revocable Construction Permits" (Attachment "A") form and returns it to the Project Manager for further processing, including giving it to the Designer so that the terms and conditions can be included in the project plans and specifications. The Regional Construction Engineer keeps a copy of the Permit and Conditions on file, and completes the "Construction Notice" (Attachment "B") and the "Completion Report" (Attachment "C") at the appropriate time and submits them to the NJDEP. Copies of the completed forms will also be furnished to the Project Manager.

If constructability is determined not to be feasible, the Regional Construction Engineer will notify the Project Manager in writing and provide the reasoning for not accepting the permit(s). The Project Manager will take the appropriate action (for example, having a formal appeal filed with the NJDEP) to satisfy the concerns and resubmit the permit package to the Regional Construction Engineer.

On projects for which a permit is received between the Final Design Review and the bid date, the Project Manager will coordinate the reviews with the Regional Construction Engineer to expedite the process. The Project Manager will incorporate Permit Conditions by addendum that has been reviewed by the Regional Construction Engineer, the Constructibility Unit of the Bureau of Construction Engineering, and other appropriate units prior to issuance. If for some reason the permit is not received until after the contract is awarded, the Project Manager will meet with the Construction Field Manager, his E-Team and other units as appropriate so that appropriate measures can be taken.

Projects will not be awarded for construction until all permits have been received.

Superseded by Construction Procedure Handbook 2011 Section II Subsection C & Section III Subsection M

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SECTION II	SUBSECTION D	DATE
PROJECT SCOPING TO CONTRACT AWARD	PRE-BID MEETINGS	05/15/06

RESCINDED 10/25/07

1. Departmental Pre-bid Meeting

   a. A Departmental Pre-bid meeting may be held for projects, at the discretion of the Regional Construction Engineer. At the time of advertisement, the Bureau of Construction Services Procurement will notify the Regional Construction Engineer of the advertisement date, the bid date, the construction job code/data processing number and the name and telephone number of the Project Manager for the project. The Regional Construction Engineer will contact the Project Manager to schedule the meeting, to be held (2) weeks prior to the receipt of bids at the Regional Construction Engineer's office or other appropriate location.

   b. The Regional Construction Engineer will determine and notify who from Construction is to attend the meeting. In general, the construction representatives will include the Regional Construction Engineer, the Construction Field Manager and the Resident Engineer. The Regional Construction Engineer will also notify the Bureau of Project Support, Environmental Services and Support Unit and as necessary, representatives from other Operating Units will be notified such as Maintenance, Traffic Operations, and Electrical as to the time and place of the meeting. The Regional Construction Engineer will notify the FHWA on Full Oversight projects only.

   The Project Manager will determine who from the rest of the Department is to attend the meeting. In general, the design representatives will include the Project Manager, the Quality Assurance Team Leader and the Designer, either in-house or consultant. As necessary, representatives from the units involved in the preparation and review of the contract documents should be requested to attend the meeting. The Project Manager will be responsible for notifying the Design representatives needed as to the time and place of the meeting.

   d. The Project Manager will prepare the agenda for the meeting with input from the Regional Construction Engineer, which should include a presentation by the Designer giving a short overview of the project, with emphasis on any unusual features or requirements. Environmental and permit requirements will be covered as well as the status of Right-of-Way (ROW) availability and Utility relocations. The PS&E Right-of-Way checklist, which provides a summary of the key ROW items, is to be presented to the Regional Construction Engineer or designee at this meeting by either the Project Manager or a representative from ROW.

   e. The Project Manager will explain any sensitive issues to ensure Construction personnel are fully aware of the Department's commitments regarding the project.

f. The Regional Construction Engineer or desi[illegible] will be responsible for preparing the minutes of the meeting and distributing [illegible]ples [illegible]ll in attendance. The minutes will be prepared and distributed within ten [illegible]0) work[illegible] days of the meeting. The Project Manager will review a draft of [illegible] min[illegible] prior [illegible] distribution to ensure that the information presented was pro[illegible]y unders[illegible]d.

2. <u>Prospective Bidders Pre-bid Me[illegible]</u>

a. Based on the following criter[illegible] he Dep[illegible]men[illegible] ill schedule a pre-bid meeting wit[illegible] prospective bidders (Co[illegible]acto[illegible]

1) All Design/Buil[illegible] be [illegible] midway through the a[illegible]ise bid [illegible]iod.
2) A project w[illegible] spec[illegible] an innovative or unique co[illegible]ruc[illegible] proce[illegible] or resea[illegible] ite[illegible] if jo[illegible]ecific conditions require (five week [illegible] peri[illegible] me[illegible]g to be h[illegible] at mid[illegible]int o[illegible]eriod). Need for pre-bid [illegible] is [illegible] be de[illegible]mined by the [illegible]chnical U[illegible] Regional Construction and/or [illegible]oje[illegible] Mana[illegible] e time [illegible] Final [illegible]sign Revie[illegible]

This [illegible] ude [illegible]s that have an alternative [illegible]dding meth[illegible]ch as:

- A&B Bi[illegible]ng
- Ince[illegible] for early completion ([illegible]us)
- La[illegible] rental charge
- [illegible]mpressed work schedu[illegible] to m[illegible] comple[illegible]n date
- Etc.;

[illegible]r site specific technic[illegible] projects such [illegible]s:

- Moveable Bridge R[illegible]abilitation
- Intelligent Transporta[illegible]n Systems (ITS)

b. The format o[illegible]-bid mee[illegible]s will be as follows:

1) Mod[illegible]ator - [illegible]nage[illegible] Bureau [illegible] Contract Administration Services

2) Pan[illegible] - Proje[illegible]ager
- [illegible]nstruction Field Manager
- Te[illegible]cal Unit Representatives (if necessary)
- D[illegible]gner
- Deputy Attorney General

3) Opening - Welcome by the Moderator and introduction of the panel.

RESCINDED 10/25/2012

4) Purpose - Presentation of the project currently advertised for bid and the unique feature, or specification that generated the need for the meeting. The presentatio[illegible] clarify the intent of what is in the contract.

- Any known chang[illegible] adde[illegible] issu[illegible] to date.

- The answers to any q[illegible]ons sub[illegible]ted to date via FAX t[illegible] the Manag[illegible] of [illegible]ntra[illegible] Administration Service[illegible] These an[illegible]rs wou[illegible] lso [illegible]cluded in the addendum [illegible]sue[illegible] as an [illegible]d re[illegible]t of the [illegible]e-bid meeting.

5) Question Perio[illegible]hree [illegible]ssib[illegible]wers

a) The plan[illegible]nd/c[illegible]pecif[illegible]n are clear on this issue. [illegible]s loc[illegible]d in Sub[illegible]on [illegible] Page ___ or on Plan Shee[illegible].

b) The [illegible]epartment [illegible]review the issue raised and a[illegible] addi[illegible]dum, [illegible]essary, will b[illegible]sued s[illegible]uld clarification be req[illegible]ed.

c) [illegible]artment acknowledges the point rai[illegible] needs son[illegible]larification and an adde[illegible]dum will be issued to clarify the con[illegible]ct documents.

[illegible] Regiona[illegible] Construction Enginee[illegible] the potential [illegible]sident Engineer should atte[illegible] th[illegible]re-bid meeting as part of t[illegible] a[illegible]ce.

[illegible]ript session held for the [illegible]osp[illegible]ive bidder[illegible]re-bid meeting can also serve as the Departmental pr[illegible]-bid meeting.

RESCINDED 10/25/2012

CONSTRUCTION PROCEDURES HANDBOOK

SECTION II	SUBSECTION E	DATE
PROJECT SCOPING TO CONTRACT AWARD	FORMAL NOTICE OF PROJECT ASSIGNMENT	05/15/06

1. The Regional Construction Engineer will make the determination regarding assignment of the Field Managers and Resident Engineers to upcoming projects. (This procedure is also to be utilized for re-assignments). After receipt of bids, the Regional Construction Engineer shall officially notify the Resident Engineer of the assignment. The assignment memorandum shall contain the following information (see sample – Attachment "A"):

   a. The project designation
   b. Federal Project No., if applicable
   c. Job Code Number
   d. DP Number
   e. The Project Manager and his/her telephone number
   f. The Field Manager (Resident Engineer's Immediate Supervisor)
   g. Directions to review the plans, specifications, and estimate for the Preconstruction Conference
   h. Direction concerning responsibility for any past projects or assignments

2. To officially notify all interested parties of the assignment of the Field Manager and the Resident Engineer for all new construction projects, copies of the assignment memorandum will be sent to the following:

   a. Director of Construction Services and Materials
   b. Executive Director of Regional Operations
   c. Project Manager
   d. Field Manager (Resident Engineer's Immediate Supervisor)
   e. Regional Materials Engineer
   f. Regional Maintenance Engineer
   g. Manager, Bureau of Construction Engineering
   h. Manager, Bureau of Materials
   i. Supervisor, Federal Aid Coordination (Federally Funded Projects Only)

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION II SUBSECTION E

ATTACHMENT "A"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

MEMORANDUM

TO: (Project, Principal or Senior) Engineer
Region _____, Construction

FROM: Regional Construction Engineer
Region _____, Construction

PHONE: 609-555-1234

DATE: May 15, 2006

SUBJECT: NOTICE OF PROJECT ASSIGNMENT
Route 91, Section 2N
Federal Project No. A
Job Code Number:
DP Number:

Be advised that you are being assigned as Resident Engineer for the above noted project in the Township of Florence, Burlington County.

Mr./Ms. _____ will serve as the Field Manager and Resident Engineer's Immediate Supervisor.

Mr./Ms._____ is the Department's Project Manager and can be reached at 609-530-xxxx.

Please review the plans and specifications in detail and prepare for discussion any unique items to be included as part of the agenda for the Preconstruction Conference. Refer to CPH Section III-A "Preconstruction Conference" for other requirements.

This will be in addition to your assignment on the Route 92, Section 3B project.

c: Director of Construction Services and Materials, Executive Director of Regional Operations, Project Manager, Field Manager (Resident Engineer's Immediate Supervisor), Regional Materials Engineer, Regional Maintenance Engineer, Manager, Bureau of Construction Engineering, Manager, Bureau of Materials, Supervisor, Federal Aid Coordination (Federal Project Only)

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION II SUBSECTION E

CONTENTS 05/15/06

SECTION III - CONSTRUCTION START UP

SUBSECTION - A	PRECONSTRUCTION CONFERENCE
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SUBSECTION - C	CONSTRUCTION REFERENCE MATERIAL AND FORMS
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SUBSECTION - D-1	PERFORMANCE BOND AND PAYMENT BOND
SUBSECTION - E	EMERGENCY CONTRACTS/ACCELERATED START UP
SUBSECTION - F	PROJECT SAFETY AND TRAFFIC CONTROL
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SUBSECTION – G-1	PROGRESS SCHEDULE AND PROJECT PROGRESS – *Projects using BDC01S-12*
SUBSECTION - H	CONSTRUCTION FIELD OFFICE, MATERIALS LABORATORIES & TELEPHONE SERVICES
SUBSECTION - I	SUBCONTRACTING DOCUMENTATION
SUBSECTION - J	TEMPORARY STRUCTURES/FACILITIES ON NJDOT CONSTRUCTION PROJECTS

SECTION III	SUBSECTION A	DATE
CONSTRUCTION START UP	PRECONSTRUCTION CONFERENCE	05/15/15

1. Regional Construction Office Functions

   a. The Bureau of Construction Services, Procurement shall notify the Regional Construction Engineer when a contract has been awarded.

   b. The Regional Construction Engineer will:

      1) Determine the date and location of the Preconstruction Conference for the project, with the concurrence of the Project Manager, after being notified of an award. Conference participants should normally be given at least ten (10) working days advance written notice.

      2) Assign a Resident Engineer to the project (see CPH Section II-G)

      3) Notify the Contractor to attend the conference and to bring the following:

         a) List of proposed subcontractors and EEO officers
         b) Completed DC-18's, Sublet Forms
         c) Materials Questionnaire Forms (DC-28A)
         d) Key Contract Personnel Form (DC-34)
         e) Erosion control plan (if provided in the contract)
         f) Lead, Health and Safety Plan (LHASP) (if provided in the contract)
         g) Affirmative Action Program
         h) Training program (if training is provided in the contract)
         i) NJDOT Insurance Certificate (DC-175)
         j) Safety and Health Program (Refer to Contract Specifications Subsection 107.20)
         k) Completed Ethics Certification (DC-118)
         l) Any other documents required at this time by the Contract Specifications. Send the Contractor a Preconstruction Package containing the required forms listed above with the agenda.

      4) Notify the Field Manager and Resident Engineer to attend the conference and to be prepared to present their topic areas as per the conference agenda (see Attachment "A")

      5) If a Pre-Bid Meeting was not held, the Regional Construction Engineer is to ensure the Resident Engineer has obtained the information noted in CPH Section II-F paragraph 1.d.

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c. The following units should be invited if applicable. Additional units should be invited if appropriate (To be determined by mutual agreement of the Project Manager and Regional Construction Engineer).

1) Federal Highway Administration (for Full Oversight Projects only)
2) Bureau of Construction Engineering
3) Office of Capital Project Safety (Regional Representative)
4) Bureau of Community Involvement
5) Bureau of Materials
6) Regional Materials Office
7) Division of Civil Rights and Affirmative Action
8) Regional Traffic Engineer, Work Zone
9) Regional Electrical Engineer
10) Traffic Operations North and/or South
11) Bureau of Environmental Program Resources
12) Regional Maintenance Engineer
13) Executive Director of Regional Operations
14) Bureau of Project Support Engineering
15) Program Manager
16) Project Manager
17) Design Support Engineering
18) Manager, Right of Way
19) District ROW Staff
20) Bureau of Structural Evaluation and Bridge Management
21) Applicable Regional Survey Office (Mt. Arlington, Freehold or Cherry Hill)
22) Bureau of Landscape Architecture and Environmental Solutions
23) Bureau of Geotechnical Engineering
24) Coordinating Authority, Utility and Railroad Engineering Unit
25) Bureau of Maintenance Engineering and Operations
26) U. S. Department of Labor/OSHA (For projects involving blasting or lead paint removal) Refer to CPM Section VI-D1
27) New Jersey Department of Health and Senior Services (For projects involving blasting or lead paint removal)
Attention: Program Manager
Occupational Health Service
P.O. Box 3
Trenton, NJ 08625-0360
28) NJ State Police and/or Municipal Police
29) Municipalities within the limits of the project – Township Engineer

d. The Regional Construction Engineer shall prepare and distribute in advance an agenda for the conference. Included in the agenda will be the order in which representatives should speak, and the primary topics which will be discussed. Refer to Attachment "A" for "Preconstruction Conference Agenda".

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SECTION PROCEDURES
SECTION III, SUBSECTION A

2. Municipality Notification of Project Start-Up

a. Prior to start-up of each project, all **Resident Engineers** are directed to send a letter to all municipalities, within the limits of the project, giving them pertinent information regarding the construction activity about to occur (i.e., type of work, hours of work, etc.) This letter must be addressed to the municipality's Administrator or Town Clerk.

If the Resident Engineer is unable to ascertain the name and address of the Administrator or Town Clerk, the Resident Engineer shall call NJDOT's Office of Community Affairs to obtain this information.

Attachment "B" is a sample letter that may be followed in this notification process. This letter reflects the minimum communication that should be made with the municipality. Additional information from the **Resident Engineer** shall be forwarded when a field office is set up (see copy of 5-7.34).

SUPERCEDED BY CONSTRUCTION PROCEDURES HANDBOOK SECTION III, SUBSECTION A
2011 CONSTRUCTION

ATTACHMENT "A"

PRECONSTRUCTION CONFERENCE AGENDA

1. The Regional Construction Engineer will record, transcribe and compile meeting minutes for distribution within one (1) week of the conference to all attendees.

2. All attendees are to sign the attendance sheet and note their affiliation, telephone number and fax number. A copy of attendance sheet is to be made available attendees.

3. Comments from the Regional Construction Engineer:

   a. Ask attendees to introduce themselves.
   b. Explain the purpose of the Preconstruction Conference.
   c. Discuss the Ethics Standards and Conflict of Interest requirements of Subsection 109.15, and emphasize that the Contractor is under a continuing obligation to abide by the requirements. Request the Contractor's completed Ethics Certification, form DC-71.
   d. Explain correspondence routing procedures. All correspondence is to be directed to the Resident Engineer. An exception is DC-18 submissions, which are sent to Regional Construction Office with a copy of transmittal to Resident Engineer.
   e. Explain subletting procedures and limitations. No work is permitted by subcontractors until they have been approved. Note partial payments requirements of the Specifications Subsections 109.05 and 109.07.
   f. Communications with the public are to be referred to the Resident Engineer or Superintendent to avoid comments from unauthorized or uninformed personnel impacting the public's perception. (Stress the Resident Engineer's role as the State's representative.)
   g. Discuss the handling of damage claims from the public.
   h. Discuss procedures for DC-161 "Contractual Notice Form". Refer to Specifications Section 107.02.
   i. Discuss the issue of Subcontractors' supervision (Subsection 108.02).
   j. Discuss the Public Information Center. (If applicable)

4. Comments from the Resident Engineer and Field Manager:

   a. State the project's completion date. Discuss the Substantial Completion and Acceptance process to ensure that the Contractor knows how far in advance of the completion date the actual work must be completed. This will allow for inspections and corrective work to be completed prior to the completion date. State any pertinent Progress Schedule requirements. Stress that timely updates are necessary and required. No extension of time will be granted without documentation based on an updated Progress Schedule. The completion dates will be strictly enforced.

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SECTION III, SUBSECTION A

b. Discuss anticipated contract meetings.
   1) Weekly or Bi-weekly project meetings
   2) Contractor's EEO Meeting (Resident Engineer and subcontractors should be invited) and follow-up meetings every six (6) months. Distribute EEO packages.
   3) Public Utilities Meeting - (need separate project utility meeting). Give the Contractor a copy of each Utility Agreement and Utility Construction Authorization (CPH Section VI-K).
   4) Safety Meeting - Maintenance and Protection of Traffic
   5) Mid-Contract Meeting
   6) Pre-paving and/or Pre-concrete placement Meeting
   7) Closeout Meeting
   8) Environmental Meeting with Regulatory and Enforcement Agencies for projects that have special environmental commitments.
c. Discuss the Contractor's compliance with laws and ordinances.
   1) Truck Weight – The Department's monitoring program for project personnel. (CPH Section VII-F1).
   2) Vehicle Registration – Vehicles used for intrastate construction must be registered in the State of New Jersey in accordance with N.J.S.A. 39:3-15.
   3) Buy/Ship America – Refer to Specification Subsection 106.08 "Foreign Materials".
   4) Solid Waste Disposal - Must be in accordance with DEPE regulations.
   5) Environmental Commitments (including permit requirements) OSHA and PEOSHA Requirements
d. Discuss liability, completed insurance certificates and the need for endorsements as well as renewals to be in accordance with Subsection 107.23.
e. Discuss field office requirements (Refer to CPH Section III-H) and the computer system that is compatible with the Department's "ACES" system. (Subsection 105.11)
f. Discuss the necessity of Materials Questionnaires, delivery tickets, source testing and certification submissions prior to incorporating materials into the project.
g. Discuss the Specification requirements for submission of and distribution of shop and working drawings for roads, structures and electrical items. (Specification 105.04)
h. Discuss other pertinent issues such as public access, work restrictions, verification of original ground elevations and earthwork quantities before the ground is disturbed.
i. Discuss safety.
   1) Traffic Control Plan
   2) Safety Inspections
   3) Need for immediate corrective action
   4) The use of NJ State Police and/or Municipal Police (Refer to CPH VIII-B)

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j. Give the Contractor one set of general property parcel and entire tract ma and inform the Contractor as to any special conditions or requirements und the Real Estate Agreements. (Refer to CPH Section VI-B)

k. Discuss the need for preservation of existing monuments, and for proje with ROW takings, insure that the Map Filing Law requirements with rd to monuments, are adhered to.
NOTE: It is the responsibility of the Resident Engineer to re w the plans prior to the Preconstruction Conference to confirm the existence of any monuments, either control or geodetic, on the project a o remin e Contractor, at this meeting, of its responsibil to preserv them.
Also, if any monuments are found on the oject that w e not indicate on the plans, their usefulness will be confirmed b ntacting etic Surv
l. Discuss ACI Certification requirements for concrete nstructio and supply DC-183, DC-184 & DC-185 forms to ntractor, whe pplicab

5. Regional Construction Engineer - A y comm t from Fed al, County, Local, and other State offices in the follo in order:

a. Federal Highway Admini ati
b. Bureau of Environmental ysis
NOTE: Environmenta itments ded in t S shall be presented by this Bureau.
c. Office of Commun olvement
d. Project Manage
e. Any Bureau in a ance
1) Right-of-W The RO presentative will make a presentation as to any parcel emainin e acqu d, including the projected acquisition dates as well as e expected va ing dates of any remaining occupied properties. The ROW repres tative will be responsible for supplying the Resident Engin list des g any pertinent ROW issues between the Department a Prope wners, including copies of any specific agreement rement osed on the Department as a result of negotiati In addi , the name of a ROW staff member from the Distric ROW office will also be provided for any questions the Resident Engi eer ay hav (Refer to CPH Section VI-B)
2) Uti s – Coo ating Authority, Utility and Railroad Engineering Unit (R to CPH S n VI-K)
3) B eau of M ance (Regional Maintenance Office)
NOTE: Regional Maintenance personnel will be responsible for providing the Resident Engineer with all pertinent Highway Permits at, or before, the Preconstruction Conference.
4) Division of Civil Rights and Affirmative Action
5) Regional Traffic Engineer, Work Zone
6) Traffic Operations North and/or South
7) Office of Capital Project Safety
8) Bureau of Materials

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9) Regional Materials

f. NJ State Police and/or Municipal Police

g. County

h. Local Government - Municipalities within the limits of the project

i. Regional Electrical Engineer - Traffic Signal Turn-on Scheduling (Refer to CPH Section VI-H)

6. Contractor's Submissions (Resident Engineer requests the submissions)

   a. Have the Contractor submit the following:
      1) List of proposed Subcontractors and EEO Officers
      2) DC-18 Sublet requests
      3) Materials Questionnaire (DC-2891)
      4) Key Contract Personnel (DC-34)
      5) Insurance Certificates and Endorsements
      6) Erosion Control Program
      7) Affirmative Action Program (New or approved Program on file in Division of Civil Rights and Affirmative Action?)
      8) Training Program
      9) Safety and Health Program (Refer to Contract Specifications Subsection 107.10)

   b. Progress Schedule submissions in accordance with Subsection 108.04.

7. Regional Construction Engineer asks for comments and questions from the Contractor.

8. Comments and questions from others.

9. Adjournment by the Regional Construction Engineer.

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ATTACHMENT "B"

S A M P L E

Date

Ewing Township Clerk Office
123 Street Avenue
Ewing Township, NJ 08543

Attention: Jane Doe, Township Clerk

Dear Ms. Doe:

Please be advised that on or about (date) work will commence on the (Project Name). This will involve (brief description of work to be performed) in your (city, township or borough). The Contractor (name) expects the working hours to be from (daily start and stop times) (first work day to last work day of week).

If you have any questions concerning this project please contact me. I am the Resident Engineer for the Department of Transportation's official representative for this project. My current telephone number is (609-123-2345). As soon as a field office is established, I will forward to you a five the key contract personnel form for emergency purposes.

Sincerely,

Joe Resident

Cc: County Engineer

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ATTACHMENT "C"

DC-118 (Rev 9/06)

NEW JERSEY DEPARTMENT OF TRANSPORTATION

ETHICS CERTIFICATION

Project Name/ Route and Section: _____

I am the _____ of _____
Title Contractor

and I am authorized to make this certification on behalf of _____.
Contractor

I certify that:

1. No officer, employee, agent or representative of the above referenced company has given to any employee of the New Jersey Department of Transportation, or to any immediate relative thereof, any employee or agent of the New Jersey Department of Transportation any sum of money or any gift or gratuity in any form whatsoever.

2. No officer, employee, agent or representative of the above referenced company has solicited or purchased any equipment, or any form of service or supplies of any nature from any employee of the New Jersey Department of Transportation.

3. Similarly, such gifts, gratuities, loans, rentals or purchases have not been solicited or made from any agent of the Department during the period of time that such agent was participating in any function related in any way to the project.

4. I understand that I am under a continuing obligation to disclose any such gifts, gifts, gratuities, loans, rentals or purchases and that failure to do so will subject me to applicable penalties under the law.

Signature _____

Name _____

Title _____

Date _____

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION B	DATE
CONSTRUCTION START UP	OFFICE PROCEDURES INDEX	05/15

The following is an index to the paragraphs in this Subsection.

1. File System
2. Office Plans
3. Record Keeping
   a. Automated Construction Estimate System (ACES)
   b. Resident Engineer's Diary
   c. Security of Records
4. Key Contract Personnel (DC-24)
5. Daily (DC-3b) & Weekly (DC-24) Reports
6. Developer Agreements and Non-Low Estimate Projects
7. Monthly Progress Estimates
   a. Allowance for Material at or Near the Site of Work
   b. Lane Occupancy Charges
8. Materials
   a. Materials Questionnaire, Form DC-2891
   b. Materials Control
      1) Status Chart
      2) Delivery Slips
      3) Material Certifications
   c. Material Suppliers, Suspended or Debarred
   d. Buy American
9. Attachments
   a. File System Index
   b. DC- 24M "Materials Team Leader Weekly CEMM Report"
   c. Materials Questionnaire, Form DC-2891
   d. Materials Spread sheet

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION III, SUBSECTION B

1. **File System:** The Resident Engineer shall establish a Field Office Filing System utilizing the following standards:

   a. Item Files will be kept in numerical sequence. "NO ITEM" files are not required; however, if the "NO ITEM" files are being deleted, a "CONTRACT ITEM FILE" must be utilized. This file is to contain a list of all contract items (Contract Summary Report) and is to be filed before the first contract item file.

   b. All other project files will be numbered, as shown on the attached File System Index. (Refer to Attachment "A").

      1) Not all projects will require all the files except File No. 1, which will always be labeled "file system index". All files being utilized must be either circled or highlighted in the file system index. This will identify if a file is missing or not being used.
      2) Alphabetical suffixes can be used to expand the numerical file system index.
         Example #1: If a new form is issued, a DC-95, it could be inserted into the file system index as #43a; this would be just after the existing DC-92, #43 on the index.
         Example #2: If a [illegible] category needs to be expanded such as the file #13, "[illegible] Documents Subcontractor" to keep separate files on various subcontractors, it could be done with #12a - Painting Subcontractor, #12b – Beam Guide Rail Subcontractor, etc.
      3) The most important part of adding or deleting files is to show this on the file system index.

      NOTE: Concerning file system index folder, #10 "Correspondence Outgoing", all outgoing correspondence must indicate the Federal Project Number or note it as N/A.

   c. In addition to the file system index, all field offices shall maintain a separate incoming and outgoing correspondence log, either a ledger or Form AD-19 "Correspondence Log" shall be used. Each item of correspondence is numbered in numerical order for reference when looking for a piece of correspondence.

      Electronic mail (E-mail) received at NJDOT field sites is an acceptable form of communication (correspondence). A copy of job related E-mail will be printed and recorded and retained as part of the project records in the same manner as any copy correspondence. The E-mail is to be filed in the appropriate correspondence file and cross-filed where necessary. E-mail records related to Construction Order activity will be considered part of the Construction Order package and will be included in the back-up documents. After the E-mail is printed, recorded and properly filed, it may be deleted from the computer records to avoid overloading the computer's memory with stored E-mail.

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1) Ledger Type:

Date Received/Sent	Registry Number	Subject	From	To	Where Filed
11-11-02	1	Extension of Time (Response)	Resident	Contractor	[illegible]older #59
11-14-02	2	Construction Order Increase In Earthwork Quantities	Resident	Supervising Engineer	[illegible]e Folder #5

2) Form AD-19:

Form AD-19 NEW JERSEY DEPARTM[illegible]OF TRANSPOR[illegible]ATI[illegible]
CORRES[illegible]NDE[illegible]CE LOG YEAR [illegible]002 (OUTGOING)

(1) Date	(2) Registry No.	(3) Date Of Corres.	(4) From	(5) Subject	(6) To	(7) Date [illegible]y [illegible]arded	(8) Is Re[illegible] Neces[illegible] Yes/No	(9) Anticipated Date [illegible]ther Than [illegible]stablished 4 Day Maximum	(10) Sender Notified of Delay Yes/No	(11) Where Filed
11/11/02	1	11/11/02	Resident Engineer	Ext[illegible] of [illegible] (Re[illegible]nse	[illegible]	11/11/02	[illegible]	—	—	File Folder #59
11/14/02	2	11/14/02	Resident Engineer	[illegible]ion Order - [illegible]se in Earthwo[illegible] Qua[illegible]ities	[illegible]upe[illegible]ising [illegible]neer	11/[illegible]	Yes	—	—	File Folder #5

2. **Office Plans:** A set [illegible]ffice construc[illegible]ion plans shall be maintained in the field office by the Reside[illegible]Engineer and [illegible]r office person. These should be designated (marked in red) as the [illegible]e plans [illegible]hould not be removed from the field office.

Maintaining offi[illegible]ps (plo[illegible]ily progress) provides a method for the office person to ch[illegible]Inspectio[illegible]personnel reports for proper stationing, overlapping stationing, [illegible]nel plan sheet[illegible] etc., and to help prevent the documentation of inaccurate [illegible]formation. W[illegible]en items are submitted for "pay", the office person should [illegible]f the s[illegible]ts given on the report, mark the limits of construction and indica[illegible] quantit[illegible]leted and the date it was constructed. A colored pencil sho[illegible]used to [illegible]ght the construction that was completed. A well-maintained (plo[illegible]) set of office plans shows the progress of the project at a glance and is a [illegible]ady reference when talking by telephone to outside offices, property owners, etc.

Office plans help to ensure that the construction of pipelines, curb, subbase outlet drains, etc., is completed before subsequent items. A well-maintained set of plans is of great value when it becomes time for As-Built preparation. Many As-Built questions can quickly be resolved by notations on the office plans. The office plans can then be used to prepare the As-Built plans. (See CPH Section VII-H)

2011 CONSTRUCTION SECTION III, SUBSECTION B SUPERCEDED BY CONSTRUCTION PROCEDURES HANDBOOK

3. **Record Keeping:**

   a. **Automated Construction Estimate System (ACES):** All project data related to daily construction quantities, materials and personnel, used to prepare daily, weekly and monthly reports are to be recorded and maintained in the Automated Construction Estimate System (ACES). The ACES program is to be installed and set-up by the Regional ACES Coordinator no later than two weeks after the Preconstruction Conference was held regardless of when the Contractor plans on starting work. This may require the installation of ACES for a new project in the field office computer of an existing project prior to a new field office becoming available. This is so that the field office staff can update information immediately when changes occur. Accurate updating of project data by the field office staff is a key element in the implementation of the ACES Server database. The ACES Server database, produces Manager and reports for the Division's Management and Field Managers and updates the Construction Status Database.

   The ACES program is user friendly and requires little knowledge of or experience with Personal Computers to operate. The ACES program contains **"HELP FILES"**. These "HELP FILES" contain all the information and directions needed to operate the system. If system problems do occur and assistance is needed, the project's Resident Engineer is to contact the Regional ACES coordinator for assistance.

   b. **Resident Engineer's Diary:** The Resident Engineer is required to maintain a diary in which daily, logical entries are made in black ink. It is one of the project's most important documents. The diary is to be maintained as follows:

      1) The date and signature of the Resident Engineer or his representative shall be included immediately after each day's entry. The Resident Engineer's designee shall make entries for the Resident Engineer in his absence.
      2) New entries shall directly follow the previous with no blank lines in between entries. The "journal" type of diary. The portion of the page not written on should be crossed out in the "daily" type of diary. An entry shall be made for every calendar day, regardless of whether the Contractor is working or not. Reasons for not working or for slow progress should be included.
      3) It should be kept as brief as possible, without sacrificing necessary information since it provides invaluable information and evidence in the event of later contractual controversies or legal actions.
      4) The diary should be complete and understandable to anyone unfamiliar with the project. It should include specific problems encountered and corrective action taken in regard to work progress, work starts, work stoppages, construction equipment, material deliveries, weather conditions, material shortages, testing, labor disputes, utilities, subcontractors, etc.

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5) During the course of the project, the Resident Engineer shall keep his diary under his personal control at the project field office. When not in use, it shall be kept in the office's fire resistant lockable file cabinet. The diary shall be available to his superiors, representatives of the FHWA, or other authorized agents.
6) The project diary is an official source document and shall be turned in with other contract records at the conclusion of the project.
7) The diary should contain the following:
   a) A detailed record of information that might have a bearing on any probable claim against the State. Note if photographs have been taken.
   b) Statements of fact and not opinions.
   c) A detailed record of information about conditions and actions by the various parties that will have a significant effect on the progress of the job.
   d) A record of discussions with, decisions made and directions given to the Contractor's representatives and assigned personnel.
   e) A record of discussions with, decisions made, and directions received from the Resident Engineer, immediate supervisor and higher authorities.
   f) A record of discussions with other interested parties (e.g., safety inspectors, local officials, etc.) and conclusions concerning the discussion.
   g) An explanation of the and when a project problem was resolved, together with proper cross references. This will be done when an inspector's report comments critically or adversely about an operation.
   h) A record of any accidents or injuries on the job, names of witnesses and the conditions prevailing at the time.
   i) A source of some general information such as the hours you worked, the weather conditions, and what the contractor did.

c. **Security of Records:** When not in use, all source documents, reports, diaries, computer backup disks, correspondence, survey notes, etc., shall be kept in the project's fire resistant file cabinet. The file cabinet should be locked whenever project personnel leave the field office.

ACES backup: The ACES data files need to be "backed up" to insure that in the event the system is corrupted or damaged the project records will still be intact. It is recommended that the system be "backed up" each work day or whenever information is recorded. Several backup disks should be maintained and rotated between them. This is to avoid a situation where the previous backup has been erased during the new backup and the new backup fails, leaving you with no backup. In addition to storing the ACES computer backup disks in the fire resistant file cabinet it is recommended to remove one backup disk from the office each working day. This is so that in the event of a disaster and the field office is lost, the project's ACES records will still be intact.

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4. The **"Key Contract Personnel" (DC-34)** notification form is to be prepared and transmitted using ACES no later than two weeks after the Precons[illegible]n Conference was held regardless of when the Contractor plans on starting w[illegible]he Contractor is requested to provide all of their key contract personnel infor[illegible]ation to the Resident Engineer at the Preconstruction Conference. The manua[illegible]ibution of the DC-34 is to occur once it is completed in accordance with the [illegible]ution list on the form. A copy of the DC-34 is to be sent to the FHWA [illegible]ull oversight projects. Any revisions to the original DC-34 submittal will require the form to be retransmitted and distributed each time, to updat[illegible] all affected [illegible]ases. C[illegible]e Contractor is no longer responsible for traffic re[illegible]d activity, [illegible]Resident Engi[illegible]eer will prepare the DC-34 for redistribution wi[illegible]the box i[illegible]he upper righ[illegible] corner "Project Completed" checked. This will advi[illegible]e Supp[illegible] Services to [illegible]rge the form.

5. **Daily (DC-3b) and Weekly (DC-24) Reports:** Th[illegible] Resident Engineer has the responsibility for ensuring that the D[illegible]ly Con[illegible]uction Re[illegible]rm (DC-3b) and Weekly Progress Report Form ([illegible]), or Re[illegible]t Engine[illegible]Bi-Weekly Progress Report (DC-156) is complete[illegible]using the A[illegible]ated Co[illegible]on Estimate System (ACES) as per the following[illegible]ures:

   a. **A Daily Constructi[illegible]Inspectio[illegible]eport (DC-3[illegible]** is to be prepared using the ACES on all proje[illegible]n the startin[illegible] date of th[illegible]ontract. The purpose of this report is to list a[illegible]ity, progre[illegible]and gene[illegible]emarks for a given day. This data/information [illegible]obtained fr[illegible]the daily inspection reports and the Resident Engineer. The[illegible]port wi[illegible]be prepare[illegible]e[illegible]n if no data/information is to be recorded fo[illegible]e day. [illegible]will continu[illegible]until Contractor activity ceases after completion, which is d[illegible]ned as the dat[illegible]all contract items have been completed. Under Remarks, r[illegible]e such thin[illegible] as actions taken to correct unsuitable conditions, projec[illegible]ty, deci[illegible]s by Resident Engineer, utility work in progress, etc. Dir[illegible]tions for pre[illegible]aring the DC-3b report are contained in the ACES "HELP [illegible]". A ha[illegible]opy of the ACES prepared form is to be filed in project reco[illegible].

   b. **The We[illegible]ly Progress Re[illegible]ort Form (DC-24)** is to be prepared using ACES on all pr[illegible]nd is t[illegible]completed and finalized each Monday (or Tuesday for wee[illegible]Mond[illegible]days) for work completed as of Friday. The purpose of thi[illegible]rt is to pr[illegible]e a weekly listing of items recorded for payment, the dollar a[illegible]t of activity for the week, percent complete by time and money, inspection activity information, personnel status and general project status remarks. This data/information is obtained from the daily inspection reports and the Resident Engineer. Once the DC-24 is finalized it will be automatically electronically transmitted to the ACES server. The first transmission of DC-24 is to occur two weeks after the Preconstruction Conference was held regardless of when the Contractor plans on starting work.

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DC-24 Weekly Progress Reports following the first report must record project's status, activity and staff assigned to the project, even if the Contractor does not start work for an extended period after the Preconstruction Conference.

NOTE: Directions for preparing the "Weekly Progress Report" DC-24 are contained in the ACES "HELP FILES".

1) The following information is contained on Page 1 of the form:

   a) All item descriptions and quantities are obtained from the Daily Inspection reports.
   b) All dollar amounts and percentages are calculated through ACES.
   c) ENGINEER'S ESTIMATE OF SUBSTANTIAL COMPLETION DATE and ENGINEER'S ESTIMATE OF PROJECT COMPLETION DATE:
      You may use the dates in the contract, what is in the Contractor's progress schedule or Resident Engineer's best estimate. ***THESE DATES MUST BE UPDATED WHEN THEY CHANGE.*** If the "Engineer's Estimate of Project Completion Date" is past the current date you are on the wrong form and the report should be changed to the Weekly DC-156, or date must be changed to estimated date past week ending date.
   d) Daily average numbers of contractor's employees and activities on the project will be entered in the space provided as shown on the sample.
   e) In the box "As-Builts Completed" enter the estimated percentage of project as-built work completed to date using the table below as a guide.

10%	Setup
50%	Calculation - DC-29, DC-30, DC-26, DC-27, DC-91, etc.
90%	DC-30 Checked
100%	As-built Plans/DC-104

2) The following information is contained on Page 2 of the form:

   The "Man-hours used by Activity Group" portion will be used by all projects for tabulation of Construction personnel man-hours charged to the project in performing the various activities. The Construction Engineering and Materials Management (CEMM) memorandum establishing planned man-hours for the project will indicate which project activities are to be tabulated on the project's "Weekly Progress Report". This memorandum will also supply the planned man-hours to be entered in this section for each activity. Man-hours charged to the project's time sheet job code(s) by each employee working on the project will be tabulated, to the nearest one-half hour, on a daily basis under the appropriate activity and entered in ACES (Personnel-Daily time input). Time allotted for as-built work is to be recorded under the field inspection category the work was performed for (i.e., Paving, Earthwork, etc.).

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a) On all Projects the form **"Materials Team Leader Weekly CEM[illegible] Report" DC-24M** (Attachment "B ") is to be utilized by the Materials Te[illegible] Leader to document materials field-testing time charges for each pr[illegible]. These hours are not associated with any individual(s), but [illegible] accumulation for all personnel involved. This form will be [illegible] out completely and submitted to each Resident Engineer by [illegible] each Monday (or Tuesday for weeks with Monday Holidays) fo[illegible] projects where weekly materials personnel time charges occurred. T[illegible] Resident Engineer upon receipt of the hours (DC-24M or verbal re[illegible]) will have them input into ACES as one day's time charges (Friday's Daily Report) under the category "Materials Hours" prior to finaliz[illegible] the Cons[illegible]tion DC-24 Weekly report. Construction p[illegible]sonnel ch[illegible]ing time to ma[illegible]als field testing will charge their time to individual fie[illegible] spection c[illegible]tegory, not to the "Materials" category.

3) The following information is cont[illegible]ed on Page [illegible] of the form:

a) In the "Work Assigned" col[illegible] the ac[illegible]ti[illegible] the em[illegible]oye[illegible] is assigned to for "This Week" and "[illegible]xt Week" sh[illegible] be indi[illegible]te[illegible] e.g., earthwork, paving, structures, as[illegible], office [illegible]ork etc. If [illegible]e number of activities is too large to record in[illegible]ate the m[illegible] ones, [illegible] small projects "Field Inspection."

Based on the [illegible]se[illegible]t data b[illegible]g [illegible]ansmitt[illegible] to the ACES Server, attention **must** be giv[illegible] to how da[illegible] times are [illegible]ecorded into the ACES software on projec[illegible] If any indiv[illegible]ual is worki[illegible] more than one project, only the primary p[illegible]ect shoul[illegible] be used to rec[illegible]d benefit, leave or holiday time. The pri[illegible]ary Projec[illegible] assignment for each employee is determined by the Fiel[illegible] Manager a[illegible]d the Resident Engineer. Work hours should be charged to the appropri[illegible]e p[illegible]ject if in[illegible]ection personnel are assigned to multiple projects but [illegible]aution is give[illegible] that weekly totals match time sheet entries, including ov[illegible]time.

b) All pers[illegible]nel transfers must be clearly indicated on the DC-24. It is impo[illegible]t that the [illegible]oject to or from which the employee was transferred be [illegible]ted in the w[illegible] assigned columns on the report. If additional space is [illegible]eeded, note "TRANSFERRED" in the work assigned column and make [illegible]ecessar[illegible] remarks under "Comments". Every employee must be set to Full Time [illegible]us on at least one (their primary) project to record the leave time [illegible]en, including Holidays. However, an employee may be set to Part Time status for a project and their time will not have to add up to 40 hours for the week.

c) "PROJECT STATUS", enter the appropriate status of construction remarks and pertinent information which is used to monitor the status of the project. This information shall include the Contractor's anticipated opening date of the project or sections of the project, bridge, etc., beginning at least 30 days prior to opening. This information must be

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updated on each subsequent report to show the progress for the reporting period.

d) "COMMENTS", enter the appropriate status of staff work and include:

i. The status of all pending Construction Orders by letter designation, including those in draft form until they are approved by the Regional Construction Engineer. Include the net cost (dollar increase or decrease) of the Order and a one-line description of the content of the Order (e.g., as-builts, Change of Plan, field changes, etc.).

ii. The status of any pending Change of Plan (COP) or Utility Issue, and/or field problem that has been submitted to the Project Manager, including the date of initial submittal, when it is resolved and/or incorporated into a Construction Order.

iii. A statement detailing any Contractor caused impacts such as a delay in review of as-built quantities, delay in submittal of supplemental prices, or lack of contractual operations (staffing) to effectively complete the project on time, including Resident Engineer paperwork closeout of the contract. Include initial date of notification to the Contractor, Resident Engineer specified due date and any follow-up action taken.

iv. Work planned for the next week, major work performed, personnel moves on or off the project and manpower needs and excesses for the coming week.

4) The distribution of the Weekly Progress Report will be:

a) Original form to be filed in Project Files.
b) Copy will be sent to the District on full oversight projects.

The Bureau of Construction Engineering will be performing random Quality Assurance audits on the timeliness and content of these reports are being used to update the Status of Construction Projects database.

5) Weekly Progress Reports (DC-24) shall continue on all projects until the first "Resident Engineer's Bi-Weekly Status Report" (DC-156) is submitted no later than one month after the substantial completion of construction. Manpower totals from the last DC-24 will be transferred to the first DC-156, and the report numbering of the DC-24 will be continued with the first DC-156.

NOTE: See CPH Section VII-B for "Resident Engineer's Bi-Weekly Status Report" (DC-156) sample and instructions.

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6. **Developer Agreements and Non-pay Estimate Projects**:

A modified ACES program is used on Developer Agreements and other Non-Pay estimate Projects statewide. *A separate computer configuration is not required for Developer Agreement Projects. This program is to be loaded on an existing computer at a field site convenient for use by the Resident Engineer's office support staff.* The ACES program is to be installed and set-up by the Regional ACES Coordinators no later than two weeks after the Preconstruction Conference was held regardless of when the Contractor plans on starting work.

Weekly Progress Reports (DC-24) are not required on these projects. Instead, the **"Resident Engineer's Bi-Weekly Progress Report" DC-156** is to be used to record the Contractor's activities, personnel status and general project status remarks. This data/information is obtained from the daily inspection reports and the Resident Engineer. The DC-156 Bi-Weekly reports will be completed and finalized beginning two (2) weeks after the preconstruction meeting starting with the first corresponding pay period end date and shall continue until Acceptance. Once the DC-156 is finalized, it will be automatically electronically transmitted to the ACES server. If physical work is not scheduled to begin after an extended period after the Preconstruction Conference, the Resident Engineer or Field Manager is to inform the Manager, Bureau of Construction Engineering, of anticipated project startup and DC-156 submittals. The last DC-156 report is to be marked "FINAL"; this is a check box in ACES and is only used for the project's last Biweekly. When checked, after running a preliminary DC-156, it indicates that this is the last Biweekly to be run for the project. Once this box is checked, you WILL NOT be able to run another Bi-weekly for this project.

NOTE: Instructions for preparing the DC-156 (Bi-Weekly) report are contained in the ACES **HELP FILES**.

NJDOT or consultant inspection staff will be entered into the Personnel field and all hours charged against the project will be accurately recorded. This includes Materials personnel hours reported to the Resident Engineer on form DC-24M "Materials Leader Weekly CE&I Report" (refer to paragraph 5.b.2)a)) Pertinent comments are to be noted on the Bi-Weekly and if code AC is used for "Current Project Status" a highlighted block will appear and the appropriate percentage of work completed is to be entered.

The **"Daily Construction Report" DC-3b** should be produced during active construction periods to document daily activities, progress and general remarks for a given day. The report will be prepared even if no data/information is to be recorded for the day. It will continue until Contractor activity ceases after completion. A copy of the DC-3b is to be retained in the project files.

NOTE: <u>DC-24 Weekly & DC-156 Bi-weekly Reports' Diagnostic Scan</u>

Accurate updating of project data by field office staff is a key element in the implementation and maintenance of the ACES Server database's

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Management Reporting System. The ACES contains a diagnostic program that will scan the preliminary reports of the DC-24 "Weekly" and DC-25 "Biweekly", detecting data fields that are not filled in or an abnormality that may need an explanation or adjustment. An exception report will accompany the preliminary printout of the report and the areas noted on the exception report will need to be addressed prior to the report being acceptable for finalization and transmission. This diagnostic check will ensure that data fields contain data that is not obviously flawed.

7. **Monthly Progress Estimates:** Process computer Monthly Progress Estimate Certificates using the due date established by the Manager, Bureau of Construction Services, Procurement in the Notice to Proceed letter to the Contractor, a copy of which should be in the project files. No estimate is to be processed for under $1,000.00 unless a contract time adjustment or instruction letter has been approved since the last monthly estimate or the Contractor requested in writing that such payment be made.

   NOTE: Instructions for preparing and processing the Monthly Progress Estimate are contained in the ACES "HELP FILES".

   a. **Allowance for materials furnished but not incorporated into the work:** If an allowance is to be made for materials at the job site (subsection 109.06) the following steps are to be completed:

      The Contractor must submit a copy of his receipted paid invoices for the materials which are to be allowed in accordance with Subsection 109.06 as "Materials at Job Site" along with the Form DC-149 "Release of Liens for Materials Stored for Incorporation in Department of Transportation Project". Payment for materials that are stockpiled by the Contractor at a location not in the vicinity of construction projects and are not covered by the contract specifications will require a Construction Order for the specification change and a memorandum to the Regional Construction Engineer attached to the DC-149 containing one of the following statements:

      Federally Funded Projects - The FHWA Area Engineer's concurrence is required and a memorandum to file containing the following statement will be attached to the DC-149.

      > Payment for materials stored for incorporation
      > in Department of Transportation projects
      > represented by the attached DC-149 has been
      > *discussed with* __(FULL NAME)__ of the FHWA on
      > __(DATE)__ , and concurrence was received.
      >
      > __(SIGNATURE OF RESIDENT ENGINEER)__

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Trust Funded Project - The Project Manager's concurrence is required a memorandum to File containing the following statement will be attached to DC-149:

> Payment for materials stored for incorporation in Department of Transportation projects represented by the attached DC-149 has been discussed with __(FULL NAME)__ , Project Manager on __(DATE)__ , and concurrence was received.
>
> (SIGNATURE OF RESIDENT ENGINEER)

NOTE: Do not allow payment for more material than the amount required to complete the remaining contract quantity of the item.

b. **"Lane Occupancy Charges":** Recording is under "Data" from the main ACES menu, is used to facilitate recording of "Lane Occupancy Charges" assessed the prime Contractor in accordance with Project Specific Special Provisions Subsection 108.09. The Special Provisions require that prior to deduction of any charges from a monthly estimate for occupancy of a lane or lanes of Traveled Way the Resident Engineer will provide the Contractor with a statement of the charges to be collected and the supporting calculations. The recording area is programmed with a standard report to the Contractor listing the date, location, start time, end time, total time charged, lane charges per minute and total lane occupancy charges for a given work day. It is also possible to enter negative minutes under "Total Time Charged" to reduce or negate a previous entry. The completed invoice is then printed, signed by the Resident Engineer and forwarded to the Contractor daily as a statement of lane charges to be included in the next pay estimate.

A running account of lane charges is available under "Reports" from the main ACES menu. This will allow the Resident Engineer or ACES operator to view or print a summary of lane occupancy charges assessed the Contractor, to date.

The Contractor's monthly pay estimate will show lane occupancy charges accumulated during the duration of the project. These charges will be shown as a line item on the last page of the monthly estimate and included with the total of "Liquidated Damages" for the project when the estimate is transmitted to Treasury.

8. **Materials:** This section covers the approval and monitoring of Materials that will be incorporated into a construction project.

a. Review submissions of "Material Questionnaire" form DC-2891 (Attachment "C ") which is used for both Road and Bridge Items.

All materials to be used by the Contractor and Subcontractors on the project

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must be listed. At the beginning of the project, and as per Contract Specifications Subsection 106.01, the material questionnaires shall be submitted for all materials to be used during the first six months of the project. During construction, subsequent questionnaires must be submitted for materials not already covered in questionnaires or when the source of material is changed. These should be submitted at least one month in advance of the proposed use of the materials.

The DC-2891 "Material Questionnaire" forms may be hard copy or **Electronically mailed** from the Contractor to the Resident Engineer. During the review of the questionnaires, the Resident Engineer should be aware of the fact that the Bureau of Materials will evaluate whether the listed non-domestic materials are acceptable for use on the project. Should the Resident Engineer or the Contractor have any questions in this regard, the Resident Engineer should make contact with the Field Manager the Bureau of Materials for clarification. Following the review, the Resident Engineer shall give his concurrence of the questionnaire and **hard copy or electronically** distribute them as follows: One copy to the Bureau of Materials, one copy to the Regional Construction office, and, optionally, one copy to the Regional Materials Office. Check with the Regional Materials office to ascertain if they want a copy.

The Bureau of Materials will review the questionnaires to ensure that the sources are approved. If an **Electronic** DC-2891 "Material Questionnaire" is used the Bureau of Materials will forward an advanced **Electronic** DC-2891 back informing the Resident Engineer of the method of approval. This **Electronic** DC-2891 "Material Questionnaire" is for the Resident Engineer's use only and is not to be forwarded to the Contractor.
If a hard copy DC-2891 "Material Questionnaire" was used, the Bureau of Materials will return the approved questionnaire (Approval is noted by a stamp which reads "All Suppliers Listed Are Authorized To Furnish Materials To This Project Except As Noted").

The Bureau of Materials will forward the following forms regarding approval of the materials:

1) An LB-167 will advise that the supplier may ship materials from approved sources.
2) An LB-168 will indicate that the material must be inspected at its source. This requires notification by the supplier, before shipment, so that materials may be inspected by D.O.T. Materials personnel. Inspection reports must be sent to the Resident Engineer by the Bureau of Materials to document the source inspection.
3) An LB-232 will indicate that the material may be accepted by certification. Refer to materials certification portion of the Contract Specifications (Subsection 106.04) for specific information required on certifications.
4) When the individual in charge of Materials Questionnaires encounters a listed source that is of a foreign origin, he/she shall bring this to the attention of Plant Inspection, Bureau of Materials.

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The Bureau of Materials shall have the listed foreign material evaluated to determine if it is allowed for use according to the appropriate Federal or State law.

If the material is not allowed to be used under the "Buy American" clause contained in the contract, the questionnaire shall be marked "Not approved for use - Material is not from a domestic source." For requesting waivers from the Buy American requirements refer to CPH Section IV-A.1.

If the material is allowed to be used, the questionnaire shall be marked "Material approved for use - Material must be shipped accordance with Subsection 106.08 of the Contract Specifications for this project".

Many materials listed on questionnaires are actually fabricated using material from numerous sub sources. Occasionally, materials from these sub suppliers are not of a domestic origin. When this occurs, the source of the material will be determined at the time of inspection, i.e. the mill certification will indicate the source.

b. The following are methods of materials control:

1) Recording of required materials information (Material Questionnaires, Certifications, Inspection Reports, Delivery Tickets, etc.). is to be completed in one of the following methods:

- DC-70 produced by the ACES Estimator program
- DC-70-A manual form (back side of form" and DC-70-B manual form
- Spreadsheet (similar to Attachment "D", supplied by Region North Construction)

One method must be used throughout the entire life of the project and the Field Manager of the project is to verify compliance.

NOTE: If the spreadsheet or the manual DC-70-A & B forms are used, copies of the forms must be maintained in binder format.

2) The Resident Engineer has the responsibility for ensuring that delivery slips accompany all material deliveries to the project and should contain pertinent information such as its source, kind, size, quantity, and date. Check the delivery slips against the material questionnaire to see if material is from approved sources. Delivery slips are retained in the project files.

3) The Resident Engineer has the responsibility for ensuring that material certifications (Certifications of Compliance) accompany each delivery of materials, components, and manufactured items that are acceptable by certification. (Refer to Subsection 106.04 of the Contract Specifications)

The Contractor shall furnish three (3) copies of each certification to the Resident Engineer before the subject materials are incorporated into the

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project. If the certification is satisfactory, one (1) copy shall be kept in the project records. The other two (2) copies are to be distributed to the Bureau of Materials, 930 Lower Ferry Road, P. O. Box 600, Trenton, New Jersey 08625. Note on your copy when the two (2) copies were sent and to whom. Certificates of Compliance shall contain the information stated in Subsection 106.04 of the Contract Specifications.

c. Department policy requires that all material suppliers be approved prior to providing material for use on construction projects. This is becoming imperative due to the recent increase in the number of debarred or suspended firms. The Bureau of Construction Services, Procurement has received the following legal determination regarding whether a firm will be allowed to continue to supply or distribute material after the date of suspension or debarment:

"When a suspended firm has quoted a price on which a prime contractor based his contract bid, but no supply or distribution of material occurred prior to the date of suspension, the prime contractor cannot use that supplier or distributor. The prime Contractor must acquire another source of material."

When the Department of Transportation formally approves use of a specific material supplier or distributor prior to the date on which the supplier or distributor was suspended, that supplier or distributor will be permitted to complete work on the project for which approval was granted. The Bureau of Materials will be responsible for reviewing each materials questionnaire in comparison to the current debarred supplier list. If a debarred supplier is listed on the questionnaire, the Bureau of Materials will notify the Contractor, the Resident Engineer, and the Regional Construction Engineer in writing.

d. The Resident Engineer shall bring to the attention of the Contractor, NJSA 52:32-1 and NJSA 52:33-1 et. seq. which prohibit on any public work the use by the Contractor or Subcontractors of farm products or materials produced or manufactured outside of the United States. (Refer to Subsection 106.08 of the Contract Specifications) (See EEO/AA Section IV-A-1 for waivers).

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ATTACHMENT "A"
FILE SYSTEM INDEX

1. File System Index
2. Addenda and Special Provisions
3. Bid Proposals
4. Initial Startup Documents (Award & Execution letters, Cost Participation Breakdown, CEMM Breakdown)
5. Delivery Tickets - (May be boxed with reference in file)
6. Construction Orders - Pending
7. Construction Orders - Approved
8. Certifications - Road
9. Certifications - Bridge
10. Certifications - Contractor Personnel (i.e. SAT, CWI, welding,)
11. Correspondence - Incoming (Includes Correspondence Log)
12. Correspondence - Outgoing (Includes Correspondence Log)
13. EEO Documents - Contractor
14. EEO Documents - Subcontractors
15. Finalization Documents
16. Minutes
17. Monthly Estimate (Includes Input and Printout)
18. Payrolls
19. Permits
20. Police Reports
21. Progress Schedule
22. Property Purchases
23. Right-of-Way Documents
24. Safety Inspectors Reports
25. Shop Drawings - Road
26. Shop Drawings - Bridge
27. Utilities
28. DC-3a - Daily Construction Inspection - Weekly Report
29. DC-3b - Daily Construction Inspection - Weekly Report for Daily Use
30. DC-3c - Daily Construction Inspection Progress Report
31. DC-3d - Inspector's Daily Concrete Paving Report
32. DC-3a,b,d - Request for Approval to Sublet
33. DC-19 - Earthwork Calculations
34. DC-20 - Certification of Completion
35. DC-23 - Tabulation of Working Days
36. DC-24 - Weekly Progress Report
37. DC-24a - Project Manpower Worksheet for Form DC-24
38. DC-26 - Report for Application of Bituminous Materials

2011 CONSTRUCTION SECTION III, SUBSECTION B SUPERCEDED BY PROCEDURES HANDBOOK

ATTACHMENT "A"
FILE SYSTEM INDEX

39. DC-27 - Bituminous Concrete Pavement - Location and Weight Record
40. DC-28 - Material Questionnaire – Road
    DC-2891 – Material Questionnaire
41. DC-34 - Key Contract Personnel
42. DC-83 - Confidential Contractor's Performance Report
43. DC-91 - Material Questionnaire - Structures
44. DC-92 - Test Pile Report
45. DC-97 - Foundation Pile Record
46. DC-102 - Daily Blasting Report
47. DC-104 - As-Built Summary
48. DC-112 - Request for Field Survey Personnel
49. DC-114 - Status of Construction Projects Update
50. DC-123 - Contractor's Final Certification of Compliance
51. DC-126 - Wage Rate Inspections
52. DC-127 - Monthly Summary of Contractor's Payrolls
53. DC-145 - Design Estimate
54. DC-149 - Release of Liens / Material Cleared
55. DC-150 - Authorization for a Field Change in Design
56. DC-152 - Project Supervisor Field Inspection Report
57. DC-155 - Resident Engineer's Final Status Summary
58. DC-156 - Resident Engineer's Bi-Weekly Status Report
59. DC-157 - Supervising Construction Engineer's Final Status Summary
60. DC-161 - Contractual Notices
61. DC-175 - NJDOT Insurance Certificate
62. DC-176 - Daily Temperature Report
63. DC-177 - As-Built Database Input Form
64. T-MT-1291(A) - Asphalt Price Adjustment
65. T-(no #) - Fuel Price Adjustment
66. LB-3 - Analysis of Bituminous Concrete Pavement Mixture
67. LB-5 - Report of Analysis of Sand and Cement
68. LB-9 - Report of Analysis of Aggregate
69. LB-10- Report of Analysis of Reinforcing Metal
70. LB-14- Analysis of Miscellaneous Materials
71. LB-15- Analysis of Asphalt Cement
72. LB-16- Analysis of Asphaltic Oil
73. LB-17- Analysis of Emulsified Asphalt
74. LB-43- Samples to be Charged to Contractor
75. LB-47- Concrete Batching Plan Inspection
76. LB-64- Daily Report (Asphalt Plant Inspection)
77. LB-65- Analysis of Concrete (Block)

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION B

ATTACHMENT "A"
FILE SYSTEM INDEX

78. LB-83- Producer's Bituminous Concrete Mix Design
79. LB-95a - Materials Certificate
80. LB-96- Final Materials Certificate
81. LB-104 - Prestressed/Precast Concrete Proportions or Computerized Equivalent
82. LB-114 - Report of Analysis of Pipe
83. LB-125 - Portland Cement Concrete Proportions
84. LB-135 - Weekly Report of Material Analysis
85. LB-136 - Soil Field Test Report
86. LB-137 - Reinforcing Steel Inspection Report
87. LB-142 - Report of Progress and Inspection of Structural Materials
88. LB-150 - Inspection Report of Miscellaneous Materials
89. LB-167 - State Approved Material Release
90. LB-168 - Request for Inspection Information
91. LB-168S - Request for Inspection (Steel)
92. LB-196 - Castings Inspection Report
93. LB-201 - Analysis of Concrete Cylinder
94. LB-232 - Request for Certificates of Compliance
95. LB-232S - Request for Certificates of Compliance (Steel)
96. LB-264 - Nuclear Density Moisture Field Test Data
97. LB-277 - Pachometer Survey
98. LB-278 - Non-Destructive Test Report
99. LB-279 - Report of Ultrasonic
100. LB-280 - Analysis of Paint Materials
101. LB-281 - Analysis of Mortar Test Specimens
102. LB-296 - Notice of Noncomplying Material
103. LB-315 - Rolling Straight Edge Report
104. MT-143 - Radiographic Inspection Report
105. Traffic interference Reports
106. Municipal Police Agreement
107. Municipal Police Daily Reports
108. State police requests - daily reports
109. Consultant Inspection Evaluations
110. Consultant Inspection Choices

SUPERCEDED BY
2011 CONSTRUCTION PROCEDURES HANDBOOK
SECTION III, SUBSECTION B

Form DC-24(88) 9/98

NEW JERSEY DEPARTMENT OF TRANSPORTATION

MATERIALS TEAM LEADER WEEKLY CEMM REPORT

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION B

PREPARED BY (Print and *Signature*) _____ _____

Region _____

WEEK ENDING____/____/____ SHEET____ of ____

ROUTE + SECTION OR PROJECT NAME (include Job No.)	HOURS	Team Leader / Title						Name / Title						Name / Title						Name / Title						Name / Title						TOTAL
		S/S	Mon	Tue	Wed	Thu	Fri	S/S	Mon	Tue	Wed	Thu	Fri	S/S	Mon	Tue	Wed	Thu	Fri	S/S	Mon	Tue	Wed	Thu	Fri	S/S	Mon	Tue	Wed	Thu	Fri	
	St.																														
	O.T.																														
	St.																														
	O.T.																														
	St.																														
	O.T.																														
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	St.																														
	O.T.																														
	St.																														
	O.T.																														
	St.																														
	O.T.																														
	St.																														
	O.T.																														
ANY BENEFIT/HOLIDAY TIME																															
MATERIALS ADDITIVE OR GENERAL																															
TOTALS																															

FAX: to Each Project's Resident Engineer
CC: Regional Materials Engineer

ATTACHMENT "B"

ATTACHMENT "C"

Form DC-2891
12/2/02

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MATERIAL QUESTIONNAIRE

PROJECT _____ SECTION _____ D.P NO. _____ FEDERAL PROJECT NO. _____

The materials for use in the execution of the work required on the above project will be secured from the sources designated below.

NAME OF CONTRACTOR _____

MAILING ADDRESS _____ ZIP _____

SUBMITTED BY _____ DATE _____
Contractor's Representative

TO _____ REGION _____ TELEPHONE NO. _____
(Print/Type Resident Engineer's Name)

CONCURRENCE _____ DATE _____ JOB NO. _____
(Resident Engineer has Reviewed this Questionnaire)

MATERIAL	Item Nos.	SUPPLIER'S SOURCE & MAILING ADDRESS	PRODUCER'S PLANT LOCATION & MAILING ADDRESS	*
PORTLAND CEMENT CONCRETE "APPROVED BY REGIONAL MATERIALS" (Attach list of mixes)				
HOT MIX ASPHALT "APPROVED BY REGIONAL MATERIALS" (Attach list of mixes)				
IL AGGREGATES DGABC				
REINFORCEMENT STEEL Coated				
Uncoated				
JOINTS Dowel Type A				
Premoulded Filler				
Joint Filler				
Preformed Elast. Expansion Joint				
Finger Deck Joint				

* To be completed by the Bureau of Materials – "I" – Inspection "C" – Certification "R" – Random Inspection "N" – Not Approved

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION III, SUBSECTION B

Form DC-2891
12/2/02

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MATERIAL QUESTIONNAIRE

Page of

MATERIAL	Item Nos.	SUPPLIER/SOURCE & MAILING ADDRESS	PRODUCER/PLANT LOCATION & MAILING ADDRESS	*
PRE-CAST CONCRETE PRODUCTS				
PRESTRESSED CONCRETE				
STRUCTURAL STEEL				
SIGN STRUCTURES				
TIMBER				
SIGNS GA/GO				
MR&W				
Reflective Sheeting				
PIPE Concrete				
Other				
BEAM GUIDE RAIL Rail and Posts				
Blockouts				
Pressure Treated Wood P				
End Treatments				
PILES Timber Piles				
Con Piles				
Sheet Piles				

* To be completed by the Bureau of Materials – "I" – Inspection "C" – Certification "R" – Random Inspection "N" – Not Approved

SUPERCEDED BY
2011 CONSTRUCTION PROCEDURES HANDBOOK
SECTION III, SUBSECTION B

Form DC-2891
12/2/02

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MATERIAL QUESTIONNAIRE

PROJECT | SECTION | D.P NO. | DATE

MATERIAL	Item Nos.	SUPPLIER/SOURCE & MAILING ADDRESS	PRODUCER/PLANT LOCATION & MAILING ADDRESS	*
METAL ALLOY MATERIALS Fence Materials				
Metal Railing				
Drainage Castings				
TRAFFIC MARKINGS				
EPOXY MATERIALS (ASTM C881)				
LANDSCAPE (CERTIFICATION UPON DELIVERY)				

MISCELLANEOUS ITEMS

FILL IN NAMES OF MATERIALS REQUIRED BUT NOT LISTED

MATERIAL	Item Nos.	SUPPLIER/SOURCE & MAILING ADDRESS	PRODUCER/PLANT LOCATION & MAILING ADDRESS	*

ELECTRICAL COMPONENTS	TO BE APPROVED BY AND SUBMITTED TO THE UNIT OF TRAFFIC SIGNAL AND SAFETY ENGINEERING IN ACCORDANCE WITH DIVISION 700 OF THE SPECIFICATIONS AND THE CONTRACT PLANS

* To be completed by the Bureau of Materials – "I" – Inspection "C" – Certification "R" – Random Inspection "N" – Not Approved

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION B

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION B

ATTACHMENT "D"

MATERIALS CONTROL STATUS CHART

Material	DC-2891 Rec'd	DC-2891 Out	App'd DC-2891 Rec'd	LB-167 Rec'd	LB-168 Rec'd	LB-232		Certificate
						Rec'd	Cert.	

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION C	DATE
CONSTRUCTION START UP	CONSTRUCTION REFERENCE MATERIAL AND FORMS	05/15/06

RESCINDED 09/27/2022

1. FORMS ORIGINATED BY PROJECT PERSONNEL

DC-10 Inspector's Daily Concrete Paving Report
This form shall be used for reporting Concrete Pavement, Subgrade and Type Joints. The DC-10 was designed to be used on various types of paving. A DC-29(a) may be used to supplement the DC-10 for form setting, subgrade preparation, grade checking, etc. A separate log book or diary should be kept so that the DC-10 can be properly completed at the end of the day. See Attachment "A". Distribution: 1 copy for project records.

DC-29(a) Daily Inspector's Report
This form shall be used for reporting construction items except the application of bituminous material, bituminous pavement, concrete pavement, pile driving. See Attachment "B". Distribution: 1 copy for project records.

DC-29(b) Daily Inspector's Report - Bituminous Concrete Pavement
This form shall be used for reporting all bituminous pavement items. See Attachment "C" Metric and "D" English. Distribution: 1 copy for project records.

DC-29(c) Daily Inspector's Reports - Application of Bituminous Materials
This form shall be used for reporting all bituminous application items. See Attachment "E" Metric and "F" English. Distribution: 1 copy for project records.

DC-29(d) Daily Inspector's Report - Piling
See Attachment "G" Metric and "H" English for instructions, sample and distribution.

DC-102-T Report
See Attachment "I" Metric and "J" English for instructions, sample and distribution.

DC-102 Daily Blasting Report
This form shall be used to report information pertaining to blasting operations. All Daily Blasting Reports should be filed together (one file) regardless of the item of construction involved. Geotechnical Engineering should be notified prior to presplit blasting. See Attachment "K".

DC-126 Wage Rate Inspection
This form shall be used for reporting wage rate inspections. See CPH V-A for instructions. See Attachment "L". Distribution: 1 copy for project records.

2. FORMS SUMMARIZING INFORMATION FROM INSPECTION REPORTS

DC-3 Daily Construction Inspection Report
See CPH Section III B 4.

DC-24 Weekly Progress Report
See CPH Section III B 4.

DC-26 Report for Application of Bituminous Materials
This form (produced by the ACES system) shall be used to record daily applications of bituminous materials (basically prime coat and tack coat). Completed reports shall be retained in the field office until job completion, which time they will be included in the final report to the Regional Construction Office and Bureau of Materials. See Attachment "M". Distribution: 1 copy for Bureau of Materials, 1 copy for Regional Construction Engineer, 1 copy for project records and 1 copy with as-builts.

DC-27 Bituminous Concrete Placement - Location and Weight Report
This form (produced by the ACES system) shall be used to keep an accurate account of all bituminous concrete delivered and laid on the project daily. Separate forms should be kept for each bituminous concrete item and any wasted or diverted material shall be accounted for. See Attachment "N". Distribution: 1 copy for Regional Construction Office, 1 copy for Bureau of Materials, 1 copy for project records and 1 copy with as-builts.

DC-70(a) Item Summary Sheet
This form produced by the ACES system shall be used in the "Construction Item Book" for recording progress quantities of material deliveries as well as materials acceptance (certifications, inspection reports). See Attachment "O". A hard copy shall be produced at the end of the project from the ACES system for each item and filed with the project records.

DC-70(a) Item-Summary Sheet (Sample)
This form produced by the ACES system shall be used in the "Construction Item Book" in conjunction with the DC-70(a) for recording samples sent to the laboratory and analysis results. See Attachment "P". Same as DC-70(a) for final record storage.

DC-97 Foundation Record
See Attachment "Q" Metric and "R" English for sample and instructions. A copy will be submitted to the Bureau of Structural Engineering upon completion of the project. Distribution: 1 copy to Bureau of Structural Engineering and 1 copy to Regional Construction Office. Original shall be included in the As-builts.

RESCINDED 09/27/2022

3. FORMS ORIGINATING IN THE RESIDENT ENGINEER'S OFFICE

DC-173 (a) and (b) Change Order
These forms shall be used as the first and additional shee tively, in written Change Orders. They are produced by ACES system. S CPH on IV-B.

DC-174 Change Order - Participation Breakdown
This form shall be used to Indicate participation eakdowns d summaries on Change Orders for Participating Agencies. See S ion V-B.

DC-23 Tabulation of Working Days
This form shall be maintained on all work roje only to keep a r rd working days. The Resident Engineer des e which days will be c ifi as working days, in accordance with defin in the specifications. Th completed form shall be submitted the f project. See A nt "S Distribution: 1 copy for project rec and py to the Regio Co uction Engineer.

DC-30 As-built Pads
The sheets of these pads ll be to submit as-built da which ncluded in the final calculations for th ct. e "As-built Procedure PH S tion VII-H for instructions. Sampl are ed in the "As-Built l".

DC-33 Property E Notic
This form shall be to re the Date of Entry the C r, of each parcel acquired or to be a ne Resident Engine shall e the DC-33 forms completed a istribute as soon as possibl er a rcel as first been entered by the Co cto CPH Section III-H fo ctions.

DC-34 ey Contra ersonnel
This m hall pared by the R Engine rom information submitted to hi y t Contractor. When ch es e made in key contract personnel, a re C-3 be prepared and abe l. tribution: As per form. See Attac . Once the Con ctor is ger responsible for traffic related vity t esident Engineer will p pare DC-34 for redistribution with the box upper right corner "P Com leted" checked. This will advise the Support to purge the form

3 Confidential Contra Per mance Report
This form shall be by th esident Engineer in performance reports for contractors three time ch year. See CPH Section VI-M for instructions and sample form.

RESCINDED 09/17/2022

DC-104 As-built Summary
This form (produced by the ACES system) shall be used to summarize As-built quantities and amounts and should be used in completing final change order. See "As-built Procedures" CPH Section VII-H for instructio mple is contained in the "As-Built Manual".

DC-112 Request for Field Survey Personnel
This form shall be used for requesting the se es of a survey crew. See sample on Attachment "U". Distribution: As p rm

DC-127 Monthly-Payroll Summary
This form shall be used in reporting p and rate checks on nly basis. Instructions are contained on t in CPH Section V-A.

DC-155 Resident Engineer's Final Sta m y
DC-156 Resident Engineer's Bi kly S eport
These forms shall be used in fi the project. See CPH ect for instructions, sample and dis

DC-156(M) Resident Engineer Weekly Status Report nua
This form is for cons n pro NOT in ACES i.e. velop Agreements, Railroad Crossings and ced Utility Relocatio ar See CPH Section III-B for i ions, es and distributi

LB-95A FHWA terials tification
This form is initi by th esident Engineer for ertifica f materials used on Federal Proj e CPH Sectio VII-B for tructions, sample and distribution

4. FORMS ., O INATING WITH C NTRA TORS OR OTHERS

-18 quest to Sublet
H S tion III-I.

DC- terials Questionnaire Road, 1 Materials Questionnaire - Bridge
This fo shall be submitted to th Resi nt Engineer by the Contractor, to indicate rces of materials ed the project. Form DC-28 is used for all Road ials. Form DC-9 s us a bridge materials. See CPH Section III-B for rocessing instructions.

Progress Sched s
Refer to contra pecifi ns and CPH Section III-G for instructions.

RESCINDED
09/27/2022

Materials Certifications
See contract Specifications for requirements on the conte[illegible] certifications. Refer to
Materials Questionnaires for which materials certificati[illegible]are re[illegible]d.
Distribution: 3 copies to project office. The Resident [illegible]eer forward 1 copy to the Bureau of Materials and 1 copy to the Re[illegible]al C[illegible]on Engineer and retain one copy for project records.

Payrolls
See CPH Section V-A for requirements and instruc[illegible]

WH-348 or FA-7 Statement of Compli[illegible]e
See CPH Section V-A.

Contractor's EEO Documentation
See CPH Section V-A.

CC-257 Monthly Employment [illegible]tion Report & Supplem[illegible]
See CPH Section V-A

FHWA-47 (FA-8) St[illegible]Materials and La[illegible]ed [illegible]ntractors on Highway Constru[illegible]volving [illegible]eral Funds
See CPH Secti[illegible]VII-K [illegible]nstructions. Distrib[illegible]n: [illegible]gi[illegible]for the Regional Construction Eng[illegible]r and [illegible]opy for project rec[illegible]ds. Re[illegible]everse side of form for instructions.

DC-123[illegible]al [illegible]te of Compliance
This for[illegible]ire[illegible]n all Federal Aid [illegible]ects [illegible]be submitted by the Contractor to the [illegible]ident E[illegible]r. See CPH Section VII-K [illegible]structions and distribution.

[illegible]50 [illegible]inv[illegible]ices (Utilities, Munic[illegible]ities [illegible]etc.)
[illegible]pro[illegible]e Department Op[illegible]ting [illegible]ures for instruction. These are ava[illegible]n the Regional Co[illegible]tructio[illegible]neer. For Utilities see CPH Section [illegible]-K.

[illegible]s of Shop Drawi[illegible]
The Contractor shall su[illegible]t tr[illegible]of shop drawings to the Resident Engineer for [illegible]warding to Structural D[illegible]wh[illegible]required by the specifications.

FHWA-1409 Fe[illegible]al-Ai[illegible]ighway Construction Contractor's Quarterly Training Report
This form is require[illegible]eral-Aid projects, to be submitted by the Contractor to the Resident Engineer. See CPH Section V-A.

Erosion Control Plan
Refer to the appropriate Section in the Contract Specifications.

RESCINDED 09/27/2022

Form DC-10
CPH - SAMPLE

ATTACHMENT "A"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
INSPECTOR'S DAILY CONCRETE PAVING REPORT

Sheet of

Route | Section | Description | Day and Date

Inspector's Name (s) | Inspector's Signature | Hours Worked A.M. to P.M. / P.M. | Total Inspection Time Used for These Items | Hrs.

Air Temp. 9 A. M. 12 Noon 3 P. M. | Concrete Temp. 12 Noon 3 P. M.

STATION	LANE	JOINTS	Slab No.	Square Yards	CEMENT Used	CEMENT Req'd	WATER Mixer	WATER and	WATER Aggr.	WATER TOTAL	TIME Start	TIME Stop

DELIV ED: | USED:

No.	Ite	Quantity	Cement Factor	Cement Req'd	Cement Used	Used Req'd	Used Used

CONDITION OF SUBGRADE:

TYPE OF CURING, ADMIXTURES USED & AMOUNT:

CONCRETE CONSISTENCY & FINISH:

RESCINDED
09/27/2022

Form DC-29(e)
CPH - SAMPLE
See Instructions on First and Last Sheets of DC-29(e) Pad

NEW JERSEY DEPARTMENT OF TRANSPORTATION

DAILY INSPECTOR'S REPORT

(l) AS-BUILT QUANTITY

(a) Route _____ Section _____ Day _____ Date _____

(b) Item No. _____ Item _____

(c) Inspector Worked _____ to _____

Signature _____

☐ Subcontractor _____

MAN - HOURS THIS ITEM

(g) Location (Station to Station) (Name of Structure)

(j) Concrete: Req. / Used

(k) Contractor Worked to

(l) Labor and Equipment Hrs.

Offset

P. M.

Weather and Air Temperature: A.M.

(m) Remarks:

(n) Use Reverse Side for Additional Remarks, Sketches and Calculations

RESCINDED
09/27/2022

Form DC-29 (b) (metric)
CPH - SAMPLE
See Instructions on first and Last Sheets of DC-29(b) Pad
SEY DEPARTMENT OF TRANSPORTATION
AILY INSP PORT - BITUMINOUS CONCRETE PAVEMENT
(a) Route Section Day Date
(b) Item
(c) (e) Inspector Worked to
(d) Subcontractor
MAN HOURS THIS ITEM
Lane (h)
Kilograms Laid (n)
Square Meters Laid (o)
Kilograms/ Square Meters (p)
Square Meters
Mixture Temperature (t)
(u) Contractor Worked
Labor & Equipment
(q) Progress Quantity
(r) Producer of Material
Weather & Temperatures: A. M.
(s) Remarks (Base Conditions, etc)
Type of Automatic Controls Used
(v) Use Reverse Side for Sketches, Calculations and Additional Remarks

RESCINDED
09/27/2022

Form DC-29 (b)
CPH - SAMPLE
See Instructions on first and
Last Sheet - DC-29(b) Pad
EY DEPARTMENT OF TRANSPORTATION
'S REPORT - BITUMINOUS CONCRETE PAVEMENT
Section
Item
Day
Date
(e) Inspector Worked
to
MAN - HOURS THIS ITEM
Sheet No.
Lane (h)
Pounds Laid (n)
S.Y. Laid (o)
Lbs./S.Y. (p)
(q) Progress Quantity
(r) Producer of Material
Mixture Temperature (t)
(u) Contractor Worked
Labor & Equipment
Weather & Temperatures: A. M.
P. M.
(s) Remarks (Base Conditions, etc.)
Type of Automatic Controls Used
(v) Use Reverse Side for Sketches, Calculations and Additional Remarks

RESCINDED
09/27/2022

ATTACHMENT "E"

Form DC-29 (c) metric
CPH - SAMPLE
See Instructions on first and
Last S... of DC-29(c) Pad

...RSEY DEPARTMENT OF TRANSPORTATION
...AIL... ...PL... ...S ...EPORT - APPLICATION OF BITUMINOUS MATERIALS

Day and Date _____

...Item N... _____ Item _____ (e) Inspector Worked _____ A.M. to _____ P.M.

... Plan ...os. _____ (d) Ins... Signature _____ Man - Hours This Item →

...ate ...lied _____ (g) Producer and Location (h) Hauler and Location

...ation Statio...	Lan... (j)	Lot	Tank No.	Date Material Inspected (m)	Delivery Slip No. (n)	(o)	G...	...h	...p.	Conver-sion Factor (s)	LITERS APPLIED Gross (t)	LITERS APPLIED @ 16° C (u)	Number of S. M. Covered (v)	Rate L/S.M. @ 16° C (w)

(x) Specified Temperature range of material _____ (y) Contractor Worked _____ ...o _____ P.M.

(x) Specified rate of application _____ L/S.M. _____ L/S... (y) Labor and Equipment Used _____ ...ours

Weather and air temperature _____

(y) ☐ Contractor ☐ Subcontractor

(z) Remarks (Base Condition, Stability, etc.)

USE REVERSE SIDE FOR SKETCHES, CALCULATIONS AND ADDITIONAL REMARKS

RESCINDED 09/27/2022

ATTACHMENT "F"

RESCINDED 09/27/2022

Form DC-29 (c)
CPH - SAMPLE
See Instructions on first and Last Sheets of DC-29(c) Pad

...ERSEY DEPARTMENT OF TRANSPORTATION
...ILY INSP... R ...ORT - APPLICATION OF BITUMINOUS MATERIALS

(a) Rou... ...ecti... Day and Date
(b) ... Item ... (e) Inspector Worked ... A.M. to ... P.M.
...n She... ...ect... ...ure ... Man - Hours This Item →

...rade of ...l
A...

(g) Producer and Location

(h) Hauler and Location

(i) Loca... Stati... ...ta...	...ane or Side (j)	Lot (k)	Tank No. (l)	Date Material Inspected (m)	... No. (n)	...ruck N...	...uge on Start (p)	Temp. of Mat'l.	Conver-sion Factor (s)	GALLONS APPLIED Gross (t)	GALLONS APPLIED @ 60° F (u)	Number of S. Y. Covered (v)	Rate Gal./S.Y. @ 60° F (w)

(x) Specified Temperature range of material ... °F to ... °F
(x) Specified rate of application ... G... ...Y.
Weather and air temperature
(y) ☐ Contractor ☐ Subcontractor
(z) Remarks (Base Condition, Stability, etc.)

(y) Contractor Wo... ... A.M. ... P.M.
(y) Labor and Equipment ... ...s

USE REVERSE SIDE FOR SKETCHES, CALCULATIONS AND ADDITIONAL REMARKS

Form DC-29 (d) metric

CPH - SAMPLE

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DAILY INSPECTOR'S REPORT - PILE DRIVING

Route	Section	Structure	Location	Day and Date
Type Hammer	/Min.	Inspector's Signature	Inspector Worked AM to PM	Man - Hours This Item

Pile * No.	Order Length	Actual Length	Tip	Dia. Butt	Penetration **	Cutoff **	Blows Last 1.25 m. 1.25	1.00	0.75	0.50	0.25	Blows Last 25 mm.	NOTES

Weather & Air Temperature:

☐ CONTRACTOR ☐ SUBCONTRACTOR

REMARKS:

Contractor Worked AM to PM	
Labor and Equipment	Hours

ITEM NO.	DESCRIPTION	QUA

* See Pile Numbe Pile Plan

** Indicate (A) for Length or (E) for Estimated Length to be Corrected Later

RESCINDED 09/27/2022

Form DC-29 (d)

CPH - SAMPLE

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DAILY INSPECTOR'S REPORT - PILE DRIVING

Route	Section	Stru	Location	Day and Date

Type Hammer	Inspector's Signature	Inspector Worked AM to PM	Man - Hours This Item

Pile * No.	Order Length	Actual Length	Timber Pile Dia. Tip	Timber Pile Dia. Butt	L Fr	Pen	Cutoff **	Blows Last 6 Feet 6	4	3	2	1	Blows Last Inch	NOTES

Weather & Air Temperature:

☐ CONTRACTOR ☐ SUBCONTRACTOR _____

REMARKS:

ITEM NO.	DESCRIPTION	QUANTITY

Contractor Worked AM to PM

nd Equipment	Hours

* See Pile Numbering on Pile Plan

** Indicate (A) for Actual Length or (E) for Estimated Length to be Corrected Later

RESCINDED 09/27/2022

05/15/06

DAILY INSPECTOR'S REPORT - PILE DRIVING (FO DC-29 INSTRUCTIONS

1. Standard Heading

2. Pile No. - the number assigned to each n rou tion. Refer to the tracings or sketches of the pile plan for loc and nbering.

3. Order length - for test piles, the le d by he Resident Eng er. r permanent piles, the length des ed by Bureau of Bridge Des .

4. Actual length - the actual (m ured) f each pile drive

5. Timber pile diameter - the actua eter of the tip and butt ea r pile.

   Refer to AASHTO Design M168 for requirements

6. Splice data - the len pile pliced to the original p d t number of the pile from whic pile was the cut-off, if ble.

7. Penetratio he len of pile remaining in t cor et structure; the length of pile from ut-of evation to the tip of e pile.

   Indi A) if the length is actual or (E e len h is estimated and must be co cte accurate measurem obtai d.

8. ut-off - t gth of pile cut-off

   I cate A) if the length is a l o) is the length is estimated and must be re when accurate me rer t e obtained.

9. B last 5 feet - the actua umbe blows per foot for each of the last 5 feet of pile driving. Th rma n is necessary for friction piles and may be equired for other es (w the Resident Engineer).

10. Blows last inch - the ber of blows for the last 1 inch of pile driving.

11. Notes - inf ation inent to individual piles.

12. Remarks on i reports should be pertinent to the control and quality of the operation. It is the responsibility of inspection personnel to include appropriate remarks to document their inspection. Remarks relative to the following information should be included when applicable.

RESCINDED 09/27/2022

Delivery of piles

Storage of piles

Inspection markings on piles

Field checks made on timber pile ions (tip and butt diam straightness, soundness, knots s, tap tc.)

Setting up pile driving equi t

Method of protecting Ti Pi s during driving (caps, ropes

Method(s) used in btaini required penetration ting, g spudding)

Driving conditions an ual occurrences

Results of cks for sitte ing piles, includi ro ba er

Delays in d ope ons (faulty equipme etc.)

Sp g pil (checks made)

Cu th pil eads or tops after ving lan elevation, partial cut-off, roper a tc.)

N nd description sha e in ate for each item worked on.

14. ogress quantities sh ll be in ed. Indicate (A) for actual quantities or (E) r estimated quantities.

15. ontractor's labor quip and working hours shall be adequately documented.

16. Sketches sh ho n the back of, or attached to, the report.

RESCINDED
09/27/2022

NEW JERSEY DEPARTMENT OF TRANSPORTATION

TEST PILE REPORT

rm DC-92 (Metric)

CPH - SAMPLE

(DIVISION OF CONSTRUCTION & MATERIALS AND BUREAU ... PROJECTS)

Route	Section	Federal Project No	Region

(BUREAU OF STATE AID ... ECTS)

County	Municipality	Bridge No	Application No.

Structure

Footing Location ... e No ... No

PILE DATA

Type

Length

Tip Diameter (mm)

Butt Diameter (mm)

Cut Off Elevation

Tip Elevation

TOTAL PENETRATION *

HAMMER

... facturer

...e

...lows Per Minute

Kilopascal

Ground Elevation

Type of Soil

PENETR. BELOW CUTOFF	BLOWS PER .25 m	BOUN. CHAM. KPaG	PENETR. BELOW CUTOFF	BLOWS PER .25 m	BOUN. CHAM. KPaG	PENETR. BELOW CUTOFF	BLOWS PER .25 m	BOUN. CHAM KPaG

BLOWS LAST 25 mm

...RKS

Dat... Driven

...gineer... ...hnicia...

...ent Engi...

(St... ...d Projects Only)
Sta... ...esentative

Contractor

...b-Contractor

REMARKS:

* Difference between Cut Off Elevation and Tip Elevation

NOTES ON REVERSE SIDE

RESCINDED
09/27/2022

ATTACHMENT "J"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

TEST PILE REPORT

RESCINDED
09/27/2022

orm DC-92

CPH - SAMPLE (DIVISION OF CONSTRUCTION & MATERIALS AND BUREA AID PROJECTS)

Route	Section	Federal Project No	Region

(BUREAU OF STATE A ROJE

County	Municipality	Br	Application No.

Structure

Footing Location t Pile No. ch Pile No.

PILE DATA

Type

Length

Tip Diameter (inches)

Butt Diameter (inches)

Cut Off Elevation

Tip Elevation

TOTAL PENETRATION *

HAMM ATA

lanufacturer

Type

Blows Per Minute

P.S.I.

Ground Elevati

Type of Soi

PENETR. BELOW CUTOFF	BLOWS PER FOOT	BOUN. CHAM. PSIG	PENETR. BELOW CUTOFF	BLOWS	CHAM PSIG	TR.	BLOWS PER FOOT	BOUN. CHAM PSIG

BLOWS LAST INCH

MARKS

te ven

Eng r/Tech

Resident ineer

e Aid Projects Only)
Representative

Contractor

Sub-Contractor

REMARKS:

* Difference between Cut Off Elevation and Tip Elevation

NOTES ON REVERSE SIDE

RESCINDED
09/27/2022

TEST PILE REPORT (FORM DC-92) INSTRUCTIONS

Test Pile Reports (DC-92) are used by the B au ral Engineering in determining order lengths of permanent piles.

A test pile report shall be completed for each ie submitted with the Daily inspector's Report - Pile Driving (Form DC-29d) fo ect records. Tw tional copies shall be carefully lettered or ne be sent to t R onal Construction Engineer and the oth o th ureau of Structural gin in accompanied by a pile plan showing p ations d numbering.

The completed reports shall includ nform required on the ort he rem rks portion should include a sketch show e pile in its final positi and tinent information which would as the test pile and determi e order length for permanent piles.

ATTACHMENT "K"

New Jersey Department of Transportation

DAILY BLASTING REPORT

Form DC-102 (metric)

CPH - SAMPLE

Route	Section	Region	Date	Sheet of
Inspector Signature			LABOR & E... Worked am pm	HOURS
Inspector Worked AM to PM		Man-hours		
Contractor				
Sub-Contractor				
Blaster				
Blaster's License No.		Grade		
Insurance Company				
Municipality		Permit No.		
Seismic: Consultant				
Instrument No.				

* PS - Pre-Split C - Core S - Slash F - Foundation T - Trench ...ers

GENERAL REMARKS

Blast No.	Type of Blast *	...on

WE...		HOLES			...PLOSIVE		DELAYS		
Temperature	Wind ...	Diameter	Depth	...	...l Used	Max. Per Delay	Number	Type	Total Time

Primacord Use... Ty... ...ning S... ...graph : Distance/Direction to: Building

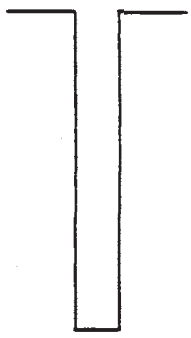
Burden & Spacing to: Seismograph

...be... ...ay Sub Drill

Readings: PV "/Sec. Freq. cm/Sec. Air db

SP... REMARKS:

Ground Level



(INDICATE PATTERNS, SPACING, Type of Rock, Etc.)

(INDICATE LOCATION OF BURDENS, STEMMING, EXPLOSIVE, ETC.)

RESCINDED
09/27/2022

NEW JERSEY DEPARTMENT OF TRANSPORTATION

Form DC-126
CPH - SAMPLE

WAGE RATE INSPECTIONS

SEE REVERSE SIDE FOR INSTRUCTIONS

Route and Section or Description	Federal Project No.	DP No.	Date

			PART 2	PART 3		PART 4	
EMPL... ME, ADDRESS AND ... Y NUMBER	IPLO... ME ...me)	Fringe Benefits Paid in "Cash" or to "Plan"	CLASSIFICATION OF WORK PERFORMED	N.J. Dept. of L. & I. Wage Rate / Overtime Rate	U.S. Dept. of Labor Wage Rate / Overtime Rate	Payroll Wage Rate / Overtime Rate	PAYROLL CLASSIFICATION
					1½		
					1½		
					1½		
					1½		
					1½		

PARTS 1 & 2 COMPLETED BY _____

PART 3 COMPLETED BY _____

PART 4 COMPLETED BY _____

NOTE DISCREPANCIES AND CORR... ACTION ON REVERSE SIDE

RESCINDED 09/27/2022

ATTACHMENT "L"

RESCINDED
09/27/2022

INSTRUCTIONS

PART 1

Ask t[illegible] ploy[illegible] llowi[illegible] d show his answers

His [illegible] ddre[illegible] soc[illegible] ty number
His em[illegible] name (Co[illegible] Company's name)
His hourly [illegible] pay and [illegible] e of pay
Whether his [illegible] e b[illegible] him in "cash" or are paid to a "plan".

P[illegible] 2

[illegible] omplete classification for the w[illegible] e employee is ac[illegible] performing. (Check the [illegible] ge ra[illegible] cisions for a listing of the vario[illegible] d classifi[illegible])

P[illegible] 3

[illegible] the [illegible] valling [illegible] and overtime rate for the c[illegible] sifica[illegible] ew Jersey Depa[illegible] nt of Labor & In[illegible] y's Prevailing Wage Rates prom[illegible] fo[illegible]

Show the [illegible] fo[illegible] ssification as shown in the Wag[illegible] ninat[illegible] f the Secretar[illegible] or, U.S. Depar[illegible] f Labor, if a decision has bee[illegible] ded [illegible] Supp[illegible] tary Specifications.

PART 4

If the submission of payrolls [illegible] e required [illegible] w th[illegible] e, overtime rate (if the employee wo[illegible] overtime) and the classification as sho[illegible] n the payr[illegible] date of the interview

EACH PART SHALL BE SIGNED BY THE ENGINEER [illegible] R T[illegible] NIC[illegible] COMPLETING EACH PART.

(ENGLISH)

Dc26rpt
Dc-26

New Jersey Department of Transportation
Automated Construction Engineering System
Report For Application of Bituminous Materials

Page
Date: 10/07/1998

Route: ORR ROAD Section: Federal Proj -030 Region: C
Item No: 0038 Item Description: TACK COAT fied Rate: 0.09 to 0.36

Material No.: 99 Material Description: TACK COAT

Contractor: MARBRO INC
Producer And Location: Dearlers Service
Distributor of Materials: HERMAN
Distributor's Storade Yard: 139 PRINCE WILLIAM. SOUND NJ

Date Applied	Grade of Material	Lot No.	Tank No.	Date Matrl Inspected	Delivery Slip No.	Truck No.	G	uck h	of Material	Conversion Factor	Gal Gro	@	Number of SY Covered	Rate Gal/SY @60 F
10/07/1998	RC-70	2	3	07/07/1997	3425	21	1	1	189	0.9498		123		0.06
10/07/1998	RC-70	2	3	07/07/1997	3425				189	0.9498	30	123	.70	0.06
										Totals		246.0	4340	
										Pay Quantity ...			00	

(METRIC)

Dc26rpt
Dc-26

ey Department of T sport on
ed Construction Eng ing Sy m
Report For Application of B us Mate ls

Page 1
Date: 10/07/1998

Route: 29 Federal Proj: NA Region: C
Item No: 0032 Item D on: TACK COAT Specified Rate: 0.09 to 0.36

Material No.: Mat l Desc ption: TACK COAT

Contractor: IR
Producer And L own
Distribu f Ma S Brown
Distri torad 132 MY BASEMENT. HOME NJ

Da App		t No.	Tank No.	Date Matrl Inspected	p No	ck	auge On Truck rt	Finish	Temp. of Material	Conversion Factor	Liters Gross	Applied @xx C	Number of SM Covered	Rate L/SM @xx C
12/09/1	70	1	2	12/09/1997					150	0.9076	1797	1631.0	6606	0.25
												0		
12/10/1997	RC-70			12/ 7					150	0.9076	1192	684.00	1899	0.36
12/10/1997	RC-70			12 997					70	0.9616	37	36.00	1501	0.02
										Totals	3026	2351.0	10006	
										Pay Quantity		2351.0		

RESCINDED 09/27/2022

PME27PR
DC27

New Jersey Department of Transportation
Automated Construction Engineering System
Bituminous Concrete Pavement - Location & Weight Record Report

Sheet 1 o
Date: 06/19/

Route: 29
Item No.: 0027
Mix No.:

Section:
Federal Proj: NA
Item Description: BITUMINOUS-STABILIZED BASE COURSE. MIX I-2
Lift: Thickness: Theoretical KGMS./S.M.

Region: C

Material No.: 01 Material Description: Bituminous Stab Course -2
Producer of Material: Trap Rock Ind.

Lot no.	Date Laid	Location (Baseline & Sta. to Sta.)	Lane	Kilograms Received	Kilograms Laid	Sq. Meters Laid	KGMS./S.M.
1	11/06/1997	Garage Access Dr.	fw	503810	503810	2481	203
1	11/11/1997	Circular Dr. 6+027 to 6+194	1	419650	419650	1311	320
1	11/20/1997	Ramp D 0+060-0+100		110760	110760		314
2	11/25/1997	State House Dr. 7+010-7+035		45884	45884		
2	11/25/1997	State House Dr. 7+000-7+025	-1	45884	45884		
2	11/25/1997	Barrick St. 1+005-1+015		66452	66452	150	
2	11/25/1997	Access Dr. 5+00-5+040		120810	120810	65	182
2	11/26/1997	Barricks St. 1+005-1+01	r-1	51000	5100	0	340
2	11/26/1997	Lafayette St. 2+000-2+025		57000	5700	8	339
1	12/01/1997	Access Dr. 5+00		90390	90390		136
	12/01/1997						0
1	12/02/1997	Barricks St. 1+00	r 1	18070	180		0
1	12/03/1997	Access Dr. House	rt	10960	10960		0
1	12/04/1997	Circular Dr.		36290	0	65	558
	12/05/1997	Ramp D1 0+07	L 1/2	18	1	1122	161
2	12/06/1997	Memo 4+00-4+	r_3	00	110300	348	317
1	12/08/1997	Mer Dr. 4 to 6+060	r-/1	30	0	290	258
		Total		43220	5220	7967	
		Megagrams		194	1943.22		

(ENGLIS

PME27PR
DC27

New J partment ansportation
Auto ruction E neering System
Bituminous Co e Pa nt Location & Weight Record Report

Sheet 1 o
Date: 06/19/

Route: O
: 00

Section:
Item Description: BI NOUS-S BASE COURSE. MIX I-2
Lift: Thickne Theorectical Weight: LBS./S.Y.

Region: C

M ip n: Bit Stab . Base Course I-2
er of terial: Riverside Ma als

no.	Date Laid	Lo Sta. t	Lane	Pounds Received	Pounds Laid	Sq. Yds. Laid	LBS./S.Y.
1	09/22/1997	2 16 N	1-1	153870	153870	334	461
1	09/22/1997	2+0 NB	r-1	153870	153870	334	461
1	09/22/1997	4+16-4	1-1	26956	26956	58	465
1	09/22/1997	4+16-4+50	R-1	26956	26956	58	465
1	09/22/1997	5+45-9+40 NB	L-1	254454	254454	630	404
1	09/22/1997	5+45-9+40 NB	r-1	254454	254454	630	404
1	10/06/1997	2+00-4+50 NB	1/R	171680	171680	786	218
1/2	10/06/1997	5+45 -9+40 NB	L/R	394980	394980	1261	313
		Sub-Total or Total		1437220	1437220	4091	
		Tons		718.61	718.61		

RESCINDED 09/27/2022

DC70Rept
DC-70-A

New Jersey Department of Transportation
Automated Construction Engineering
Item Summary Sheet
As of 06/19/1998

09:41:15 Page 1 of

Route: 29 Section:

Item No.: 0038 Item Description: INLETS, TYPE B

Unit Price: 1800.000
Org. Contract Qty: 9.00
Adj. Contract Qty: 9.00

Date	Plan Sheet	Location	Today	To Date	To Complete	Remarks
10/15/1997	10	Ramp D 1 0+130	1.00		0	
10/17/1997	11	circular Dr. 6+040	1.00	2.	.00	
10/17/1997	11	Circular Dr. 6=083	1.00	00	6.00	
10/17/1997	11	cIRCULAR dR. 6+115	1.		5.00	
10/24/1997	11	Circular Dr. 6+167		5	4.00	
10/24/1997	11	Circular Dr. 6+167	1.00		3.00	
10/24/1997	11	Circular Dr. 6+147	00	0	2.00	
11/22/1997	11	Access Rd. 5+020 NB		.00	1.00	
11/22/1997		ESTIMATE # 001		8.00	0.00	
01/06/1998	11	Memorial Dr. 4+129		9.00	0	
02/13/1998		ESTIMATE # 003		9.00	0	

DC70Rept
DC-70-A

Jersey Department of Transportatio 14:2
ed Construction Engineeri tem
Item Summary Sheet
As of 06/17/1998

Page 1 o

Route: Secti

Item No.: 0037 Item Descript 75 M NFORCED CONCRETE CULVERT PE

Unit Price: 85.00
Org. Contract Qty: 00
Adj. Contract Qty:

Date	Plan Sheet	Locati	Today	ite	To mplete	Remarks
10/17/1997	11	Circ D	2.75	75	2.25	
10/17/1997	11	Circu +083	6.80		115.45	
10/17/1997	11	ular Dr. 115	28	38.	86.55	
10/23/1997	11	Irc Dr. 6+167 to		61.55	63.45	
		6+				
10/23/1997	11		2.20	.75	61.25	
10/24/19	1	. 6+167 BL to 6+147	14.10	7.85	47.15	
11/04		Memo Dr. 4+119 to 4+29	0.40	88.25	36.75	
11/ 997		IMATE # 001		88.25	0.00	
11		D1 0+060-0+085 Nb	24.	112.65	12.35	
11/24/		Ramp D1 0+051-0+060	.00	121.65	3.35	
12/18/199		ESTIMATE # 002		121.65	0.00	
02/27/1998	5	asbuilt adj	0.05	121.70	3.30	

DC70Rept
DC-70-A

New Jersey Department of Transportation
Automated Construction Engineering System
Item Summary Sheet
As of 06/19/1998

08:48:43 Page 1 of

Route: ORR ROAD Section:

Item No.: 0051 Item Description: BEAM GUIDE RAIL

Unit Price: 17.000
Org. Contract Qty: 288.00
Adj. Contract Qty: 278.00

Date	Plan Sheet	Location	Today	To Date	To Complete	Remarks
10/22/1997	4	Orr Rd. 3+05-4+16	111.00	111.00	167.00	
10/22/1997	5	4+16-4+65 NB	49.00	160.00	118.00	
10/22/1997	5	4+16-4+43 NB	27.00	187.00	91.00	
10/22/1997	5	5+44-5+77 NB	33.00	220.00	58.00	

RESCINDED 09/27/2022

ATTACHMENT "p"

trecrp
-70-B

New Jersey Department of Transportation
Automated Construction Engineering System
Material Received Report
as of 10/09/1998

Page 1

Route : ORR ROAD Section :

Item No. 0080 Material No. : 01 Description : CONCRETE IN SUBSTRU[illegible]. ABU[illegible]'ALLS Units : CY

Source of Supply #1 : Silvi Concrete Date Mate[illegible]sti[illegible]re #1 Submitted : 08/15/1997

Material Received			Mate[illegible] Acceptanc[illegible]						
			Certifications		M[illegible]al [illegible]sion Inspection Reports				
Date	Quantity Today	Quantity To Date	Date Received	Quantity	Date Received	Quan[illegible] or [illegible]ced	Results	[illegible]	Remarks
05/29/1997	12.00	12.00	/ /	0	5/28/	12.00	ok	20	
05/30/1997	12.00	24.00	/ /		/29/19	12.00	ok	LB 20	
06/10/1997	11.00	35.00	/ /	0.0	/1	11.00		LB 201	
06/11/1997	17.00	52.00	/ /	00	07	17.00		LB 201	
07/25/1997	4.00	56.00	/ /		08/23/ 97	4.00		B	

Matrecrp
DC-70-B

N[illegible]ersey Department of Trans[illegible]tio
A[illegible]ed Construction Engi[illegible]eri[illegible]yst
Material Received R[illegible]t
as of 10/09/1998

Page 1

Route : 29 [illegible] :

Item No. 0037 M[illegible] Description : 375 [illegible]EIN[illegible]ED CONCR[illegible]E CULVERT PIPE Units : LM

Source of Supp[illegible]1 : Kerr [illegible]e Pipe D[illegible]terial Questionnaire #1 Submitted : 09/06/1997

Mat[illegible] R[illegible]ed			Material Acceptance						
			Certificati[illegible]		[illegible]al Division Inspection Reports				
Dat[illegible]	[illegible]	[illegible]ntity [illegible] Date	Date Received	Q[illegible]tity	[illegible]ved	Quantity Inspected or Represented	Results	Form	Remarks
[illegible]	[illegible]55	3.35	/ /	0	/ /	0.00			
10/[illegible]	375.00	378.35	10[illegible]	1997	0.0[illegible]	/ /	0.00			

RESCINDED
09/27/2022

Form DC-97 (metric)

CPH - SAMPLE

NEW JERSEY DEPARTMENT OF TRANSPORTATION
FOUNDATION PILE RECORD

Route	Section	Region	Federal Project No.	Date	Sheet No. of
Structure			Type Piles	Hammer	Actual Blows Per Minute

DATE	Pile No.	Order Length	Actual Length *	Pile Dimension Butt	Pile Dimension Tip	Splice Data From	Penetration	Pay length	Cutoffs Actual	Cutoffs Pay	Blows last 1.25 meter 1.25	1.00	.75	.50	.25	Blows Last 25 mm.	REMARKS

PREPARED BY _____ DATE _____

CHECKED BY _____ DATE _____

* SEE PILE NUMBER ON PILE PLAN

TOTALS

No. of Pay Splices	Pay Length	Pay Cutoff

ENGINEER _____

TITLE _____

RESCINDED
09/27/2022

Form DC-97

CPH - SAMPLE

NEW JERSEY DEPARTMENT OF TRANSPORTATION
FOUNDATION PILE RECORD

Route	Section	[illegible]ion	Federal Project No.	Date / Sheet No. of
Structure	Loc[illegible]	Type Piles	Hammer	Actual Blows Per Minute

DATE	Pile No. *	Order Length	Actual Length	[illegible]r Pile Tip	[illegible]Splice From	Penetration	Pay length	Cutoffs Actual	Cutoffs Pay	Blows last 6 Feet 6	4	3	2	1	Blows Last Inch	REMARKS

RESCINDED
09/27/2022

PREPARED BY _____ DATE

CHECKED BY _____ DATE

TOTALS

No. of Pay Splices	Pay Length	Pay Cutoff

RESIDENT ENGINEER _____

TITLE _____

* SEE PILE NUMBERING ON PILE PLAN

Foundation Pile Record (Form DC-97) - A Foundation Pile Record shall be completed for each pile foundation after pile driving and other related operations are completed. The original completed form shall be inserted in the as-built records. A copy shall remain in the project records. All data recorded shall be taken from Daily Inspector's Reports (Form DC-29d).

In completing the Foundation Pile Record, piles shall b ted in order that they were driven. The following information shall be record d.

Standard Heading

Date - the date when pile driving was completed on e.

Pile No. - the number assigned to each p fou on. Refer to the cin or sketches of the pile plan for location and n ering

Order length - for Test Piles, the length dire th esident Engineer. rmane piles, the length designated by the B of B sign.

Actual length - the actual (meas ed) len ach pile driven.

Timber pile diameter - the actua ter of the tip and butt of ea le. er to AASHTO Designation M 1 r req nts.

Splice data - the length of pil d to the original pile he the pile from which the pile splice e cut-o pplicable. This is to maintain control of the quantity of cut- ("no-pa " used as splices, and "p cut-

Penetration - the le of pil aining in the comple d struct e length of pile from the cut-off ele tion t he pile.

Pay leng the tion (except for test pi h is pa for on a unit price basis or on the b is of the full gth directed by the Resident gineer. Refer to the specifications pe ing to q and payment. T formation ould be used in conjunction with A TO esignation M 168 for order gt

C - "a al" shall be the act l (meas gth cut off. "Pay" shall be the length for which t will be made.

Last 5 feet - the actu er of blows per foot for each of the last 5 feet of pile driven. This information is ces r f tion piles and may be required for other types (check with the Resident E nee

Blows last inch - the numbe ows for the last 1 inch of pole driving.

Remarks - this spa ay be d to make pertinent notes relative to individual piles, such as the disposition o ffs u d as splices on other piles or noting test piles.

RESCINDED
09/27/2022

ATTACHMENT "S"

Form DC-23
CPH - SAMPLE

NEW JERSEY DEPARTMENT OF TRANSPORTATION

TABULATION OF WORKING DAYS

REGION: _____ ROUTE: _____ SECTION: _____ FEDERAL PROJECT NO.: _____

PROJECT NAME: _____

CONTRACT DATE FOR STARTING: _____ CONTRACT [illegible] FOR [illegible]TION: _____

WORK ACTUALLY STARTED: _____ EXTENSION [illegible]D: _____

DATE CONTRACT COMPLETED: _____ ADJ[illegible] COMP[illegible]E: _____

[illegible] W[illegible]G DAYS [illegible]SED: _____

DAYS OF MONTH	YEA	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
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21												
2[illegible]												
25												
[illegible]												
[illegible]												
[illegible]												
30												
MO[illegible]LY TOTALS												
ACCUM. TOTALS												

SYMBOLS

Sat. - Saturday
Sun. - Sunday
Hol. - Holiday
WD. - Working Day

H
C - Too [illegible]
W - Wet
R - Rain
S - Snow

_____
Resident Engineer

FOR MAINTENANCE FUNDED PROJECTS SUBMIT ONE COPY TO BUREAU OF MAINTENANCE ENGINEERING

RESCINDED 09/27/2022

ATTACHMENT "T"

Form DC-34
CPH - SAMPLE

NEW JERSEY DEPARTMENT OF TRANSPORTATION
KEY CONTRACT PERSONNEL

☐ Original
☐ Revision #___
☐ Project Comp

INSTRUCTION TO RESIDENT ENGINEER
Prepare this form, original and copies, from information supplied by the contractor, and distribute copies per the distribution list at the bottom of this form

NOTE: When changes are made in key contract personnel, a revised DC-34 will be prepared and so labeled. Highlight the fields that have changed on the revised submittal.

DATE :

ROUTE & SECTION:		TYPE OF CONSTRUCTION:	
UPC NO.:	JOB NO.:	D.P. NO.:	FEDERAL PROJECT NO.:
LOCAL NAME AND/OR PROJECT DESCRIPTION:			MILE POSTS : FROM : TO :
LOCATION (s) TOWN and COUNTY :		PRO CTUALLY STARTED:	ESTIMATED COMPLETION DATE:

CONTRACTOR Emergency Personnel

PROJECT SUPERINTENDENT :	D HOME	PAGER CELLULA
1ST ALTERNATE :	HON 2N NE :	: ELL
TRAFFIC COORDINATOR (1) :	OFFICE NE : PHONE :	GE CELLU
TRAFFIC COORDINATOR (2) :	E PHONE : HOME PHONE :	PAGER ULA

N.J.D.O.T. Personnel

RESIDENT ENGINEER	TITLE :	HONE : ER NO. :
RESIDENT ENGINEER ALTERNATE :	TITLE :	HOME PHONE : PAGER NO.:
FIELD OFFICE ADDRESS :		FIELD OFFICE PHONE : FIELD OFFICE FAX :
FIELD MANAGER :	OFF IE :	HOME PHONE : PAGER NO.:

Other N.J.D.O.T. a rsonnel

REGIONAL CONST CTION :	GION :	OFFICE PHONE : OFFICE FAX :
CONTRACT		HOME OFFICE PHONE: HOME OFFICE FAX :
CONTRACTO CE S :		FIELD OFFICE PHONE : FIELD OFFICE FAX
JECT MA :		OFFICE PHONE : OFFICE FAX :
:	OFFICE PHONE : OFFICE FAX :	PAGER NO. : CELLULAR :

DISTRIBUTION

- ☐ Original (Project File)
- ☐ Regional Construction Engineer
- ☐ Resident Engineer's Field Manager
- ☐ Regional Maintenance Office
- ☐ Bureau of Construction Engineering
- ☐ Maintenance Crew Supervisor
- ☐ NJ State Police Coordinator
- ☐ Emergency Operations Central Trenton
- ☐ nager
- ☐ Divi Civil Rights and Affirm ction
- ☐ roject Support & Engineering
- ☐ Design Office (Field Survey)
- ☐ Municipalities & Police Departments
- ☐ Contractor
- ☐ Regional Electrical Supervisor
- ☐ Traffic Operations

Resident Engineer *(Signature)*

RESCINDED 09/27/2022

ATTACHMENT "T" (BACK OF FORM DC-34)

MULTIPLE AREAS LISTING

SITE NO. 1

LOCAL NAME AND/OR PROJECT DESCRIPTION	LOCATION(S) TOWN and COUNTY:
TYPE OF CONSTRUCTION:	ILE POSTS : ROM : TO :

SITE NO. 2

LOCAL NAME AND/OR PROJECT DESCRIPTION :	LOCATION(S) TO[illegible] C[illegible]TY:
TYPE OF CONSTRUCTION:	MILE POSTS : FROM: [illegible]O:

SITE NO. 3

LOCAL NAME AND/OR PROJECT DESCRIPTION	[illegible]ATION(S) [illegible] COUNTY:
TYPE OF CONSTRUCTION:	[illegible]M: TO:

SITE NO. 4

LOCAL NAME AND/OR PROJECT DESCRIPTION:	[illegible](S) TOWN and COUNTY:
TYPE OF CONSTRUCTION:	[illegible]STS: TO:

SITE NO. 5

TYPE OF CONSTRUCTION:	LOCATION(S) TOWN and [illegible]Y
LOCAL NAME AND/OR PROJECT DESCRIP[illegible]	MILE POSTS: FROM: TO:

INSTRUCTIONS [illegible]E RE[illegible]NT ENGINEER

1. Once inf[illegible]ion [illegible] supp[illegible] [illegible]ontractor, immediately [illegible] distribut[illegible] form.
2. Whe[illegible] [illegible]nade [illegible] the key personnel, a revise[illegible] 34 f[illegible] will [illegible] prepared , appropriate box marked with revision number and distribute highli[illegible] [illegible] tha[illegible] changed on the revision [illegible]al
3. [illegible] the p[illegible] [illegible]pted by operations, a final [illegible]34 form w[illegible] [illegible]pared, the final (disregard) box marked, the field [illegible]oject [illegible] [illegible]by operation" filled and distrib[illegible]

RESCINDED 09/27/2022

Form DC-112
CPH - SAMPLE

NEW JERSEY DEPARTMENT OF TRANSPORTATION

REQUEST FOR FIELD SURVEY PERSONNEL

* NOTE - TO BE PREPARED IN TRIPLICATE

DATE _____

MEMORANDUM

MR. _____
Supervising Engineer, Field Survey

KINDLY SUPPLY FIELD SURVEY PERSONNEL TO WORK ON ROUTE _____ N _____ , COUNTY OR MILEPO _____

THE WORK WILL CONSIST OF _____

THE FIELD SURVEY PARTY COORDINATO WILL R. _____ TITLE _____

AT _____ AM - PM _____

AT _____
Location

JOB/PROJECT CODE NUMBER _____ , F ODE - _____

APPROVED _____ REQUEST BY _____
rising vey

UR /AGENCY _____

SIGNA _____ PHONE _____

DISTRIBUI
Cop for Su g Engineer, Field Surv
Co Office File
C or F Survey Coordinator

FOR FIEL ONNEL ONLY

_____ _____
ate Name/Title

MEMBERS	NO
PARTY CHIEF	
INSTRUMENT MAN	
CHAINMAN/RODMAN	
RODMAN/CHAINMAN	
DRAFTSMAN	
OFFICE ENGINEER	

NO. OF CREWS

x

NO. OF	AMOUNT
HOURS	
DAYS	
WEEKS	
MONTHS	

=

TOTAL MAN-HOURS

RESCINDED 09/27/2022

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION D	DATE
CONSTRUCTION START UP	INSURANCE CERTIFICATE	05/15/06

1. A standard insurance certificate has been developed to document compliance with insurance provisions of the contract. (Form DC-175, "N.D.D.O.T. INSURANCE CERTIFICATE", Attachment "A"). The form and instructions will be provided to the low bidder with the award of contract. The Contractor will submit three copies of the completed form including the "Certification to the Authorization of the Attorney in Fact" letter (Attachment "B") to the Regional Construction Engineer at the preconstruction conference. After review and approval by the Resident Engineer, the copies shall be distributed as follows:

   1 - Regional Construction Engineer for regional project file
   1 - Resident Engineer for the job site files
   1 - Manager, Bureau of Construction Engineering

   This form is the only acceptable certificate for insurance coverage required on every project. In addition to the DC-175, the contractor shall provide copies to the Resident Engineer of the declaration pages for each of the policies listed below:

   107.23(1) Comprehensive General Liability
   107.23(2) Comprehensive Automobile Liability
   107.23(3) Owners and Contractors Protective Liability
   107.23(4) Workers' Compensation and Employer's Liability
   Any applicable excess liability (umbrella) policies

   Any policy renewals for these coverages should be documented on the DC-175. The forms should be obtained from the Regional office and provided to the contractor at least sixty days prior to the expiration date of current policies. They should be completed in triplicate and distributed as noted above.

   Proof of any other insurance required by the contract (marine, railroad and pollution) must be provided separately on forms satisfactory to the Department. The Contractor shall also provide copies of the declaration pages for any additional insurance. Distribution of these insurance forms shall be the same as noted above with the original kept in the job site files.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION III, SUBSECTION D

Form DC-175
CPH - SAMPLE

N.J. D.O.T. INSURANCE CERTIFICATE

This is to certify that the policies listed below have been issued for the policy period indicated in compliance with the New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction, Subsection 107.23.

CONTRACTOR: _____

ADDRESS: _____

PROJECT: _____

FEDERAL PROJECT NUMBER: _____ LOCATION: _____

A COMPREHENSIVE GENERAL LIABILITY INSURANCE (Broad Coverage)

Company Providing Coverage _____

Policy Number _____

Effective Date _____

Expiration Date _____

Limit of Liability:

$_____ per occurrence

$_____ annual aggregate

Combined Single Limit (B.I. & P.D.)

Retained Amount (Deductible) $ _____

This policy names the State, its officers and employees as additional insureds. ☐ yes ☐ no

Also named as additional insureds for this coverage: _____

Cost of naming the State, its officers and employees.

$ _____

ENDORSEMENTS

- ☐ COMPREHENSIVE FORM
- ☐ PREMISES OPERATIONS
- ☐ UNDERGROUND EXPLOSION & COLLAPSE HAZARD
- ☐ PRODUCTS/COMPLETED OPERATIONS
- ☐ CONTRACTUAL
- ☐ INDEPENDENT CONTRACTORS
- ☐ BROADFORM PROPERTY DAMAGE
- ☐ PERSONAL INJURY

B COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE

Company Providing Coverage _____

Policy Number _____

Effective Date _____

Expiration Date _____

Limit of Liability: $ _____ Per occurrence

Combined Single Limit (B.I. & P.D.)

TYPE OF COVERAGE

- ☐ OWNED AUTOS
- ☐ NON-OWNED AUTOS
- ☐ HIRED AUTOS

C OWNERS AND CONTRACTORS PROTECTIVE LIABILITY

Company Providing Coverage _____

Policy Number _____

Effective Date _____

Expiration Date _____

Limit of Liability: $ _____ each occurrence

$ _____ annual aggregate

Combined Single Limit (B.I. & P.D.)

This policy names the State, its officers and employees as named insureds yes ☐ no ☐

Additional insureds for this coverage: _____

Policy Premium $ _____

D WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

Company Providing Coverage _____

Policy Number _____

Effective Date _____

Expiration Date _____

N.J. Statutory Provisions ☐ yes ☐ no

Limits of Liability $ _____ each accident

$ _____ Disease, each employee

$ _____ Disease, policy limit

U.S. Longshoremen's & Harbor Workers' Coverage ☐ yes ☐ no ☐ NA

Maritime Coverage (Jones Act) ☐ yes ☐ no ☐ NA

E EXCESS LIABILITY (Umbrella)

Company Providing Coverage _____

Policy Number _____

Effective Date _____

Expiration Date _____

Limit of Liability $ _____ each occurrence

$ _____ annual aggregate

Combined Single Limit (B.I. & P.D.)

Retained Amount (Deductible) $ _____

Underlying Insurance covered by umbrella policy:

A. (above) _____ B. (above) _____

CERTIFICATE HOLDER

State of New Jersey, Department of Transportation

c/o _____

Regional Construction Engineer

Address _____

CERTIFICATION ON REVERSE SIDE MUST BE SIGNED

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III SUBSECTION D

CERTIFICATION

I hereby certify that I am an authorized representative and agent of each of the insurance companies listed on this insurance certificate. I further certify that the policies listed have been issued to the insureds and are in force at this time. All listed policies have been endorsed to include the companies' obligation to provide 30 days' written notice to the certificate holder named on the front of this certificate in the event of cancellation or non-renewal. I further certify that the insurance policies listed on the previous page of this certification fully comply with the following requirements and criteria which I have read and understood.

Comprehensive General Liability Insurance. The minimum limit of liability shall be $1,000,000 per occurrence as a combined single limit for bodily injury and property damage together with excess coverage or umbrella coverage with the same terms and conditions as the primary underlying coverage (following form) in an amount such that the primary and excess coverage or primary and umbrella coverage together equals or is greater than $10,000,000. Said excess or umbrella policy shall contain a clause stating that it takes effect (drops down) in the event the primary coverage is impaired or exhausted.

The above required Comprehensive General Liability Policy and Excess or Umbrella Policy shall name the State, its officers and Employees as additional insureds.

The coverage to be provided under this policy shall be at least as broad as that provided by the standard basic unamended and unendorsed Comprehensive General Liability Coverage Form as currently in use in the State of New Jersey, which shall not be circumscribed by any endorsement limiting the breadth of coverage. Moreover, such policy shall be endorsed so as to delete any exclusions applying to Property Damage Liability arising from explosion or arising from damage to underground utilities and collapse of foundations.

The insurance policy shall be endorsed to include Contractual Liability Coverage, Premises/Operations Coverage, Products/Completed Operations Coverage, Broad Form Property Damage Coverage, Independent Contractors Coverage and Personal Injury Coverage.

NOTE: If there is a different insurance agent for the insurance companies, which are listed on the front of this Insurance Certificate, each agent should sign and submit a separate Insurance Certificate for the appropriate insurance company(ies) represented.

Name of Issuing Agency

Address

Original Signature of
Authorized Representative

Date

NOTE: Proof of other insurance required by the contract must be provided separately. This insurance certificate shall be accompanied by a certification to the authorization of the attorney-in-fact to commit the issuing insurance agency.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION III, SUBSECTION D

ATTACHMENT "B"

(Letter to be on Insurance Company's Letterhead)

Mr. Regional C. Engineer
Regional Construction Engineer
100 Region Office Avenue
Region Office, NJ 08888

SUBJECT: Letter of Fact

Policy Numbers - S34567-09
U89764-3
E89787 09

Dear Mr. Engineer:

This letter certifies that Joe Insurance of Lloyds Insurance Agency, Inc. of New Jersey is authorized to execute and renew insurance certificates on the behalf of Titanic Insurances.

Sincerely,

David B. Good, CPCU
Executive Director

(Notary Public Seal placed here)
Ima Notary
Notary Public of New Jersey
Notary No. 9999999
My Commission Expires 12/25/10

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION D

ATTACHMENT "B"

Form DC-175 (5/09)

NEW JERSEY DEPARTMENT OF TRANSPORTATION
INSURANCE CERTIFICATE

This certifies that for the policies indicated below have been issued to the insured for the subject Contract for the policy period indicated, that the policies comply with the requirements of Section 152 of the New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction as amended by the Special Provisions, and that all information contained herein is true and accurate.

CONTRACTOR: _____

PROJECT NAME : _____

LOCATION: _____

DP FILE NO: _____

A COMPREHENSIVE GENERAL LIABILITY INSURANCE

Company Providing Coverage: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

Limit of Liability: $ _____ per occurrence Combined Single Limit (B.I. & P.D.)

Deductible: $ _____

This policy names the State, its officers, employees and agents

As additional insured ☐ Yes ☐ No

ENDORSEMENTS
- ☐ PERSONAL INJURY
- ☐ CONTRACTUAL LIABILITY
- ☐ PREMISES & OPERATIONS
- ☐ PRODUCTS & COMPLETED OPERATIONS
- ☐ INDEPENDENT CONTRACTORS
- ☐ WAIVER OF SUBROGATION
- ☐ SEVERABILITY OF INTEREST/SEPERATION OF INSUREDS
- ☐ PER PROJECT AGGREGATE
- ☐ EXPLOSIONS
- ☐ DAMAGE TO UNDERGROUND UTILITIES
- ☐ COLLAPSE OF FOUNDATIONS

B COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE

Company Providing Coverage: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

Limit of Liability: $ _____ per occurrence Combined Single Limit (B.I. & P.D.)

Type of Coverage: ☐ ALL OWNED AUTOS ☐ NON-OWNED AUTOS ☐ HIRED AUTOS

ENDORSEMENTS
- ☐ WAIVER OF SUBROGATION
- ☐ SEVERABILITY OF INTEREST/SEPERATION OF INSUREDS

C OWNER'S AND CONTRACTOR'S PROTECTIVE LIABILITY INSURANCE

Company Providing Coverage: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

Limit of Liability: $ _____ per occurrence Combined Single Limit (B.I. & P.D.)

This policy names the State, its officers, employees and agents

As additional insured: ☐ Yes ☐ No

ENDORSEMENTS
- ☐ WAIVER OF SUBROGATION
- ☐ SEVERABILITY OF INTEREST/SEPERATION OF INSUREDS

D WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

Company providing Coverage: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

Limit of liability: $ _____ Each accident

$ _____ Disease, each employee

$ _____ Disease, policy limit

ENDORSEMENTS
US LONGSHORE & HARBOR WORKERS COVERAGE AND JONES ACT: ☐ Yes ☐ No

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION III, SUBSECTION D

Form DC-175 (5/09)

NEW JERSEY DEPARTMENT OF TRANSPORTATION
INSURANCE CERTIFICATE

CONTRACTOR: _____

PROJECT NAME: _____

E EXCESS LIABILITY INSURANCE

Company Providing Coverage: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

Limit of Liability: $ _____ per occurrence

Policy takes effect if the primary policy is impaired or exhausted and has the same terms and conditions as the primary underlying coverage for the following:

☐ **A** COMPREHENSIVE GENERAL LIABILITY
☐ **B** COMPREHENSIVE AUTOMOBILE LIABILITY

F MARINE LIABILITY INSURANCE *(required only if construction operations require marine operations)*

Company Providing Coverage: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

Limit of Liability: $ _____ per occurrence

This policy names the State, its officers, employees and agents
as additional insured: ☐ Yes ☐ No

ENDORSEMENTS

☐ PERSONAL INJURY
☐ CONTRACTUAL LIABILITY
☐ PREMISES OPERATIONS
☐ PRODUCTS & COMPLETED OPERATIONS
☐ INDEPENDENT CONTRACTORS
☐ WAIVER OF SUBROGATION
☐ SEVERABILITY OF INTEREST/SEPERATION OF INSUREDS

G RAILROAD PROTECTIVE LIABILITY INSURANCE *(if required in Special Provisions)*

Company Providing Coverage: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

Limit of Liability: $ _____ per occurrence $ _____ annual aggregate

ENDORSEMENT

☐ WAIVER OF SUBROGATION
☐ SEVERABILITY OF INTEREST/SEPERATION OF INSUREDS

H POLLUTION LIABILITY INSURANCE

Company Providing Coverage: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

Limit of Liability: $ _____ per occurrence

$ _____ aggregate

Policy is written on the following basis:

☐ Occurrence form, and completed operations coverage to be provided for no less than 2 years after Acceptance

☐ Claims made, and Extended Reporting Provision coverage to be maintained for no less than 2 years after Acceptance

This policy names the State, its officers, employees and agents
As additional insured: ☐ Yes ☐ No

ENDORSEMENTS

☐ BODILY INJURY AND PROPERTY DAMAGE
☐ NATURAL RESOURCES DAMAGE
☐ ENVIRONMENTAL CLEAN UP INCLUDING RESTORATION
☐ LEGAL DEFENSE
☐ TRANSPORTATION OF WASTE FROM THE PROJECT LIMITS
☐ DISPOSAL LIABILITY
☐ WAIVER OF SUBROGATION
☐ SEVERABILITY OF INTEREST/SEPERATION OF INSUREDS

The policy does not contain exclusions or limitations for:

☐ LIABILITIES ASSUMED
☐ LEAD, SILICA, ASBESTOS
☐ UNDERGROUND STORAGE TANKS
☐ INSURED VS. INSURED EXLCUSION THAT RESTRICTS COVERAGE TO THE STATE

Certificate Holder

NEW JERSEY DEPARTMENT OF TRANSPORTATION
REGIONAL CONSTRUCTION ENGINEER
Address: _____

I certify that I am an authorized representative for each of the above indicated insurance Companies, and that all policies have been endorsed to require written notice of cancellation or non-renewal to the named Certificate Holder, 30 days prior to cancellation or expiration of the policy.

Company: _____
Address: _____

_____
signature

Name: _____

Phone: _____

This insurance certificate must be accompanied by an attorney-in-fact letter from each insurance company Certifying that the above is authorized to execute and renew policies on behalf of the company.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION III SUBSECTION D

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III SUBSECTION D-1 DATE

CONSTRUCTION START UP	PERFORMANCE BOND AND PAYMENT BOND	05/[illegible]/06

1. In accordance Subsection 103.05 of the Contract Specifications, a copy of the Report of Execution must accompany the paid bill when submitting payment for the performance bond and payment bond on the monthly engineer's Estimate.

   The following is a sample "Report of Execution" that should be provided by the Surety Company.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION III, SUBSECTION D-1

PRODUCER NOTICE

CONTRACT BOND
01-15-2005

SAMPLE

ATTN:

BOND NO:
PRINCIPAL:
OBLIGEE:
DESCRIPTION:

BOND PERIOD: 02-15-20[illegible] TO NOTICE

PREMIUM TERM: 02-15-200[illegible] TO [illegible]

TRANSACTION EFF. DATE: 02-15-2005

BOND AMOUNT: 250,690 CONTRACT PRICE: $250,690

COVERAGE	MIN. RATE	FIL RATE	PREMIUM	COMM %	COMMISSION	NET PREMIUM
100,000	2.500	12.500	1,250.00	25.00	312.50	937.50
150,690	10.00	10.000	1,507.00	25.00	376.75	1,130.25
TOTALS						
250,690	10.998		2,757.00	25.00	689.25	2,067.75

ISSUED BY:

PRODUCING BRANCH:

SURETY CENTER:

UNDERWRITER:

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION D-1

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION E	DAT
CONSTRUCTION START UP	EMERGENCY CONTRACTS/ ACCELERATED START-UP	05/

The Regional Construction Engineer or designated staff shall cont[illegible] Bureau of Construction Services, Procurement on the day of bid and ascertain the name of the Apparent Low Bidder and verify that there are no known problem[illegible]th the bi[illegible]t this time. The Regional Construction Engineer or desig[illegible]ated staff s[illegible]ll [illegible]mediately [illegible]tact the Apparent Low Bidder and request that a te[illegible]tati[illegible] Precons[illegible]ion Co[illegible]rence be scheduled as quickly as possible after the proje[illegible] date of [illegible]ct award.

The Regional Construction Engineer will [illegible]y to the [illegible]ractor [illegible]sire to start physical construction as soon as poss[illegible]ter the [illegible]tract is [illegible]ed. An offer should be made at this time to provide [illegible]stance [illegible]rmation the Contractor may need for preconstruction prepara[illegible]cluding [illegible]mittal o[illegible] th following list of preconstruction requirements:

a. Certificates of Insurance (Fo[illegible]DC-17
b. Acceptable Progress Sc[illegible]e
c. List of Proposed Sub[illegible]ractors
d. Completed DC-18 Sub[illegible] Forms
e. List of Specialty Ite[illegible]nd Costs
f. Materials Ques[illegible]aires (Fo[illegible]s DC-2891
g. List of Key Co[illegible]a[illegible] Person[illegible]rm DC-34)
h. Erosion Cont[illegible]lan (If R[illegible]ed)
i. Training P[illegible]am (If Re[illegible])
j. Name & Tel[illegible]hone N[illegible]r for Co[illegible]ctor's 24 Hour Traffic Safety Contact
k. Potential Field Offic[illegible]ations a[illegible]d Date of Availability

The Regional Constru[illegible] Engine[illegible] encourage the Contractor to submit these completed documents [illegible] before [illegible]reconstruction Conference.

Regional Constr[illegible]tio[illegible] Engine[illegible]ill monitor the contract's administration progress and problems in coo[illegible]di[illegible]tion wit[illegible] the Project Manager. On the Date of Contract Award, the Regional Co[illegible]tion En[illegible]e will follow up on the above list of requirements with the Contractor a[illegible] will sched[illegible] Preconstruction Conference as soon as possible.

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION E

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION F	DATE
CONSTRUCTION START UP	PROJECT SAFETY AND TRAFFIC CONTROL	05/15/06

ALSO, REFER TO SECTION VIII "WORK ZONE SAFETY"

NOTE: There will be no tolerance for any lack of professional performance required for Project Safety and Traffic Control. The Resident Engineer is required to immediately shut down any non-complying operation on a project and, if necessary, request State Police assistance for the shutdown.

1. TRAFFIC INTERFERENCE REPORT (TIR)

Refer to Section VIII-D Attachments "A" and "B" for sample TIR's.

The Operations side of the Department owns the State's roadway system and as such attempts to minimize traffic disruptions for the motoring public. Altering the Allowable Lane Closure schedule is a change to the Traffic Control Plan (TCP) for a project and requires approval by Traffic Operations. Any other changes to the TCP require the approval of the Regional Traffic Engineer, Work Zone.

Prior to submitting a TIR for any action that would alter contractual lane closure duration's or locations described in the project's traffic control plan, it is the Resident Engineer's responsibility to receive concurrence from the Regional Construction Engineer of this design issues to future considerations due from the Contractor. Following that concurrence, the Resident Engineer must receive verbal approval from Traffic Operations. Once verbal approval is received the change must be submitted on a TIR, recording the name of the approver on the TIR. Allow no time changes or adjustments to the TCP without an approved TIR. See Attachment "A" for sample TIR.

Simply issuing a TIR which is in non-conformance with the contract specified times on the TCP is not acceptable. The request to Traffic Operations for a modification must be made with sufficient lead-time so an approved TIR can be submitted a minimum of 72 hours in advance of the work. (For certain projects, due to proper notifications required to other parties, this approval can take up to one month to formally obtain.)

2. VARIABLE MESSAGE SIGNS

When Variable Message Signs are to be placed on a project, it is the responsibility of the Resident Engineer to notify, as appropriate, Traffic Operations North at (973) 770-5110 or Traffic Operations South at (856) 866-4886 prior to the placement of

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION III, SUBSECTION F

the Variable Message Signs (VMS). Traffic Operations (North & South) will assist the Resident Engineer in the general placement, initial message schedule based on staging and other information deemed appropriate. Attached are Guidelines, Standards, Messages, Examples and Approved Abbreviations prepared by the Bureau of Traffic Operations to assist Construction personnel. (Refer to Attachment "A")

4. CHANGES TO THE TRAFFIC CONTROL PLAN

ALSO, REFER TO SECTION VIII-B paragraph 4d

Initiate changes in the Contract to adjust the Traffic Control Plan, as recommended in writing by the Regional Traffic Engineer, Work Zone. When contacting the Regional Traffic Engineer, Work Zone by telephone or FAX, a clear, well thought out suggestion will be of help to them. If the Regional Traffic Engineer, Work Zone is not available, contact the Manager, Bureau of Traffic Signal and Safety Engineering at (609) 530-2603 FAX (609) 530-5[illegible] FAX transmittals of requests and approvals are acceptable.

5. TRAFFIC CONTROL PLAN REVIEWS

Deficiencies cited by the Traffic Control Plan Review Team will be corrected immediately. (See Note on Page 1) A report documenting the corrective action is to be sent to the Bureau of Construction Engineering member of the TCP Review Team within 2 workdays. If no corrective action can be taken immediately, the reason will be explained and a timetable established to correct deficiencies. Copies of these reports will be sent to the Resident Engineer's Field Manager and the Regional Construction Engineer. The Bureau of Construction Engineering member will forward a copy to the appropriate Review Team member.

6. REDUCTION IN SPEED REQUESTS

Construction projects where activities influence or are influenced by traffic are candidates for a change in speed limits. Speed Limit signs are regulatory and a reduced speed limit can only be established by the Bureau of Traffic Engineering and Investigation. The Resident Engineer will forward a written request to the Regional Traffic Engineer, Work Zone to investigate the need for a reduction in the regulatory speed limit. This request should be initiated at least twenty (20) working days in advance of the start of construction.

The Regional Traffic Engineer, Work Zone will investigate the matter and determine both the need for a reduced speed limit and what that speed limit should be. The results of that study will be made available to the Resident Engineer, in writing, within fifteen (15) working days of receipt of the request by the Regional Traffic Engineer, Work Zone, so that the proper signs can be fabricated and installed by the

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Contractor. (Refer to Attachment "B").

Signs will be R2-1 (SPEED LIMIT) and R2-5a (REDUCED SPEED AHEAD).

Refer to the project's construction details or contact the Regional Traffic Engineer, Work Zone for the dimensions of the signs. Additional signs may be installed at the discretion of the Resident Engineer and approval of the Regional Traffic Engineer, Work Zone.

For legal purposes, it is necessary that the Resident Engineer maintain a record of the signs used, the times and dates that they are in effect, locations where they are installed and the specific times when the reduced speed limits are in effect. The Regional Traffic Engineer, Work Zone is to be apprised on this record. Special care should be taken to ensure that normal speed limit signs and the temporary signs used during the construction period are not both visible to approaching motorists at the same time.

The Resident Engineer shall notify the Regional Traffic Engineer, Work Zone and Manager, Bureau of Traffic Engineering and Investigation of the date that signs reducing speed limits are installed and removed. This notification must be accomplished by returning the Memorandum authorizing the reduction in speed limit with notation indicating the date the signs were removed, to the Regional Traffic Engineer, Work Zone (Refer to Attachment "B"). The Resident Engineer shall send a copy of this notification to the Regional Construction Engineer.

These actions will be taken in addition to all other safety measures that are required by the contract safety provisions. Any exceptions will be documented for inclusion in the project records.

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ATTACHMENT "A"

APPROVED ABBREVIATIONS TO BE USED ON VARIABLE MESSAGE SIGNS

The following abbreviations are acceptable.

WORD	ABBREVIATION
BOULEVARD	BLVD
CENTER	CNTR
EMERGENCY	EMER
ENTRANCE	ENT
EXPRESSWAY	EXPWY
FREEWAY	FRWY or FWY
HIGHWAY	HWY
INFORMATION	INFO
LEFT	LFT
MAINTENANCE	MAINT
NORMAL	NORML
PARKING	PKING
ROAD	RD
SERVICE	SERV
SHOULDER	SHLDR
SLIPPERY	SLIP
SPEED	SPD
TRAFFIC	TRAF
TRAVELERS	TRVLRS
WARNING	WARN

For the following abbreviations, studies have shown that the recognition of the abbreviation is based on the words with it, or the "Prompt" words. Use of any of these abbreviations must be done with the prompt word (if appropriate). The prompt word precedes the abbreviation except where marked by a *. Prompt words in lower case describe a type of prompt word and not the prompt word itself.

Note that some abbreviations change meaning based on the prompt word. For example, "RT" was accurately recognized as either "Route" or "Right" based on the prompt word used.

WORD	PROMPT WORD	ABBREVIATION
ACCESS	* ROAD	ACCS
AHEAD	condition	AHD
BRIDGE	name	BRDG
CHEMICAL	* SPILL	CHEM
CONSTRUCTION	* AHEAD	CONST
EAST	route or road name	E
EXIT	NEXT	EX or EXT
EXPRESS	* LANE	EXP
HAZARDOUS	* DRIVING	HAZ
INTERSTATE	* number	I

WORD	PROMPT WORD	ABBREVIATION
MILES	number	MI
MINIMUM	number	MIN
NORTH	route or road name	N
OVERSIZE	LOAD	OVRSZ
PAVEMENT	condition	PVMT
PREPARE	* TO STOP	PREP
QUALITY	AIR	QLTY
RIGHT	KEEP	RT
ROUTE	BEAR or * number	RT
SOUTH	route or road name	S
TURNPIKE	name	TRNPK
UPPER	* LEVEL	UPR
VEHICLE	STALLED	VEH
WEST	route or road name	W

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VMS MESSAGES

Common Preprogrammed Variable Message Sign (VMS) Messages (If any of these messages are not preprogrammed on your VMS, you may program them in and use them. DO NOT USE PREPROGRAMMED MESSAGES IN SIGN UNLESS IT IS ON THIS LIST!)

1) ACCIDENT - AHEAD
2) ACCIDENT - CENTER - LANE
3) " - ON - RIGHT
4) " " - LEFT
5) ALL - RAMPS - OPEN
6) ALL - TRAFFIC - EXIT
7) BE - PREPARED - TO STOP
8) BRIDGE - CLOSED - AHEAD
9) BRIDGE - WORK - AHEAD
10) BRIDGE - WT LIMIT - AHEAD
11) CAUTION - ACCIDENT - AHEAD
12) " - BUMP - AHEAD
13) " - DETOUR - "
14) " - DIP - "
15) " - FLAGGER - "
16) " - FLOODED - RO
17) " - ICE ON - BRI
18) " - " " - RO
19) " - LOOSE - GR L
20) " - MERGE - AD
21) " - ROUGH - OAD
22) " - SHOULDER - DROP O
23) " - SLOW - TRAFFIC
24) " - SOFT - SHOULDE
25) " - TWO WAY - TRA
26) " - VEHICLES - CR G
27) CENTER - LANE - CL
28) CURVE - AHEAD
29) DENSE - FOG - AHEAD
30) DO - NOT - PASS
31) EXIT (XX) - C - AHEAD
(XX - ENTER EXIT NUMBER
32) EXIT - LEFT
33) EXIT - RIGHT
34) EXPECT - DELAYS
35) GROOVED - PAVEMENT - AHEAD
36) ICE ON - ROAD
37) KEEP - LEFT
38) " - RIGHT
39) (XX) - LANE - ENDS
(XX - LEFT or RIGHT,
as appropriate)
40) LANE - N ROWS -
AHEA
41) LANES SHIFT - AH A
42) LE LANE - CLO E
43) LE LANE - NA ROWS
44) T TWO - L ES - CLOSED
4 OOSE - GR VEL AHEAD
4 W - BRIDGE AHEAD
4 EDIAN - WORK - AHEAD
4 METAL PLATES - AHEA
49) MERGE (XX) - AHEAD
(XX - LEFT or RIGHT, as
appropriate)
50) MERGE - (XX)
XX - LEFT or RIGHT,
as appropriate)
51) NEXT - MILE
52) NEXT - (XX) MILES
(XX - TWO to TEN (number
must be written out, as
appropriate)
53) NO - PASSING
54) NO SHOULDER
55) ONE LANE - BRIDGE - AHEAD
56) ONE - LANE - TRAFFIC
57) PREPARE - TO - MERGE
58) " - " - STOP
59) RAMP - CLOSED
60) " - " - AHEAD
61) REDUCE - SPEED
62) RIGHT - LANE - CLOSED
63) RIGHT - LANE - NARROWS
64) RIGHT - 2 LANES - CLOSED
65) ROAD - CLOSED
66) " - " - AHEAD
67) " - " - 1/4 MILE
68) " - " - 1/2 MILE
69) " - " - 3/4 MILE
70) " - " ONE MILE
71) ROUGH - ROAD - AHEAD
72) SHARP - CURVE - AHEAD
73) SHOULDER-WORK - AHEAD
74) SINGLE - LANE - AHEAD
75) SPEED - STRICTLY - ENFORCED
76) STAY - IN - LANE
77) STEEP - GRADE
78) STOP - AHEAD
79) SURVEY - CREW - AHEAD
80) TRUCKS - USE LEFT - LANE
81) " - USE - RIGHT LANE
82) TWO LANE - TRAFFIC - AHEAD
83) TWO WAY –
84) UNEVEN - PAVEMENT - AHEAD
85) WATCH - FOR - TRUCKS
86) YIELD-AHEAD

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CUSTOM MESSAGES

Custom Messages - These messages have been used on past construction projects and have been approved by Traffic Operations for future construction use. Please follow any directions that may be indicated in parentheses for the message. You may display NO MORE THAN two (2) messages on any one VMS without permission from Traffic Operations, so plan your display accordingly.

1. ONE LANE - CLOSED - XPM-YAM (X and Y are to use AM or PM as appropriate. If time includes a half hour, i.e.. 2:30 PM's can be dropped from AM and PM)

2. MON-FRI - STARTING - OCT 6 (use 3 letter abbreviations for days of the week and for months; don't show dates in the form 12/25/93. If work is to take place within seven days, spell out day, i.e.. FRIDAY. After work has begun, replace STARTING with UNTIL and put in completion date. Modify this date on the sign as necessary as long as sign is in place)

3. XXX LANE - CLOSED - XPM-YAM (XXX refers to LFT or RT, these abbreviations must be used in conjunction with LANE {in the message})

4. XXX LANE CLOSED AHEAD

5. ONE LANE - CLOSED - XXXXX RND (XXXXX refers to NORTH or SOUTH as appropriate, generally this message will be used in the opposite direction)

6. XPM - UNTIL - YAM (to be used when there is not enough room on previous board to put hours)

7. SLOW - TRAFFIC - AHEAD

8. TRUCKS ENTERING ROADWAY

9. STARTING - XX:X0 YM – ZZZ (to be used before work starts, X refers to appropriate time, Y refers to AM or PM, and ZZZ refers to day of the week, spelled out)

10. ONE LANE - CLOSURES - AT BRDG (see abbreviation list)

11. JUNE XX - UNTIL - JULY XX (spell out month if it fits, use three letter abbreviation if it doesn't)

12. MON-SUN - XPM-YAM

13. RT XXX Y – CLOSED (XXX refers to route, Y refers to direction. First board must contain information regarding start time and date.)

14. PLAN - ALTERNTE – ROUTE (to be used in conjunction with message #13 (generally during the time when work is not taking place). NEVER direct traffic to a particular alternate unless it is an NJDOT approved detour!)

15. FOLLOW - DETOUR – AHEAD (to be used in conjunction with message #13 (generally during the time when the detour IS in effect). Can be used ONLY when there is an NJDOT approved detour route.)

16. RAMPS AT - EXT YY – CLOSED (to be used in conjunction with a message that gives time(s) and if necessary, date(s). YY refers to Exit number.)

17. LEFT AND - CENTER - LANES

18. CNTR AND - RIGHT – LANES (for messages 17 & 18, next board must indicate what is going to happen to the affected lanes, i.e. closed, rough road, slippery, etc.)

19. SINGLE - LANE - CLOSED

20. 2 LANES - CLOSED - XXAM-YYPM

21. TRUCKS - OVER - XX' WIDE (used in conjunction with messages that describe a detour route for wide trucks.)

22. EXPRESS - LANES - CLOSED

23. LT LANE - LOCAL - CLOSED

24. XPM YYY - UNTIL - XAM YYY (messages 22-24 can be revised to describe any situation regarding Express and Local lane closures (Message 24 would go up before work started, a different message should be in place while work is on going). X refers to the hour, YYY refers to the day.

25. LOCAL - XX LANES

26. EXPRESS - X LANES (used in conjunction with a message that describes the impact to happen, this message would be used on a sign in the opposite direction indicated (X = S or N). While Exp and Loc are indicated on these signs, any route or street can be referenced.)

27. TRAFFIC - FINES - DOUBLED IN - WORK - ZONE When VMS are not being used for Traffic Management purposes, these messages should be displayed.

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ATTACHMENT "B"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MEMORANDUM

TO: _____, Resident Engineer
Region _____ Construction

FROM: _____
Manager, Bureau of Traffic Engineering & Investigation

PHONE:

DATE:

SUBJECT: Construction Speed Limit LSC-[illegible]-1
Route _____ Section _____
Vic. M.P. _____ to Vic. M.P. _____
_____Township, _____ County

Date Signs Installed _____

Date Signs Removed _____

In accordance with your memorandum dated _____, we have reviewed the above-captioned project to determine the feasibility of reducing the existing posted speed limit within the project limits.

Based on the provisions of the attached regulation LSC 77-1, effective on February 24, 1977, it is recommended that the speed limit within the limits of the above-captioned project be posted at ____ MPH.

One sign, R2-5A (Reduced Speed Ahead), shall be installed 500 feet in advance of the first R2-1 (Speed Limit) sign at the approach ends of the project. Additional R2-1 signs shall also be installed at 1/2 mile intervals through the project. These signs shall also be installed in the median where the width of the median permits (signs to be [illegible] 48" min.).

Reduction of the existing "Speed Limit" shall be in effect only when one or more of the following conditions exists:

1. Where hazards or obstructions are present and construction barriers are in use.
2. When workmen are on or adjacent to the traveled way.
3. When other conditions exist which are deemed potential safety hazards as determined by the Regional Traffic Engineer, Work Zone.

When none of the above conditions exist, the temporary construction zone signs R2-1 and R2-5A shall be removed or covered with an opaque material in a manner, and at such times, as approved by the Engineer. During periods when the temporary construction zone speed limit is not in effect, the permanent speed limit signs shall be visible.

c: Regional Construction Engineer

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION III, SUBSECTION F

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION G	DATE
CONSTRUCTION START UP	PROGRESS SCHEDULE and PROJECT PROGRESS	05/15/06

1. At or prior to the preconstruction conference, the contractor shall furnish the Resident Engineer, for approval, a progress schedule showing the order in which the contractor proposes to prosecute the work. The Resident Engineer will examine the schedule and verify that all items pertinent to the project have been accounted for. Progress should be accurately indicated in accordance with prescribed scheduling, staging or contract specified milestones and shall conform to contract specifications.

2. The progress schedule shall be one of the following depending on whether or not the progress schedule is a pay item:
   a. When the progress schedule is a pay item, it shall be prepared using the Critical Path Method (CPM) or a comparable network system conforming with the requirements outlined in the contract specifications.
   b. When the progress schedule is not a pay item, the schedule may be a bar chart or similar type acceptable to the Resident Engineer as to form and substance.

3. Listed below are some items that the Resident Engineer should watch for during a review of the Progress Schedule and what course of action to take.
   a. An overly optimistic progress schedule providing for a projected completion date well in advance of the contract completion date. This may be a "set-up" for a future claim by the Contractor. The Resident Engineer with concurrence from the Project Manager may approve such a schedule by stating, in a letter to the Contractor, that no claim for additional time or compensation shall be brought against the State as the result of failure to complete the work by the earlier date shown on the progress schedule.
   b. A completion date beyond that specified as the contract time. The Resident Engineer must write to the Contractor and, in his letter, inquire why the Contractor is proposing to work beyond the completion date and what efforts are going to be made in the way of overtime, increased manpower, and/or additional or more productive equipment in order to attempt to meet the completion date.
   c. If the Contractor's response indicates that he now anticipates that he can meet the completion date, the progress schedule should be returned to him for revision.
   d. If the Contractor's response indicates that he still anticipates that he will not meet the completion date, and his reasons are factual, the Resident Engineer with concurrence from the Project Manager may approve such a schedule by stating, in a letter to the Contractor, that liquidated damages will be assessed for any overrun beyond the contract time.

e. If the Contractor's response indicates that he still anticipates that he will not meet the completion date, and his reasons are not factual or partly non-factual, the Resident Engineer should consult with the Project Manager. A meeting with the Contractor may be warranted.

f. Lack of any time allotments for utility work. This is grounds for rejection. Unless there are clear indications to the contrary, the schedule should anticipate that the utilities will need the maximum time allowance as stated in the Project Specifications. A "preliminary" progress schedule, to be followed up with a final progress schedule after the utility work is accomplished, is not recommended.

g. Working times which conflict with local ordinances, e.g., the Contractor's schedule may show work on weekends in a locality where it is forbidden. This is grounds for rejection.

h. No time allowance for working drawing approval is grounds for rejection.

i. No time allowance for trial batching of concrete when such trial batching for concrete mix design is specified in the Specifications. This is grounds for rejection.

j. No listing of the quantity and kinds of equipment and character of the labor force, or a listing which is unreasonable is grounds for rejection. This listing should be consistent with the scheduling. In other words, the work force should be increased to allow for weather, and peak and slack work periods. This can be critical in defending claims for extensions of time.

k. Required staging not shown is grounds for rejection.

l. Too general is grounds for rejection.

m. The showing of continuous work on items which cannot be continuous is grounds for rejection.

n. Project specific restraints in the contract, e.g., Environmental permit conditions, curb construction between November 1 and March 15 and latex modified concrete overlay between November 15 and March 15.

4. When the Resident Engineer completes the review, the Resident Engineer will send a letter to the Contractor noting all of the deficiencies and then schedule a meeting with the Contractor to discuss and resolve the deficiencies within five (5) working days and copy the Project Manager.

The Resident Engineer should reject any progress schedule deemed unacceptable and no work should be allowed to start until an acceptable schedule is obtained.

5. When a progress schedule has met with satisfactory review, it will be stamped, dated, signed, and distributed. Below is an example of what information is required on the stamp.

REVIEWED FOR
GENERAL CONFORMITY
WITH PLANS AND SPECIFICATIONS

Resident Engineer _____ Date _____
(Signature)

Project Manager _____ Date _____
(Signature)

6. The Resident Engineer will obtain from the Contractor sufficient copies of the progress schedule, and distribute as follows:
   Regional Construction Engineer (1)
   Project Manager (1)
   Bureau of Project Support Services (1)
   Bureau of Materials (only on projects with Bridge Items) (1)
   Regional Office of the Bureau of Materials (1)
   Federal Highway Administration (Full Oversight projects) (1)
   Contractor (1)

7. The Contractor will submit **updates** to the Progress Schedule as required by the Specifications. They will be reviewed in the same manner as the original schedule. In reviewing the updates, the Resident Engineer should watch for the following:

   a. A major shift in the sequence of operations or staging from that shown on the originally approved progress schedule. The Contractor should be questioned as to why there is a deviation. For example, if the Contractor is changing his sequence of operations due to a problem he is experiencing with a supplier, such as slow delivery, a letter in the files indicating this could be useful to the Department should the Contractor protest the assessment of liquidated damages at some future date.

b. Work items shifted into times of anticipated unfavorable weather. The Contractor should be questioned on how he intends to accomplish same and still meet the requirements of the plans and specifications.
c. Work items shifted into times which do not meet the specifications such as curb construction between November 1 and March 15 (see Subsection 605.07). This is grounds for rejection of the progress schedule.
d. Starting and stopping dates which are not reasonable based on the Contractor's proposed equipment and labor force. The Contractor should be questioned on how he intends to meet these dates based on the equipment and labor he has indicated he will use.

   On contracts which permit bar charts (or similar) rather than CPM's, a revision or update may be required if there are any major deviations from the approved progress schedule.

8. If at anytime during the progress of the project, Contractor-induced work delays are incurred resulting in the contract completion date being behind schedule by a month, a letter to the Contractor will be required as per the example letter in accordance with Standard Specifications Subsection 108.04 (see Attachment "A").

   NOTE: If an extension of time that would affect the interim completion date is under consideration, the matter should be discussed with the Field Manager and Project Manager. Whereupon the Project Manager will evaluate the relative merits of the extension of time being considered and determine if the delay notice should be sent to the Contractor. Generally, a delay notice should not be sent if damages for constructive acceleration could be incurred.

9. The progress schedule should be a topic discussed at all project meetings.

ATTACHMENT "A"

Date

Contractor
2 Close Street
Hopewell, New Jersey 08698

Attention: Mr. Turtle (Company's President)

Subject: Project's Name
Project's Completion Date

Dear Mr. Turtle:

This project's (progress schedule or activities) indicate(s) that over a month's delay has been incurred which may result in a failure to meet the project's (original or adjusted) completion date. Within the next two weeks, a plan is required from your firm detailing what actions will be used to improve the work progress so as to meet the contract completion date of (correct contract completion date) which is time of essence.

Failure to respond within the next two weeks may result in a suspension of all work and will affect your firm's rating on the DC-83 form.

In accordance with Specifications, Subsection 108.04(d), your corrective actions to regain control of the project so as to successfully complete on time shall not incur any additional costs to the State. Failure to make these necessary adjustments to ensure the contract completion date could result in default and termination of this contract.

Sincerely,

Signature of Resident Engineer

c: Regional Construction Engineer
Project Manager
Field Manager
Manager, Bureau of Construction Engineering

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION G-1	DATE
CONSTRUCTION START UP	PROGRESS SCHEDULE and PROJECT PROGRESS – *Projects using B[illegible]*	6/15/06

1. **TO UNDERSTAND AND FOLLOW THIS PROCEDURE, YOU WILL NEED TO REFER TO THE FOLLOWING:**

   - Standard Specifications 108.04 "Progress Schedule and Prosecution of the Work"
   - Project's Special Provisions 105.15 "Field Office" paragraph 1. a. (e)
   - The most current NJDOT Capital Program Management Construction Scheduling Standard Coding and Procedure for Designers and Contractors Manual.
   - NJDOT Primavera template project containing the latest standard coding.

   (The manual and template are available from Quality Management Services.)

2. In accordance with the requirements of **Standard Specifications 108.04 "Progress Schedule and Prosecution of the Work",** the Contractor shall furnish the Resident Engineer a Critical Path Method (CPM) schedule. The **Project's Special Provisions Subsection 105.15 "Field Office" Paragraph a. (e),** will specify one of the following CPM scheduling software programs that is to be utilized on the Project:

   - Primavera SureTrak or equivalent software, latest version.
   - Primavera Project Planner (P3) or equivalent software, latest version.
   - Primavera Project Planner for the Enterprise (P3e) or equivalent software, latest version.

   The CPM schedule shall be developed utilizing the most current NJDOT Capital Program Management Construction Scheduling Standard Coding and Procedure for Designers and Contractors Manual and the NJDOT Primavera template project containing the latest standard coding.

   The CPM schedule shall consist of a ***PRELIMINARY SCHEDULE***, a ***BASELINE SCHEDULE*** and MONTHLY/BI-***MONTHLY UPDATES.*** The **requirements** of all CPM schedules are explained in detail in the Standard Specifications 108.04 "Progress Schedule and Prosecution of the Work".

   Preliminary Schedule. In accordance with the time frames and requirements in

RESCINDED 4/2018

Standard Specifications 108.04 "Progress Schedu Pr cutio f the Work" the Contractor shall submit, no later than t te ine Day fter execution of the Contract, six copies of the Prelimina Schedu the er for review and approval or rejection, and return eliminary sch le.

1) The Resident Engineer will review the **Pre ry** CPM ule in accordance with the documents listed in ragraph (S ng 1.) and send a copy of the preliminary CPM schedule Reg res Schedule Subject Matter Expert (SME) for revie The ional E shall review the schedule and advise the Resident Eng eer wit mple time so that the Resident Engineer may respo k to e Cont r. The Resident Engineer is to respond back in w g, rovi or if rejecting noting all of the deficiencies within five Bu receipt. If needed, the Resident Engineer will sche a ith t Contractor to discuss and resolve the deficiencies.

2) **Work shall not begi il the Preli ary hedule has been approved**.

b. ***Baseline CPM Sch*** In rdan with the time frames and requirements in Standard Spec is 108.0 Prog Schedule and Prosecution of the Work" the Contracto mit eline CPM Schedule documents depicting the C tor s lan for t ntire Contract.

1) The Resid gine ll re **Baseline** Schedule in accordance with the doc ts d in p grap . (see page 1.) and send a copy of the Base CP che to Regional Progress Schedule SME for review. The sh w the schedule and advise the Resident E eer e s dule is acceptable or noting the deficiencies. The nal E mplete the review and respond back in writing to Resid Eng er with ample time so that the Resident Engineer may spond bac wi to the Contractor. The Resident Engineer will spond back to Contractor approving or noting all of the deficiencies with n Sta Rus ess Days of receipt. If needed the Resident Engineer will sch e eeting with the Contractor to discuss and resolve the ies. ngineer will review the revised baseline submittals within Sta usiness Days of receipt. Schedules that are not approved shall be re ed resubmitted by the Contractor until the Engineer's approval is ceive

2) to the requirements of Standard Specifications 108.04 "Progress Sch and Prosecution of the Work" and The NJDOT Capital Program gement Construction Scheduling Standard, listed below are some items that he Resident Engineer should watch for during a review of the Progress hedule and what course of action to take.

RESCINDED 06/2018

a) An overly optimistic progress schedule vid fa p ected completion date well in advance of the co tra con tion This may be a "set-up" for a future claim the ntract The Resident Engineer with concurrence from the Proj Manag may such a schedule by stating, in a letter to the ctor, that aim for additional time or compensation s be bro ht ate as the result of failure to complete the wo the e own on the progress schedule.

b) A completion date beyon spe ied as contract time. The Resident Engineer must wri the Con ctor and, his letter, inquire why the Contractor is p sing d the completion date and what efforts are going ma th of overtime, increased manpower, and/or addit l or e u e equipment in order to attempt to meet the specifie mple da

i. If the Contr onse ind at he now anticipates that he can meet th mple date, the progress schedule should be returned im vision.

ii. If the Co cto esp ates that he still anticipates that he will mee mpletio te, and his reasons are factual, the R gine with currence from the Project Manager may app such ch stating, in a letter to the Contractor, that idat damag wi assessed for any overrun beyond the con t tim

iii. r's onse indicates that he still anticipates that he will mpletion date, and his reasons are not factual or actual, the Resident Engineer should consult with the Proj Mana A meeting with the Contractor may be warranted.

c) ck of t allotments for utility work. This is grounds for rejection. U are clear indications to the contrary, the schedule should ticip the utilities will need the maximum time allowance as sta in the Project Specifications. A "preliminary" progress schedule, to fo ved up with a final progress schedule after the utility work is ac shed, is not recommended.

e allowance for working drawing approval is grounds for rejection.

No time allowance for trial batching of concrete when such trial batching or concrete mix design is specified in the Specifications. This is grounds for rejection.

RESCINDED 08/01/2018

f) No listing of the quantity and kinds of equi nd arac of the labor force, or a listing which is unreasonab g nds re ion. This listing should be consistent with the sch g. ther he work force should be adjusted to allow weat r, and ak nd slack work periods. This can be critical in def g cla ns fo ons of time.

g) Required staging not shown is ground reject

h) The showing of continuous work on ms whi annot be continuous is grounds for rejection.

i) Project specific restrai th Environmental permit conditions, curb constru Nove 1 and March 15 and latex modified concrete ov be an r 15 and March 15.

3) When a progress s dule has n with atisfactory review, it will be stamped, dated, s distribute ow is an example of what information is requir the s

A OV
PURSUAN ID IEC BSECTION 108.04

Re el Date _____
(Sig re)

4) The esid gin will ibute copies of the schedule as follows:

ona Eng er (1)
Proj Mana (1)
au rogr Support Services (1)
ureau of M ials y on projects with Bridge Items) (1)
gional Office e Bureau of Materials (1)
Fe al Hig y Administration (Full Oversight projects) (1)
Contra (1)

On th M is approved, the Resident Engineer will forward an electronic copy t ity **Management Services** and the Regional SME.

Up id Revisions. The Contractor shall update the CPM schedule nthly **monthly** in accordance Standard Specifications 108.04 "Progress and Prosecution of the Work" whether or not the Engineer has cepted the schedule, to reflect actual activity progress.

RESCINDED 2018

1) The update shall include the historical record of actual st and al finish dates for activities in progress, or completed, a ining ation based on the amount of workdays required to c p the tivi

2) The Resident will review the schedule in ordan with uments listed in paragraph 1. (see page 1.) and send y of the CP ule to his Regional Progress Schedule SME for revie Regiona E shall review the schedule and advise the Re ent En ee ple time so that the Resident Engineer may resp back Contractor in accordance with the specified time fra

3) The schedule will be reviewed i ame nner as original schedule. In reviewing the updates, the ide Eng eer shou watch for the following:

   a) A major shift in the seque of ati aging from that shown on the originally approved pro s so ule. he Contractor should be questioned as to here is a de tion for example, if the Contractor is changing hi of ope due to a problem he is experiencing with upplie uch as slow delivery, a letter in the files indicating th d b eful he Department should the Contractor protest the sment of idat damages at some future date.

   b) Work i hifte times of icipated unfavorable weather. The Contr he tio n how he intends to accomplish same and till the ren the plans and specifications.

   c) k iter hift to s which do not meet the specifications such as uct ween November 1 and March 15 (see bse s is grounds for rejection of the progress s ule.

   Starting stop g dates which are not reasonable based on the Contract's p sed equipment and labor force. The Contractor should uesti d on how he intends to meet these dates based on the equ labor he has indicated he will use.

4) Once the PM Update schedule is approved the Resident Engineer will forwa to **Quality Management Services** and the Regional SME.

If a tim ring the progress of the project, **Contractor-induced work delays** e inc ulting in the contract completion date being behind schedule by a a le to the Contractor will be required as per the example letter in ord ith Standard Specifications Subsection 108.04 1.h.(5) (see Attachment "A

RESCINDED 2018

NOTE: If an extension of time that would affect the in co letion te is un consideration, the matter should be discussed with Ma ger a Project Manager. Whereupon the Project Manager will eva at e re ive the extension of time being considered and determine if the delay no e shou sent to the Contractor. Generally, a delay notice d no be se if nages for constructive acceleration could be incurred.

4. **Changes and Delays.** To ensure that the M sche le s to accurately reflect the Contractor's plan for the Wo k an it inc the impact of all changes and delays as soon as the Wor sc be ined, the Contractor shall use the procedure described i Stan ard Spe ations 108.04 "Progress Schedule and Prosecution of the Wo o incorpo te chang nd delays. When Extra Work or a change is proposed o ni the Contractor shall submit a Time Impact Evaluation form, DC-186 tac t

5. **Monthly/Bi-Monthly progress mee gs** s be e updated CPM schedule shall be the basis for the monthly/Bi nthly ogress review meetings. Activity progress shall be prepar vance of t e g. At this meeting, attended by the Engineer, all prog ur the calen onth shall be presented and reviewed for incorpor ion the s dule by the Contractor. Within a period of ten State Business om t ate o is progress meeting, the Contractor shall submit the schedul ate t the ith the agreed upon changes.

RESCINDED 06/04/2018

RESCINDED 06/14/2018

ATTACHMENT "A"

Date

Contractor
2 Close Street
Hopewell, New Jersey 08698

Attention: Mr. Turtle (Company's President)

Subject: Project's Name
Project's Completion Date

Dear Mr. Turtle:

This project's (progress schedule or activities) [illegible]licate[illegible] that [illegible]r a month's delay has been incurred which may result i[illegible] failure to m[illegible] the [illegible]ject's (original or adjusted) completion date. Within the te[illegible]ess Days, [illegible] is required from your firm detailing what actions will be use[illegible] imp[illegible] the work progress so as to meet the contract completion date of ([illegible]t co[illegible]ct co[illegible]tion date) which is time of essence.

Failure to respond within the [illegible]ks [illegible]lt in a suspension of all work and will affect your firm's ra[illegible] the [illegible] form.

In accordance with Spe[illegible]ation[illegible] Subs[illegible]08.04(d), your corrective actions to regain control of the [illegible]ject [illegible]s to [illegible]ess[illegible]y complete on time shall not incur any additional costs [illegible] the S[illegible] P[illegible] t[illegible]ke these necessary adjustments to ensure the contract comp[illegible] [illegible]ld r[illegible]efault and termination of this contract.

Sincerely,

Signature [illegible]esident Eng[illegible]er

c: [illegible] Co[illegible]uction [illegible]gineer
[illegible]ect Manage[illegible]
Fiel[illegible]
[illegible]anager, Bureau [illegible] Construction Engineering

RESCINDED 06/14/2018

Form DC-186 6/03

ATTACHMENT "B"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

TIME IMPACT EVALUATION (TIE)

PROJECT: _____ **TI** _____

PREPARED BY: _____ **DA** _____

DESCRIPTION:

ACTIVITIES AFFECTED

TYPE OF IMPACT:

INCREA **URA** **N:** _____ **AMOUNT:** _____

DELAY **DAT** **OF WORK:** _____

FRAG

EV **TION RESPONSIBILITY**

SECTION III	SUBSECTION H	D
CONSTRUCTION START UP	CONSTRUCTION FIELD OFFICE, MATERIALS LABORATORIES & TELEPHONE SERVICE	06

1. SELECTION OF FIELD OFFICE LOCATION

Subsection 105.15 of the Specifications states that the Construction Field Office shall be: "**. . . located on or in the immediate vicinity of the project . . .**"

The Resident Engineer is responsible for the location/selection of the Field Office and must see that the specifications are enforced and carried out. Regional Management (Field Manager and Regional Construction Engineer) must see that this is adhered to uniformly.

For any Construction Field Office location to be more than 1/2 mile beyond the limits of the project as shown on the key map, the Resident Engineer must provide the Regional Construction Engineer for his approval, a memorandum justifying the location based on operational needs. If the Regional Construction Engineer agrees with the Field Office location/selection, the Director of Construction Services and Materials will then be contacted for approval. If the Director of Construction Services and Materials agrees with the Field Office location/selection, the Regional Construction Engineer will advise the Resident Engineer by memorandum that the location/selection has been approved and any conditions the approval has.

The Regional Construction Engineer and the Director of Construction Service and Materials must approve acceptance of any field office, which does not meet the requirements of Specifications Subsection 105.15.

The foregoing provisions will also apply to the Materials Field Laboratory (Specifications Subsection 106.06) and the Curing and Storage Facility (Specifications Subsection 106.07) items, if they are required by the contract except that approval will be by the Regional Materials Field Manager.

2. OFFICE EQUIPMENT INVENTORY

For internal control purposes, the Resident Engineer will establish an inventory receipt of all contractor furnished equipment per Specifications Subsection 105.15 and maintain this receipt in the Field Office Set-up item folder. Attachment A is an example of the receipt. A copy of the receipt will be sent to the Contractors Home Office and the Regional Construction Office, with a copy to the Field Manager.

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION III, SUBSECTION H

A copy of the inventory receipt will be used at the end of the project to have the Contractors representative sign that they are picking up the equipment when no longer needed by the Resident Engineer.

Should any equipment, such as a computer, pager, cellphone or file cabinet be moved from the field office to another field office, (i.e., close-out the project) a transfer receipt signed by both the Resident Engineer and the Contractor, if applicable, shall be completed and distributed. A final pickup receipt will then be made out when the equipment is returned to the Contractor.

3. TELEPHONE SERVICE AND USAGE

A. INSTALLATION

1. Separate payment for telephone installation shall not be made under Telephone Service based on the 1995 Standard Specifications and as amended by the 1998 Supplemental Specifications. Costs for telephones, installation and activation are included in Field Office Set-Up payment. Only telephone call charges and the monthly service charge shall be paid under the Telephone Service item on projects which do not contain a change in the Special Provisions.
2. On projects bid after January 1, 2000 refer to the Project's Special Provisions Subsection 105-1.6, Field Offices. These provisions change the method of payment for the fixed monthly service charges and the payment for monthly cellular phone usage charges. Maintenance of the construction field and survey field office or other facilities shall include the cost of telephone fixed monthly service charges, cellular phone plan fixed monthly service charges for the plan specified and pager service. Separate payment for telephone service will be made only for the actual cost for the monthly land-line toll call charges and related taxes. Separate payment will also be made for actual cellular phone use charges and related taxes for the time exceeding the quantity allowable in the service plan specified.

B. MONTHLY TELEPHONE SERVICE PAYMENT

Upon receipt of the telephone bills, the Resident Engineer will review the phone bill to make sure that calls are justified. The Resident Engineer will prepare and sign the DOT making payment for the applicable monthly telephone service charges in accordance with the projects specifications. The Resident Engineer will also identify personal calls. The Resident Engineer will notify the person/persons making the personal calls as to the amount they owe and those persons will make out a check in that amount payable to the Department of Transportation per Department Policy No. 1.3031. The Resident Engineer will keep a copy of the checks with the phone bill.

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C. PERSONAL TELEPHONE CALLS

Personal Telephone Calls are defined as a telephone call not necessitated by an employee's work. Should the employees expected work hours get changed during the day, a short call home is justified. Also a short call home due to sickness in the family would also be permissible and not be considered personal. Each NJDOT employee should:

1. Confine personal telephone calls to lunch and break periods unless urgent personal situations arise.
2. Use a coin-operated telephone or personal calling cards or call collect whenever practical and feasible.
3. Make as few calls as possible, short in length as described above. Excessive number of call(s) for excessive length of time may be considered personal.
4. Only phone calls, which may be questioned as being personal or not should be logged on an Attachment (Record of Toll Calls) with an explanation for the phone call under remarks. This will help the Resident Engineer determine whether it was personal or not.

D. CELLULAR TELEPHONE USAGE

The use of cellular phones by Construction Services & Materials personnel must be strictly limited to construction related business. Resident Engineers and Field Managers will closely monitor the use of these phones. It is important to remember that there is a charge for incoming calls as well as outgoing calls so all calls should be kept short and to the point. In addition, all cellular phones will remain in the off mode until the engineer/inspector is contacted via pager. Once the person is paged he can then return the call with the cellular telephone if deemed urgent or wait until he reaches the field office to return the call. (Normal conversation between the Resident Engineer and the Contractors Superintendent on non-critical work or non-emergency situations is deemed non-urgent).

Upon receipt of the monthly cellular telephone bill, if the Resident Engineers review reveals personal telephone calls, reimbursement to the Department by the employee making the call shall be made in accordance with Department Policy No. 1.3031 as described in 3B "Monthly Telephone Service Payment".

E. TELEPHONE AUDITS

The Field Manager for a project will audit the telephone bill records for each project twice yearly and supply a copy of that audit to the Regional Construction Engineer. This also applies to Regional Materials Engineers audit of Materials Field Laboratory and Curing and Storage Facility Telephone bills.

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION H

Form DC-178 6/99

NEW JERSEY DEPARTMENT OF TRANSPORTATION

CONTRACTOR SUPPLIED EQUIPMENT TRANSFER

Date _____ Region _____

Project: _____

Field Office Location: _____

Contractor: _____ Contractor's Main Office Location: _____

Field Office Type *(Check one)* A ☐ B ☐ C ☐ D ☐ E ☐ S ☐ T ☐

Does the Project have a Material Laboratory/Curing Facility? Yes ☐ No ☐ If yes, a separate form needed

LIST OF EQUIPMENT SUPPLIED

EQUIPMENT	QUANTITY	TYPE(S) AND CONDITIONS(S)
TELEPHONE		
CELL PHONE		
PAGER		
DESK WITH CHAIR		
TABLE		
CHAIR		
SUPPLY CABINET		
PLAN-RACK		
PLAN FILE		
RE-RESIST. DRAWER CABINET(S)		
DRAFTING TABLE		
LEGAL-SIZE FILE CABINET		
FIRE EXTINGUISHER		
COOLER AND BOTTLED WATER		
ELECTRONIC CALCULATOR		
TYPEWRITER		
COPY MACHINE		
FAX MACHINE		
FIRST AID KIT		
COMPUTER SYSTEM		
SOFTWARE		
OTHER (List)		

List Microcomputer System, Software and Other Equipment required by the Project Special Provisions: (Attach Copy of the SPECIAL PROVISIONS as a Checklist)

Equipment Supplied: _____ *Contractor Signature* _____ *Date* Equipment Received: _____ *Resident Engineer Signature* _____ *Date*

Equipment Returned: _____ *Resident Engineer Signature* _____ *Date* Equipment Received: _____ *Contractor Signature* _____ *Date*

Region Office
Contractor's Main Office
Manager

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION H

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION I	DATE
CONSTRUCTION START UP	SUBCONTRACTING DOCUMENTATION	05/15/06

2011 CONSTRUCTION PROCEDURE HANDBOOK SUPERCEDED BY SECTION III SUBSECTION I

1. Regional Construction Engineer

   a. For all NJDOT contracts, the Regional Construction Engineer shall receive from the Contractor, the "Request for Approval to Sublet," Form DC-18, completed with all required information, and the identification and certification of the actual dollar amount of the subcontract (Attachment "A"). The Contractor shall attach to that form a certified copy of the executed subcontract between the Contractor and the subcontractor.

   NOTE: To assist the Contractor in eliminating common causes for DC-18 rejection at the Regional level, the Regional Construction Engineer will provide the Contractor a copy of the Contractor DC-18 checklist, (Attachment "B").

   b. Before the subcontractor is allowed to do any work on the project, the Regional Construction Engineer shall:
      1) Review the Form DC-18 and the executed copy of the subcontract agreement to make sure that all required information is included and that all required certifications are properly signed and sealed by Notary. Particular note should be taken to insure that the actual dollar amount of the subcontract is clearly identified. The actual dollar amount of the subcontract to be shown on Parts III, IV if necessary and Part I of Form DC-18 is the amount to be paid to the subcontractor for the sublet work to be performed.
      2) Compare the proposed items, disadvantaged business enterprises firm, and amount of the subcontract against the Contractor's approved D/WBE Utilization memorandum from the Division of Civil Rights/Affirmative Action, to verify compliance. If D/WBE is not being utilized as per memorandum by the Division of Civil Rights/Affirmative Action, DC-18 will be disapproved unless a letter from the Division of Civil Rights/Affirmative Action is attached approving the change. The D/WBE Utilization memorandum must agree with the actual dollar amount. If a disagreement between the actual amount of subcontract and the amount on the DBE forms exists, resolution of these amounts must occur before forwarding to Construction Services. The form "A" amount should equal the actual amount.
      3) Using contract bid prices, make sure that the Contractor is performing with its own organization the dollar amount of work as specified in Subsection 108.02 of the Project's Specifications.
      4) When the Contractor intends to assign additional work to a subcontractor for which there is already an approved subcontract on file, the processing of Form DC-18 "Request for Approval to Sublet" remains unchanged. This applies to additional items of work not previously assigned, or Extra Work

items, not minor quantity changes due to field conditions. The submittal shall include:

a) Properly executed DC-18
b) Certified contract indicating the additional work to be performed and the actual dollar amount to be paid to the subcontractor.
c) Copy of the Department's original letter of approval to sublet.

The certified copy of the executed contract for renewals will not be required to include the required contract provisions. Only the information that amends the original certified subcontract will be required.

The following will be added to the regional memorandum submitted with the Request for Approval to Sublet, Form DC-18.

5) If Form DC-18 does not conform to these requirements, the Regional Construction Engineer shall send it back to the Contractor for correction.

When the Regional Construction Engineer is satisfied that the Form DC-18 sublet request conforms to the specification requirements, he shall sign for regional approval and submit the request to Manager, Bureau of Construction Services, Procurement for final approval.

2. Manager, Bureau of Construction Services, Procurement

a. If the Regional Construction Engineer's transmittal is in order and the subcontracting application is acceptable, the Manager, Bureau of Construction Services, Procurement, shall notify the Contractor by letter that his "Request for Approval to Sublet," Form DC-18 has been approved and shall send a copy to the Regional Construction Engineer, Division of Civil Rights/Affirmative Action with attached copy, Bureau of Construction Engineering, and Division of Accounting and Auditing with original submission.

NOTE #1 - The subcontractor shall not be allowed to start work on the project before this, except for "emergency situations," when it is not possible to submit all the paperwork to the Bureau of Construction Services and have it approved before work must start. The Regional Construction Office will be responsible for determining whether or not an emergency exists before employing the preliminary approval process. It will also be responsible for insuring that this procedure is not abused. For such situations, the Bureau of Construction Services can grant preliminary written approval only as follows:

2011 CONSTRUCTION PROCEDURE HANDBOOK
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SECTION III SUBSECTION I

Emergency Situations

1) "Emergency" approvals will only be considered for emergencies and are to be verified by the Regional Construction Office through the Resident Engineer.

2) The required number of copies of Forms DC-18 must be in the Regional Construction Office and reviewed and found in compliance with contract documents by regional personnel.

3) Emergency request for approval to sublet will be faxed using the request form supplied by the Manager, Bureau of Construction Services (Attachment "C").

3. Once the Bureau of Construction Services, Procurement has the above information, they will review it.

   a. If approved, they will post all DC-18 sublet approvals in spreadsheet format on the web page at http://www.nj.gov/transportation/business/procurement/ConstrServ/subcontracting.shtm. The mailed distribution to the contractor and regional offices will be eliminated. The listing will be updated weekly, each Thursday morning, to coincide with project advertisement posting.
   b. If not approved, they will notify the Region by phone, FAX or E-Mail within 24 hours as to why they cannot approve it.

2011 CONSTRUCTION PROCEDURE HANDBOOK SUPERCEDED BY SECTION III SUBSECTION I

ATTACHMENT "A"

Form DC-18 A 03/06

NEW JERSEY DEPARTMENT OF TRANSPORTATION

REQUEST FOR APPROVAL TO SUBLET
To be completed by Contractor
Note -- Forward one original and three copies.

DATE _____

PART I:

In accordance with terms of our contract,

_____

(Contractor) (Address) (NJDOT Contractor ID)

Contractor for the construction of _____
(Project Description or Route & Section, Federal Project No., DP No.)

requests approval to sublet to

_____,

(Subcontractor) (Address) (NJDOT Subcontractor ID, if known)

the following contract item(s):

ITEM NO.	QUANTITY	ITEM	UNIT PRICE	TOTAL

	Subtotal of above	$
Attach additional sheets if needed	Subtotal from additional sheets	$
	TOTAL SUBCONTRACT $ AMOUNT AT CONTRACT UNIT PRICES	$

2011 CONSTRUCTION PROCEDURE HANDBOOK SUPERCEDED BY SECTION III, SUBSECTION I

PART II:

TO BE COMPLETED BY CONTRACTOR

CERTIFICATION OF INCLUSION OF REQUIRED CONTRACT PROVISIONS

The undersigned contractor hereby certifies that all applicable Required Contract Provisions including, but not limited to, the following:

2011 CONSTRUCTION PROCEDURE HANDBOOK SUPERCEDED BY SECTION III, SUBSECTION I

FOR FEDERAL PROJECTS	FOR WHOLLY STATE FUNDED PROJECT
• Required Contract Provisions for Federal Aid Construction Contracts (FHWA 1273 Rev. 1994)	• State of New Jersey Equal Employment Opportunity for Contracts Funded by Wholly State Funds
• Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order #11246)	• Payroll Requirements for 100% State Projects
• Notice of Requirement for Affirmative Action to Ensure Equal Opportunity (Executive Order #11246)	• Small Business Enterprise Utilization Attachment for 100% State Funded Contracts (March 2004)
• State of New Jersey Equal Employment Opportunity For Contracts Funded by FHWA	• Minority/Female Outreach & Training Program for Wholly State Funded projects
• Disadvantaged Business Enterprise Utilization Attachment – FHWA Funded Contracts or Emerging Small Business Enterprise Utilization Attachment	• Americans with Disabilities Act 100% State Funded Contracts
• Equal Employment Opportunity Special Provisions	• Equal Employment Opportunity Special Provisions Construction Contracts Funded by Wholly State Funds
• Special Contract Provisions for Investigating, Reporting, and Resolving Employment Discrimination and Sexual Harassment Complaints	• Training Reimbursement
• Incentive Program Disadvantaged Business Enterprise Utilization - Attachment for FHWA Funded Contracts	• New Jersey Department of Labor Prevailing Wage Rate Determination
• Training Special Provisions	• New Jersey Department of Transportation Code of Ethics for Vendors
• General Wage Determinations Issued Under the Davis-Bacon and Related Acts	• Subsection 107.03 of the said Standard Specifications as amended or supplemented
• New Jersey Department of Labor Prevailing Wage Rate Determination	
• New Jersey Department of Transportation Code of Ethics for Vendors	
• Subsection 107.03 of the said Standard Specifications as amended or supplemented.	

have been included in, and made a binding part of, a written, signed agreement represented by this Form DC-18 between:

_____ AND _____

(Contractor) (Subcontractor)

In addition, the following information pertinent to this subcontract is submitted:

Estimated Subcontract Work Start Date ____/____/____ Estimated Subcontract Work Completion Date ___/___/

PART III:

TO BE COMPLETED BY CONTRACTOR
FOR DBE/ESBE/SBE SUBCONTRACTORS ONLY

2011 CONSTRUCTION PROCEDURE HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION I

TO BE COMPLETED FOR DBE/ESBE PROGRAM SUBLET APPROVAL REQUESTS FOR FEDERAL PROJECTS

1) Total Project DBE/ESBE Goal _____%

2) Subcontractor percentage this sublet = Actual subcontract $ amount = $ _____ X 100 = _____%
Total $ contract bid amount

3) Previous DBE/ESBE participation _____% + Line 2 _____% =

Accumulative DBE/ESBE % participation this project: _____%

4) Previous DBE/ESBE sub actual $_____ + $_____ = Total Current Actual DBE/ESBE $_____
Actual subcontract amount

TO BE COMPLETED FOR SBE PROGRAM SUBLET APPROVAL REQUESTS FOR 100% STATE FUNDED PROJECTS

1) Project targets SBE Category 4 _____%; SBE Category 5 _____%

2) Subcontractor % this sublet Actual subcontract amount = $ _____ X 100 = _____%
Total $ contract bid amount

3) Previous SBE Category 4 participation _____% + Line 2 _____% = Accumulative SBE Category 4 _____%

Previous SBE Category 5 participation _____% + Line 2 _____% = Accumulative SBE Category 5 _____%

4) Previous SBE Category 4 sub actual $_____ + $_____ = Total Current Actual SBE Category 4 $_____
Actual subcontract amount

Previous SBE Category 5 sub actual $_____ + $_____ = Total Current Actual SBE Category 5 $_____
Actual subcontract amount

Part IV:

TO BE COMPLETED BY CONTRACTOR
POST AWARD MINORITY CERTIFICATION

PROJECT DESCRIPTION

_____ HEREBY CERTIFIES, IN ACCORDANCE WITH THE
(Contractor)

DEPARTMENT OF TRANSPORTATION'S PROVISIONS FOR UTILIZATION OF MINORITY AND FEMALE OWNED BUSINESS ENTERPRISES THAT:

1. SAID CONTRACTOR NOTIFIED THE PROJECT RESIDENT ENGINEER IN WRITING ON _____ OF THE TYPE OF WORK SUBJECT TO SUBLET, AND THE APPROXIMATE VALUE THEREOF.

2. SAID CONTRACTOR GAVE MINORITY AND FEMALE FIRMS AT LEAST EQUAL CONSIDERATION WITH NON-MINORITY FIRMS IN NEGOTIATIONS FOR ANY SUCH SUBCONTRACT.

3. PENDING APPROVAL, SAID CONTRACTOR INTENDS TO SUBLET, AS FOLLOWS:

_____
(Item numbers)

IN THE AMOUNT OF $ _____ UNDER AN AGREEMENT REACHED
(Actual subcontract amount)
WITH
_____.
(Subcontractor)

The undersigned hereby furnishes and certifies that all of the information in Parts I - IV for the subcontract represented by the attached Form DC-18 is true and correct:

Sworn and subscribed to before me on this

_____ day of _____,

Contractor

_____

By

_____
Notary Public

Signature of an Officer

(Not an Officer of the Firm)

_____
Title

2017 CONSTRUCTION PROCEDURE HANDBOOK SUPERCEDED BY SECTION III SUBSECTION I

Form DC-18B 03/06

PART V: **TO BE COMPLETED BY SUBCONTRACTOR**

)mmissioner of Transportation
ı renton, New Jersey

We are/ am fully acquainted with the Standard and Supplementary Specifications (as amended) and Special Provisions issued by the New Jersey Department of Transportation, in accordance with which a contract was awarded for the construction of the project known as:

_____
(Project Description, Route & Section, Federal Project No. etc.)

and particularly with Subsection 108.02 of the said Standard Specifications which provides (in part):

The consent to the subcontracting of any part of the Work shall not be construed as an approval of the said subcontract or of any of its terms, but is to operate only as an approval of the Contractor's request for the making of a subcontract between the Contractor and its chosen subcontractor. It is understood that any consent of the Commissioner for the subcontracting of any Work of the Contract in no way relieves the Contractor from its full obligations for all Work under the Contract, nor the surety of its obligations under the bond. The Contractor shall at all times give its personal attention to the fulfillment of the Contract and shall keep the Work under control. The Contractor shall be responsible for all work of subcontractors, which work shall conform to the provisions of the Contract Documents.

Pursuant to the above, the undersigned agrees that if _____ enters into
(Subcontractor)

a subcontract with _____, the contractor for the above-named
(Contractor)

contract, for the performance of a part of the work covered by the said contract then the subcontractor shall be bound by all provisions of the said contract and further agrees that the subcontractor shall make no claims against the Commissioner or its agents or employees, for any Work performed or thing done by reason of the said subcontract or for any other cause that may arise by reason of the relationship created between the contractor and the subcontractor by the subcontract.

PART VI: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, DISQUALIFICATION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

The undersigned subcontractor hereby certifies that neither the individual, partnership, corporation or limited liability corporation applying to do subcontract work nor any of its corporate officers, stockholders, partners, or members are collectively or individually suspended, debarred, proposed for debarment, disqualified, declared ineligible, or voluntarily excluded from doing business by this or any State or sub-division thereof or the Federal Government.

PART VII:

FOR FEDERALLY FUNDED CONTRACTS ONLY
CERTIFICATION OF INCLUSION OF REQUIRED CONTRACT PROVISIONS

The undersigned proposed subcontractor hereby certifies that the applicable Required Contract Provisions, Federal Aid Contracts as stated in PART II of this DC-18, have been received and have been made a part of the proposed subcontract which is to be executed with the contractor and the provisions contained in Notice to Prospective Direct Federal and Federal Aid Contractors and Subcontractors, Equal Employment Opportunity have been received, if included in the Project's Specifications, and have been made part of the proposed subcontract which is to be executed with the contractor.

PART VIII: CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO THE EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS

The proposed subcontractor hereby certifies that it has ____ has not ____ (check one) participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246, and that it has ____ has not ____ (check one) filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

2011 CONSTRUCTION PROCEDURE HANDBOOK SUPERCEDED BY SECTION III, SUBSECTION I

"CHECKLIST"

Parts I to IV to be completed by Contractor

Part I
Complete name, address, and contractor ID number and project description.
Include subcontractor name, address and contractor ID number.
List all item numbers with description, unit price and total.
Include all subtotals from additional sheets (if needed) and properly total the item prices.

Part II
Complete names of firms and estimate start and completion dates.

Part III
Complete ONLY IF THE SUBMITTED FIRM IS A DBE/ESBE/SBE, etc. and is being used to satisfy the participation goal on the project.
If Federally Funded, complete top portion.
Line 1 is goal established in Contract and Bond.
Line 2 is actual amount divided by the total contract bid amount as a percentage.
Line 3 is an accumulation of prior line 2 percentages.
Line 4 is prior DBE/ESBE dollars added to this actual amount and accumulated.
If 100% State funded, then complete bottom portion with the appropriate split of SBE 4 or 5 dollars and sum as above.

Part IV
Complete only for subcontracts not included on the original Form A submitted by the contractor prior to award.
Complete project description and contractor's name.
Date resident engineer notification.
List all item numbers, include the actual subcontract amount, subcontractor name.
Sign, date, and notarize.

Parts V to IX to be completed and/or certified to by the Subcontractor

Part V
Complete project description and firm name.

Part VIII
For Federally Funded contracts, check Equal Opportunity Clause participation.

Part IX
Complete subcontractor name, address.
Current Prequalification Classification and Rating and Expiration Date, if any.
Telephone number, Employer Identification Number and Actual Subcontract Amount.
Fax Number, Email Address, Incorporation Date
Complete Contract Schedule in full, add extra sheets if necessary.
Complete EEO information, sign and notarize.

Subcontractor, have you?

- Attached proof of your valid business registration issued by the Division of Revenue in the New Jersey Department of Treasury, pursuant to P. L. 2001, c.134 (N.J.S. 52:32-44).

- Attached proof of permits/licensing/certifications registry required by law. Current affected work types are: electrical, blasting, asbestos abatement, landscaping and lead abatement.

  Attached proof of Pesticide Applicator Business and designated Licensed Commercial Pesticide Applicator is required for contractor performing any combinations of Landscape works, per NJDEP Pesticide Control Program N.J.A.C. 7:30-1-13.

- Attached proof of current "Public Works Contractor Registration" issued by the New Jersey Department of Labor, Division of Wage and Hour Compliance, pursuant to P. L. 2003, c.91 (N.J.S. 34:11-56.48).

2011 CONSTRUCTION PROCEDURE HANDBOOK SUPERCEDED BY SECTION III, SUBSECTION I

PART **TO BE COMPLETED BY SUBCONTRACTOR**

PROPOSED SUBCONTRACTOR _____ ADDRESS _____

CURRENT CLASSIFICATION RATING _____ EXPIRATION DATE _____

TELEPHONE NUMBER _____ EMAIL _____

FAX NUMBER _____ FEDERAL EMPLOYER ID # _____ INCORPORATION DATE _____

Give full information about all of your contracts, whether prime or subcontracts; whether in progress or awarded but not yet begun; or where you are low bidder pending formal award of contract.

OWNER	LOCATION	DESCRIPTION	ADJUSTED CONTRACT	AMOUNT COMPLETED AND BILLED	ADDITIONAL EARNED SINCE LAST ESTIMATE	BALANCE TO BE COMPLETED	ESTIMATED DATE OF COMPLETION
NJDOT WORK							
ALL OTHER WORK							
		Subtotal of above					
Attach additional sheets if needed		Subtotal from additional sheets					
		TOTALS					

COUNTY OF ..... SS: **Actual subcontract amount:** $ .....

STATE OF ..... s

..... being duly sworn according to law, under oath deposes and says:

1. That this person is authorized to execute this affidavit for and on behalf of the individual, partnership or corporation herein named below.
2. That this person hereby furnishes and certifies that all of the information in Parts V - IX for the subcontract represented by this DC-18 is true and correct.
3. That the undersigned, on behalf of the organization herein named, certifies that an Affirmative Action Program of Equal Opportunity, in support of PL 1975, C 127, the New Jersey "Law Against Discrimination" as supplemented and amended, as well as in accordance with Executive Order No. 11246, promulgated by the President of the United States, September 24, 1965 and Executive Order No. 11625, promulgated by the President of the United States, October 13,1971 has been adopted by this organization by this organization to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, sex or age. Such action includes, but is not limited to, the following: employment, upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. That documentation required by this program, as evidence of compliance, may be inspected at our office located at _____.
5. That our Equal Employment Officer is _____ located at _____.
6. That this affidavit certifies to the Department of Transportation of the State of New Jersey that this organization recognizes that one of the criteria in determining a "responsible" subcontractor under State contract specifications is active compliance with the aforesaid Equal Employment Opportunity Program.
7. That the Affirmative Action Program for Equal Employment Opportunity specified above is being continued by this organization and will be adhered to by our organization for the duration of this subcontract if the contract is award to us. That specific contract EEO special provisions, and training provisions if applicable, namely, Section 107 of the said standard specifications , will be made a part of the subcontract.

Sworn and subscribed to before me on this

_____ day of _____ , _____

_____

Notary Public
(Not an Officer of the Firm)

_____
Subcontractor

_____
Signature of an Officer

_____
Title

2017 CONSTRUCTION PROCEDURE HANDBOOK
SUPERCEDED BY
SECTION III, SUBSECTION I

NJDOT DC – 18 CHECKLIST

2011 CONSTRUCTION SUPERCEDED BY SECTION III, SUBSECTION I, PROCEDURE HANDBOOK

To the Contractor: This checklist is being provided for your use in completing the DC-18's for this project. It has been developed as a GUIDE to follow in order to eliminate the common causes for DC-18's to be rejected on the Regional level. It is not necessary to submit this checklist with your submission. Be advised that sublet requests take a **MINIMUM** of three weeks to process. A subcontractor **MAY NOT** begin work on a project until the sublet is approved. Any work done prior to approval is subject to non-payment. "Emergency" approvals will only be considered for **EMERGENCIES,** as approved by the Resident Engineer. The Department is not obligated to process DC-18's on an emergency basis. Plan your submissions in a timely manner to avoid "emergencies."

- ❑ **GENERAL:** Submit clean and legible forms. Submit ONE DC-18 on the original forms supplied to you by the Department. Submit **additional four (4) copies** of the DC-18. The copies may be photocopies of the original form; however, ***all signatures on the original copy must be original***. Submit two certified copies of the subcontract agreement. The subcontract is deemed to be "certified" either by containing original signatures from both parties or by accompaniment of a notarized letter certifying that the agreement is true and valid." The dollar value of the subcontract must equal the dollar value shown in the DC-18 in **Part III, IV if necessary and Part IX**, "actual subcontract amount."

- ❑ The subcontractor's name must match exactly on each Part of the DC-18 form. If applicable, it must also match the name registered with the Department's prequalification list.

- ❑ On **Part I**, the Item Number, Item Name, and Unit Price must correspond exactly with the proposal {see exceptions in the paragraph below}.

- ❑ For Lump Sum Items, Specialty Work Items, Sign Support Structure Items, and SIP Forms, the quantity and unit price may reflect the value stated in the subcontract agreement. The **Part I** Total Dollar Value must equal the "Actual Subcontract Amount" on **Part IX**.

- ❑ For Partial sublet requests for lump sum items, **Part I** must indicate what work the sublet consists of and on what basis payment will be determined.

- ❑ For Lump Sum Items partially sublet to more than one subcontractor, the total of the sublets **may not** exceed the total contract bid price for the item.

- ❑ For Stay In Place Forms only sublets, on Part I, list the Item Number being partially sublet, but for the Item name, state "Stay in Place Forms Only."

- ❑ On **Part II**, the date you indicate for the subcontractor start date will be used to determine the priority with which your DC-18 is processed. Please be certain to enter a date that reflects your actual plan to utilize that subcontractor.

- ❑ **Part III** must be submitted, even if it is blank. **Part III** is to be completed if the DBE goal is other than 0%. **Part III** is required to be filled out for this project, the DBE goal shown on **Part III**, line (1), must match the DBE goal for the contract, as reflected on Form A in the contract. The actual subcontract on line (2), **Part III**, must equal the actual subcontract and the amount shown on **Part IX**.

- ❑ **Part IV**, at the bottom of the page **must be notarized and signed**.

- ❑ **Part IX must be notarized and signed.**

- ❑ For Third Tier Sublets, in all locations, references to "Prime Contractor" will be filled in with the name of YOUR SUBCONTRACTOR, and the references on the form to "subcontractor" will be filled in with the name of the 3rd tier subcontractor. A letter from the Prime, stating that he is aware of and does not object to the Third Tier Sublet is required to be submitted with Third Tier DC-18's.

- ❑ Certification for Federal Aid Contracts, **Part VIII**, is required if the subcontract is over $100,000.00.

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION J	DATE
CONSTRUCTION START UP	TEMPORARY STRUCTURES/FACILITIES on NJDOT CONSTRUCTION PROJECTS	05/

The following Department of Community Affairs (DCA) requirements are being provided as clarification to the Standard Specifications Subsection 107.09 "Laws to be Observed", 107.10 "Sanitary, Health, and Safety Provisions" and 107.11 "Public Convenience and Safety": A Trailer used as a field office or materials laboratory is considered a temporary structure.

1. Located on State Property:

   a. Where structures/facilities are **CONSTRUCTED** on State property and are not connected to public water and sewer, the Contractor shall obtain a permit from DCA for the temporary electrical service only. The Contract will also provide for compliance with the applicable requirements of the Uniform Construction Code and acceptance by the NJDOT.

   b. Where the structure/facility is also **CONNECTED** to public water and sewer, the Contractor shall obtain a permit from DCA for the temporary electrical service and all plumbing work.

   c. Where the structure/facility is a **TRAILER**, the Contractor shall obtain a permit only for the temporary electrical service and the temporary water and sewer connection (if any).

2. Located off State Property:

   a. Where the structure/facility is **PROVIDED** in leased space off the State Right of Way and alterations of the space are undertaken, the Contractor must obtain permits for all construction work from the municipality in which the leased space is located.

   b. When the structure/facility is erected on property not owned by the State or where the contract does not provide for the demolition/removal of the structure/facility at the end of the work, the Contractor shall obtain a full construction permit from DCA and the proper permits from the local municipality.

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION III, SUBSECTION J

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION K	DATE
CONSTRUCTION START UP	CONSTRUCTION START NOTICE	8/13/[illegible]

The Contractor is required to notify the Department in writing of the intended start of construction operations at least 21 days in advance of performing any work on the project site. This includes activities such as performing layout/survey, placing signs, setting up an onsite field office, 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 Department's Office of Communications sufficient time to inform local officials and community residents. If the first construction operation being performed has a traffic impact, a 28-day advance notice must be provided as required in CPH Section VI.O. In advance of the Preconstruction Conference, the construction start notice may be sent to the Regional Construction Engineer. Subsequent to the Preconstruction Conference, the notice should be sent to the Resident Engineer.

1. The Resident Engineer must ensure that the Contractor does not perform any construction operations in advance of the date provided in the Contractor's notice.

2. Upon receipt of the Contractor's notice, the Resident Engineer will immediately send an e-mail to the Traffic Impact Coordinator (TIC) at ticdo@dot.state.nj.us with the following information:

a) Project name (Route and Section)
b) Location (Municipalities, Counties, and Mile Posts)
c) Planned start date
d) A general description of the work (e.g. resurfacing, drainage, bridge reconstruction)
e) Anticipated impacts on the traveling public
f) Anticipated impacts on the local community (e.g. noise from night work, access issues for local businesses)

With a copy to the following individuals:

a) Director of Construction Services & Materials
b) Regional Construction Engineer
c) Field Manager

3. The TIC is responsible for forwarding the information to the Director of Communications and the Assistant Commissioner for Government and Community Relations, via e-mail, with copies to:

a) Assistant Commissioner, CPM
b) Director of Construction Services & Materials
c) Regional Construction Engineer

SUPERCEDED BY CONSTRUCTION PROCEDURES HANDBOOK 2011 SECTION III, SUBSECTION K

d) Director of Project Management
e) Program Manager
f) Project Manager
g) Traffic Operations Center (North/South)
h) Area Community Relations representative

4. The Department *may* permit construction operations to begin with less than 21 days notice, if the Department has already informed local officials and community residents. Contractor requests to perform work with less than 21 day notice, must be forwarded from the Resident Engineer with concurrence from the Field Manager to the Regional Construction Engineer for concurrence and then the Director of Construction Services and Materials. The request must provide a description of the activities that the Contractor wants to start with less than 21 day notice, with anticipated start date for each activity.

5. The Director of Construction Services and Materials will discuss requests to start with less than 21 days notice with Assistant Commissioner, Government and Community Relations, and respond to the Resident Engineer, Field Manager, Regional Construction Engineer and inform the TIC.

SUPERCEDED BY CONSTRUCTION PROCEDURES HANDBOOK
2011 CONSTRUCTION PROCEDURES HANDBOOK
SECTION III, SUBSECTION K

SECTION IV - CONSTRUCTION CHANGES

SUBSECTION - A CHANGED FIELD CONDITIONS

SUBSECTION - A-1 BUY AMERICAN REQUIREMENTS

SUBSECTION - B CONSTRUCTION ORDERS

SUBSECTION - C RESOLUTION OF DISPUTES AND CLAIMS

SUBSECTION - D DEFAULT AND TERMINATION OF CONTRACT

1. DESIGN CHANGES BY REGIONAL CONSTRUCTION ENGINEER'S FORCES

   a. When a field design change is required and that is within Construction's approval authority, the Resident Engineer will:

      1) Fill out an "Authorization for a Change in Design," Form DC-150 (see Attachment "A"), in triplicate, or obtain written approval (memo or e-mail) through the chain of command to the highest level of authorization required, including sketches and other appropriate backup material. (See General Note #1)

      2) File one copy and submit the original plus one copy through the chain of command to the highest level of authorization required, based on the following limitations of responsibility and authority for design changes in the field:

HIGHEST APPROVAL LEVEL OF CHANGE	ESTIMATED COST
Resident Engineer	0 TO $25,000.00 *
Field Manager	$25,000.01 TO $50,000.00 *
Regional Construction Engineer/ Project Manager (See Note 1)	$50,000.01 TO $250,000.00
Change Control Board (See Note 2)	OVER $250,000

      * Level of approval is provided only if the cost of the change is within the funded contingency amount approved and still available.

      Note #1: The Regional Construction staff must discuss the change and obtain concurrence of the Project Manager to establish a funding ceiling and scope prior to negotiation with the Contractor. The Regional Construction Engineer has approval authority for the final value of the change within the ceiling negotiated with the Project/Program Manager for that issue.

      Note #2: The Resident Engineer and/or Field Manager should be in attendance when a presentation is made to the Change Control Board.

      3) Only changes included in the following tabulation and subject to the listed physical limitations and levels of approval are permissible:

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CATEGORY OF CHANGE	LIMITATIONS	LEVEL OF CONSTRUCTION ENGINEERING APPROVAL
Decision to encase or Cradle drainage pipe.	Original design may be modified but only or in conflict with utilities or other structures.	Resident Engineer with approval from any affected Utility Company (if conduits encased or touching)
Relocation and addition of inlets or manholes.	Only minor changes to meet field conditions.	Resident Engineer
Permitting private drainage connections, (such as: roof drains, cellar drains, commercial, industrial, county or municipal systems) to highway drainage. No new private drainage connections to highway drainage systems.	Flow from drain proposed for tie-in must be minor. Construction personnel will immediately consult with Regional Permit forces for determination.	Resident Engineer Anymajor connections not called for in the plans will be submitted to the Project Manager for approval.
Addition or deletion of fence to meet local conditions and/or to provide continuity	Limitation up to 100 feet as long as control of access remains unchanged.	Resident Engineer
Lateral limits of pavement to meet existing conditions.	Modification will involve no major change in concept.	Level of Approval required based on dollar value of change. Except for Maintenance Funded projects. Refer to CPH IV.B.
Within the Manual on Uniform Traffic Control Devices, the traffic control plan and the supplementary specifications, altering the location and type of barricades, lights and signs in order to adapt to field conditions.	No limitation	Resident Engineer (Refer to CPH Sec. III-F)
Erosion Control – Adjustment to erosion control items as necessary to meet field conditions.	No limitation.	Resident Engineer (see 1.a.5) below)
Relocate electrical pull boxes or light fixtures.	Construction permitted to make such move up to 10 feet.	Resident Engineer
Relocation of Traffic Signal standard foundations	Construction permitted to move up to 3 feet	Resident Engineer or Regional Electrical Engineer
Relocation of highway lighting standard foundations	Construction permitted to move up to 5 feet	Resident Engineer or Regional Electrical Engineer

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION IV, SUBSECTION A

CATEGORY OF CHANGE	LIMITATIONS	LEVEL OF CONSTRUCTION ENGINEERING APPROVAL
Relocation of Department lighting system wood poles (e.g., behind guide rail). Pole is to be free of all other utility facilities other than the Department's lighting system.	Construction permitted to move up to 5 feet.	Resident Engineer or Regional Electrical Engineer with input from TSME
Additions to or deletions from earthwork and decisions regarding wet excavation, stripping, topsoil and unsuitable material.	No limitation	Level of approval required based on dollar value of change.
Removal and extension of curb and sidewalk for continuity and meeting existing field conditions.	Only changes to meet existing field conditions, where access will not be changed.	Resident Engineer
Relocation of plant material (landscaping)	Planting material moved up to 10 feet	Resident Engineer
Elimination of unused and unneeded curb cuts.	No limitations.	Resident Engineer (see 1.a.5) below)
Utility Field Changes	Refer to CPH Section VI-K	

NOTE #3: Should the proposed changes require a modification to the existing environmental permits (e.g., stream encroachment, freshwater wetlands, tide lands, etc.) network shall be authorized until approval from the applicable permitting agency is obtained. The Project Manager shall secure said approvals with input from the Environmental Team (E-Team).

5) Any changes in original plans that involve items which were originally governed by permit (e.g., stream encroachment, freshwater wetlands, tide lands, etc.) shall not be authorized without the prior concurrence of the Project Manager. The Project Manager will have the responsibility for supplying and updating all permit documents for Construction.

(b) With the preceding limitations, Construction forces should communicate with the Project Manager on all changes.

Note #4: Design Immunity applies only to design changes approved by any approval authority prior to actual construction. The Resident Engineer should obtain any required design approval (either from the Project Manager, Design Services, or if within the above noted restrictions from the required approval level of Construction Engineering) before the change is constructed.

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b. Upon receipt of an "Authorization for a Change in Design" form and backup information, each level in the chain of command, as indicated on the form up to the highest level required, will review the form and either approve, request additional information or revision, or disapprove.

1) If approved, the highest level of approval will send one copy of the executed form back through the chain to the Resident Engineer and retain the original.

2) If additional information or revision is needed at any level of approval, that level will send everything back through the chain to the Resident Engineer with a written explanation of what is required for resubmittal, and retain a copy.

3) If disapproved, the disapproving level will send the original form back through the chain to the Resident Engineer with a written explanation of this disapproval, and retain a copy.

c. When the Resident Engineer gets back an approved "Authorization for a Change in Design" he/she will prepare and process a Construction Order, if one is necessary. If a Construction Order is not necessary, the design change may be implemented immediately.

d. The Resident Engineer will note any field changes in design on the as-built plan sheets.

e. When the Resident Engineer gets back a disapproved "Authorization for a Change in Design", he/she will file it and go no further.

NOTE #5: When the highest approval level is the Resident Engineer, he will fill out the DC-150 or alternate form of communication in triplicate, retain one copy for file, and mark the others "Information Only" and forward one to his Field Manager and one to the Project Manager.

2. DESIGN CHANGES REQUIRING DESIGN APPROVAL BY DESIGN SERVICES OR THE PROJECT MANAGER:

a) When the Resident Engineer determines a need for a design change wwhich is beyond Construction's authority, the Resident Engineer will :

1) Prepare a written request for a design change to the Project Manager. The request should include a description of the problem, any known field data, and a proposed solution, if available. The request should note if a formal Change-of-Plan is required. Also the request should also indicate any anticipated scheduling impacts (critical path relationship) or priority the resolution of the situation has.

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2) Follow up with the Project Manager on the time frame that it will take to receive an approved change. Keep the Contractor and the Field Manager informed.

3) Once the approved change is received from the Project Manager, incorporate the change of plan into the contract using the appropriate Construction Order.

b. When a Resident Engineer receives a written request from the Contractor for a field change and/or a major conceptual change of plan, specification, or other requirement of the contract, he(she) will:

1) Ensure the request is complete including reason, description of the problem, and what the proposed change is, with a cost estimate including time adjustment, if appropriate.

2) Investigate and determine the merits of the request in coordination with the Field Manager. Make telephone contact with the Project Manager to advise him/her of the request and be prepared to offer opinions and/or suggestions. If the request has no merit, or will not be granted, inform the Contractor of the Department's position on the request, in writing.

3) If the request meets the criteria for a Design Change by Regional Construction Engineering Forces, follow the procedure for that type of change and inform the Contractor accordingly.

4) If the change requires further investigation by the designer, follow the procedure listed in paragraph 2 a. above.

3. DESIGN CHANGES REQUESTED BY THE CONTRACTOR [Including stage changes or changes in detour]

a. If the Contractor requests a design change that is not considered a Value Engineering Request, the Resident Engineer will forward the request along with any comments or recommendations to the Project Manager.
b. The Resident Engineer should confer with the Field Manager to discuss any design changes being considered. The Contractor's request must contain a requested due date by which a decision by the Department is needed. The Department will review reasonable requests for design changes. If the time and costs to the Department for a review are prohibitive, after obtaining the Project Manager and Field Manager's concurrence the Resident Engineer may reject the request on that basis.
c. If the requested change involves a detour or a change in detour, the Resident Engineer will incorporate the requirements outlined in Department Policy 901, including: Providing written notice that local officials and police forces who have jurisdiction for the proposed detour have been contacted and that the Contractor has arranged for an agreement permitting the use of the roads, and furthermore is responsible for the use, maintenance and restoration of the roads.
d. The Resident Engineer will inform the Contractor if the request is approved or rejected. If the design change is approved, the Resident Engineer will inform

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the Contractor that the approved with any required conditions including that the change results in no additional cost to the Department.

4. VALUE ENGINEERING REQUESTS BY THE CONTRACTOR.

   Refer to CPH Section VI-F-5.

5. DEPARTMENT REQUESTED CHANGES TO THE CONTRACT.

   a. The Resident Engineer will incorporate into the contract, using the appropriate Construction Order, at the direction of the Project Manager, any of the following types of changes:

      1) A change in specifications being implemented on all existing contracts.

      2) Extra or additional work being added (change in scope), within the project limits, through a change of plan approved by the Department's Change Control Board.

      3) A change in design to mitigate unforeseen traffic impacts. This type of change also requires the approval of the Bureau of Traffic Engineering and Investigation.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION IV, SUBSECTION A

Form DC-150 4/01

NEW JERSEY DEPARTMENT OF TRANSPORTATION

AUTHORIZATION FOR A CHANGE IN DESIGN

PROJECT: _____ **SECTION:** _____ **FED. PROJ. NO.:** _____

LOCATION: _____

DESCRIPTION AND LOCATION OF CHANGE: _____

REASON FOR CHANGE: _____

ESTIMATED IMPACT ON TIME OF COMPLETION: _____

ESTIMATED COST: _____ **HIGHEST APPROVAL LEVEL:** _____

THIS FIELD AUTHORIZATION IS IN ACCORDANCE WITH THE CONDITIONS AND LIMITATIONS STATED IN THE CONSTRUCTION PROCEDURES HANDBOOK SECTION IV A

APPROVED

RESIDENT ENGINEER: *(Signature)*	(Print)	(Date)
FIELD MANAGER: *(Signature)*	(Print)	(Date)
REGIONAL CONSTRUCTION ENGINEER: *(Signature)*	(Print)	(Date)
PROJECT MANAGER: *(Signature)*	(Print)	(Date)

SUPERCEDED BY
2011 CONSTRUCTION PROCEDURES HANDBOOK
SECTION IV, SUBSECTION A

CONSTRUCTION PROCEDURES HANDBOOK

SECTION IV	SUBSECTION A-1	DATE
CONSTRUCTION CHANGES	BUY AMERICAN REQUIREMENTS	05/15/06

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION IV, SUBSECTION A-1

The "Buy American" requirements on Department projects are classified as either Federal or State funded. If there are any Federal funds involved, the project is classified as Federal Funded. If there are no Federal funds involved, the project is classified as State Funded. The requirements for the two types of projects are as follows:

1. FEDERAL FUNDED PROJECTS

   The Federal requirements for Buy American pertain only to steel and iron products and steel and iron coatings which are for the permanent incorporation into the project. This requirement does not apply to these items if they are intended for temporary use and are not required to be left in place by the project plans. All other products on Federal funded projects may be of foreign origin. For steel, iron products and their coatings, the requirements are that they be manufactured in the United States from predominantly domestic components and their coatings applied in the United States. NAFTA does not affect these requirements.

2. STATE FUNDED PROJECTS

   The State requirements prohibit the Contractor from using materials which are produced or manufactured outside of the United States on any public works. The statute is silent on the issue of components and it has been interpreted as to apply to end products only. This has led to some controversy on whether a given product is a component or an end product. To provide clarification of its position, the Department has made a determination that products that are delivered to a job site for permanent incorporation into a project must have been produced or manufactured within the United States. For example, reinforcing steel to be used in a bridge deck, pre-cast Concrete items, Portland cement concrete and permanent traffic signs, since they are delivered as a unit to be incorporated into a project, must all be manufactured in the United States. Some or all of the components in these items, however, may be manufactured outside of the United States. NAFTA does not affect these requirements.

3. WAIVER

   It is necessary to request a waiver regarding the use of foreign materials on Wholly State Funded and Federal Funded Projects in accordance with Subsection 106.08 (1.) and (2.), respectively, of the Standard Specifications. The following procedures shall be followed for requesting waivers from the Buy American requirements.

a. State Funded Projects

The Commissioner under Standard Specifications Subsection 106.08 may allow exceptions to the prohibition. The process in obtaining the Commissioner's waiver is:

1) The Contractor must submit a written request to waive the Buy American requirements of Subsection 106.08 (1) to the Resident Engineer of the project. The request must have accompanying documentation supporting the request such as insufficient availability of domestic sources, unreasonable domestic costs, etc. (Refer to text in Subsection 106.08 (1)).

2) The Resident Engineer will transmit requests to the Manager, Bureau of Materials for review and concurrence.

3) Bureau of Materials will determine if the request meets the criteria for an exception and upon concurrence will then be forwarded for approval by the Commissioner.

4) Upon receipt of approval/disapproval the Bureau of Materials will notify the Resident Engineer with copies to the Regional Construction Engineer; Director, Construction Services and Materials; Manager, Bureau of Construction Engineering and the Project and Field Managers.

5) A Construction Order shall be written incorporating any waivers approved into the contract.

NOTE: If a material is found to repeatedly receive the Commissioner's waiver, the Bureau of Materials will seek a blanket approval for all projects.

b. Federally Funded Projects

Exceptions may be permitted upon approval by the Federal Highway Administration. The process for obtaining an exception is:

1) The Contractor must submit a written request to waive the Buy American requirements of Subsection 106.08 (2) to the Resident Engineer of the project. The request must have accompanying documentation supporting the request such as insufficient availability of domestic sources, unreasonable domestic costs, etc., and the following information:

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a) The cost (delivered) of the steel or iron product.
b) The total contract cost.
c) The intended use of the item, and if it is for a permanent or temporary application.
d) The origin of the material.
e) For steel sheet piling, the required section modulus must be given.

2) The Resident Engineer will transmit requests to the Manager, Bureau of Materials for review and concurrence.

3) Bureau of Materials will determine if the request meets the criteria for an exception and upon concurrence, will then be forwarded for approval by the FHWA.

4) Upon receipt of approval/disapproval, the Bureau of Materials will notify the Resident Engineer with copies to the Regional Construction Engineer; Director, Construction Services and Materials; Manager, Bureau of Construction Engineering and the Project and Field Managers.

5) A Construction Change shall be written incorporating any waivers approved into the contract.

NOTE: Hot rolled steel sheet piling has received waivers because there are limited domestic sources. There are domestic sources of cold-formed steel sheet piling, but there are problems with cold formed steel sheet piling joints when a watertight joint is necessary. If there is a domestic source of the type and size sheet piling needed, it should be used and a waiver should not be requested.

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SECTION IV SUBSECTION A-1

CONSTRUCTION PROCEDURES HANDBOOK

SECTION IV	SUBSECTION B	DATE
CONSTRUCTION CHANGES	CONSTRUCTION ORDERS	05/15/06

1. CONSTRUCTION ORDER DOCUMENTS

a. A Construction Order, Form DC 173 A & B, shall be initiated for the following reasons:

1) Field Changes or Design Changes
2) Specification Changes
3) Supplementary Agreements
4) Force Accounts
5) Field Orders
6) Adjusting estimated quantities to as-built quantities or whenever an item or group of items requires an adjustment, increases or decreases, or an item or group of items is eliminated.
7) Extensions or Reductions of Contract Time.
8) Implementation of a decision of the Department in resolving a DC-161 Dispute, a settlement of litigation, or a court decision or judgment.

NOTE:. For individual changes over $250,000.00, the Project Manager must present the change to the Change Control Board. If it is determined that a Change Control Board meeting is required, the Resident Engineer and/or Field Manager will attend the meeting with the Project Manager.

b. Construction Order Tracking System

1) As part of Capital Program Management's Strategic Goal to improve the quality of designs and reduce the impact of Construction Orders on Capital Program funds, the Department established a computerized Construction Order Tracking System.
2) The Construction Order Tracking System requires a Construction Order Catalog form (attachment "H") be completed and submitted with all Construction Orders prepared and sent to the Regional Office.
3) The Resident Engineer shall fax the Construction Order Catalog form for Construction Orders addressing Design or Scope Changes to the Project Manager for their initial review. The Construction Order Catalog form includes a line where the Project Manager is to sign, date and note if they agree or disagree with the description of change selection. The Project Manager is to return this form to the Resident Engineer. The catalog form is for the Project Manager's information and does not require the Project Manager's approval.

However, if the Project Manager disagrees with the Resident Engineer's description of change selection, the Regional Construction Engineer will be contacted to determine the most appropriate change selection.

4) The Resident Engineer will submit the Project Manager's response copy of the Construction Order catalog form along with the Construction Order to the Regional Office. The Regional Construction Order Reviewer will check the Construction Order Catalog along with the Construction Order for uniformity and conformance with tracking system requirements.

c. Construction Order Guide

The Construction Order Guide, maintained as a separate document from the Construction Procedures Handbook (CPH), was put together to assist the Resident Engineer and establish uniformity in preparing Construction Orders according to current Department Policies. In addition to establishing standards that Resident Engineers are required to follow, the guide seeks to explain the rationale behind good Construction Order composition, documentation, sample statements and execution, and thus expedite an Order's approval. The Construction Order Guide includes a checklist that may be used by the Resident Engineer for that purpose.

2. FIELD ORDERS

a. Purpose of Field Orders:

1) To make minor changes in the work that does not involve a Supplementary Agreement or a time adjustment, in accordance with CPH Section IV-A paragraph 1. (Design Changes by Regional Construction Engineering Forces).

2) To increase, decrease, or eliminate items due to field conditions.

3) For a specification change not requiring a price or time adjustment.

4) To direct the Contractor to proceed with work that requires a Change Order or Supplementary Agreement that has not been issued yet. All negotiations, quantities, and time adjustments are to be included in a Change Order or Supplementary Agreement, which should be issued within 30 days of the Field Order. Examples of this are:

a) To direct the Contractor to begin work on a change of plan, which requires further negotiations to establish a Supplemental Agreement.

b) To direct the Contractor to proceed with work to be done on a Force Account basis. (An estimate of the additional cost should be prepared by the Resident Engineer and forwarded to the Project Manager for approval prior to directing the Contractor.)

c) To direct the Contractor to proceed with emergency work.

b. Preparation of Field Orders

NOTE: A Field Order can be a letter sent to the Contractor by certified mail or hand delivered with a receipt, directing the Contractor to proceed with work which changes the original contract. This letter is to advise the Contractor that the direction contained is a "Field Order" and in accordance with 104.02 of the Project's Specifications, the Contractor shall comply. This letter is to include clear direction, and to advise the Contractor that a Construction Order will be issued as soon as practicable to address the required changes.

1) The Resident Engineer will contact the Project Manager by telephone when a need for a Field Order is recognized. The Resident Engineer and the Project Manager will discuss or dismiss whether the Field Order is a result of a Design Error and Omission. If so, the Project Manager will begin procedures to recoup the cost incurred by the Error and Omission, if appropriate, and if approved by the Program Manager.

2) In the case of a Design or Scope change the Resident Engineer will fax a copy of the Nature and Reason of the Order to the Project Manager for review and comment. The Project Manager will advise the Resident Engineer by telephone that he agrees with the Nature and Reason and if applicable, that the funding is available.

3) The Resident Engineer shall prepare in final form (on ACES, if quantity adjustments are included) all Field Orders relative to the project, assisted by the Construction Field Manager, when necessary, and with concurrence of the Project Manager.

4) Field Orders (on ACES) are to be prepared in duplicate, with original signatures and dates on both copies. (Refer to Attachment "A", Field Order process flow chart)

   a) Each Order shall have a sequential order letter, regardless of the type of Construction Order.

   b) The box marked "Field Order" shall be checked off.

5) Nature and Reasons for a Field Order shall be the same as those listed for change orders except no extra work items can be included.

6) A DC-174 Cost Sharing Distribution form shall be included as detailed under Change Orders.

c. Processing of Field Orders Prepared on DC-173 A & B Forms. (on ACES)

1) Authority Limitations (Field Orders over $50,000.00 become Change Orders)

a) Before any Field Order is issued to change the work, it will have to be signed by the appropriate Department officials referenced in CPH Section IV-A paragraph 1.a.

b) On projects with full FHWA oversight, the Resident Engineer shall attempt to obtain the FHWA Area Engineer's concurrence. Verbal approval must be secured prior to commencement of any extra work over $10,000. (For an extra work item less than $10,000, prior approval is not necessary.)

2) One original signature copy of Field Order shall be submitted through the Field Manager to the Regional Construction Engineer. A Field Order for FHWA Alternate Procedure Projects shall be approved for participation by the Regional Construction Engineer. The Regional Construction Engineer will approve ACES Field Orders on the mainframe and forward the original signature copy to the Bureau of Capital Program Coordination. The second original signature copy shall be given to the superintendent (Specifications Subsection 101.03) and a signed and dated receipt (see Attachment "D") of delivery will be secured by the highest level of signature authority referenced in CPH Section IV-A paragraph 1.a. (Transmittal may be made by Certified Mail, return receipt).

3) Protested Field Orders shall be handled in the same manner as described under Change Orders (below).

4) The Regional Construction Engineer shall distribute approved copies to the Resident Engineer, the Project Manager, and others as described under Change Orders, once processing is completed.

3. CHANGE ORDERS (Refer to Attachment "B", Change Order process flow chart)

a. Preparation of Change Orders (Form DC-173A & B)

1) Initiation

a) The Resident Engineer will contact the Project Manager by telephone when a need for a Change Order is recognized. The Resident Engineer and the Project Manager will discuss or dismiss whether the Change Order is a result of a Design Error and Omission. If so, the Project Manager will begin procedures to recoup applicable costs incurred by the Error and Omission, if appropriate, and if approved by the Program Manager.

b) In the case of a Design or Scope change the Resident Engineer will fax a copy of the Nature and Reason of the Order to the Project Manager for review and comment. The Project Manager will advise the Resident Engineer by telephone that he agrees with the Nature and Reason and if applicable, that the funding is available.

c) The Resident Engineer, with the concurrence of the Field Manager and the Project Manager, shall prepare in final typewritten form, using the ACES software, all Change Orders relative to the project (with the exception of those for utility agreements).

d) They are to be prepared in duplicate, (3 copies for final Change Orders) with original signatures and dates on all copies. An extra copy will be prepared for the Regional Office review.

i. Each Order shall have a sequential order letter, regardless of the type of Construction Order.
ii. The box marked "Change Order" shall be marked off.

2) Nature and Reason of Order

a) An introductory statement explaining the condition(s) that warranted the Order, relative to the plans and specifications, shall be given. Any adjustments made by a Resident Engineer due to changes in design should be fully explained.

b) An adjustment of lump sum item, an adjustment of $25,000.00 or more for any single item, a quantity adjustment greater than 100 percent and exceeding $10,000.00, or an adjustment of a plan quantity item shall require a full explanation. If an item has been adjusted on two or more Orders, the explanation shall be included on the document that causes the total adjustment to exceed $25,000.00.

c) An explanation shall also be given for how the Construction Order affects the completion date, regardless of whether an extension, reduction, or no time adjustment is necessary.

d) The Resident Engineer will incorporate a statement into the Order, which indicates the Project Manager's concurrence and document whether it is verbal, written or electronic. A copy of the Order will be printed from ACES after it is sent to the mainframe. This copy will then be faxed to the Project Manager. If the Order requires subsequent revisions, the revised Order is to be faxed to the Project Manager.

3) Cost Sharing Distribution

a) A Form DC-174, Cost Sharing Distribution, shall accompany all Orders on cost sharing projects, showing to whom the cost is chargeable. If there is

multiple participation in the order being processed, a listing shall be included, indicating what items or portions of items are chargeable to the various Federal Project Designations and/or other agencies. This listing can be included in the body of the Order or by attachment.

b) Information necessary for proper cost distribution will be derived from the "Project Cost Sharing Agreement" with accompanying back up material as submitted to the Region in accordance with Department Procedure 3.124.

NOTE: A Construction Engineering (CE) cost is any cost charged to a specific project after the Award of Contract whose worth is not incorporated into the project. Examples of CE costs are construction field office, field office maintenance, and telephone service. For extra work items considered CE cost items (e.g., partnering, and credit for failing samples), the percentage of Federal participating amounts must be included on the DC-174, Cost Sharing Distribution form. The CE cost is to be entered on the DC-174 as Contract CE Cost and the original dollar amount to be entered on the Participation Summary section of the form, is obtained from the Project's Cost Sharing Agreement.

c) On cost sharing projects, the following steps shall be taken:

i. Federal Highway Administration (Full Oversight Projects).

- The Resident Engineer shall attempt to obtain the FHWA Area Engineer's concurrence by means of a telephone call or a project meeting (at the discretion of the FHWA Area Engineer). Verbal approval must be secured prior to commencement of any extra work over $10,000. [For an extra work item less than $10,000, prior approval is not necessary.]

- If the Resident Engineer cannot reach a mutual agreement with the FHWA Area Engineer, he shall inform the Project Manager of the unresolved issue so that he/she reaches an administrative conclusion.

- The Order, including one of the following concurrence statements, will be submitted to the Regional Construction Engineer.

FULL AGREEMENT

"This Order has been discussed with (FHWA Area Engineer) of the Federal Highway Administration on (Date), is mutually agreed upon, and has tentative approval for both content and financial participation, dependent upon the submittal of supporting documentation."

PARTIAL AGREEMENT

"This Order has been discussed with (FHWA Area Engineer) of the Federal Highway Administration on (Date), is mutually agreed upon, and has tentative approval for both content and financial participation with the exception of (Explanation)."

TOTAL EXCEPTION

"This Order has been discussed with (FHWA Area Engineer) of the Federal Highway Administration on (Date), who takes exception to both content and financial participation because of (Explanation)."

- Confidential information should be put into a memorandum to the Project Manager. This memorandum is to be included in the backup information for the Order, including details of any exception to mutual agreement. The Project Manager will attempt to resolve the issue with the FHWA Area Engineer.
- If the Project Manager cannot obtain mutual agreement, he will advise the Program Manager and the Regional Construction Engineer of the decision. The Regional Construction Engineer will approve the Order as non-participating or reject the order.

ii. Federal funded projects under Alternate Procedures

FHWA concurrence is not required, but the Resident Engineer is encouraged to contact the FHWA if there are any questions. The Regional Construction Engineer will assume the review function of the FHWA, and if there are any questions on Federal Policies, participation levels, or regulations, the FHWA should be consulted immediately. After a thorough review, the Regional Construction Engineer will sign and date the Construction Order in the normal area, and then sign and date the Construction Order in the box reserved for Alternate Procedures Projects, indicating the status of participation approval.

NOTE: The following is a representative list of those construction items that are typically considered ineligible for participation with Federal funds. This list is not all-inclusive, and on occasion, the Resident Engineer may encounter items, which are questionable. The FHWA suggests the Resident Engineer have a

prior discussion with them in such instances. The FHWA will participate on a case-by-case basis, if deemed project beneficial.

As a general rule, the following items would not be eligible:

- Any items associated with normal maintenance activities, for instance, cleaning drainage system.
- Payment for re-doing faulty work.
- The value of additional or extra work resulting from a design error or omission for which the Department could seek reimbursement from the design consultant.
- Traffic damaged items.
- Time extensions and additional costs incurred due to utility delays and unavailability of right-of-way.
- Payment for added survey cost for work added to the contract where the bid items provide for the proration of the survey bid based on the final contract cost.
- Spare parts.
- Material and parts not incorporated into the project and turned over to Maintenance.
- Material not meeting contract specifications but incorporated into the project.
- Additional work resulting from unapproved change of plan.
- Claims, as noted in paragraph 4.b.3) b) below.

All non-participation is to be explained in the body of the Construction Order or by memorandum of record referenced in the Construction Order.

NOTE: The FHWA will participate on salvage credit on a case-by-case basis. Prior approval from the FHWA must be received before federal participation in the item can be shown, regardless of the project's oversight category. This does not include the non-participating items listed above.

iii. Third Party Participation - Check provisions of agreement to see if prior approval of third party is required.

- For all other cost sharing agencies (New Jersey Transit, New Jersey Highway Authority, New Jersey Turnpike Authority, Port Authority of New York & New Jersey, Municipality, Utility Companies, etc.), the Resident Engineer shall contact the appropriate representative of the agency to obtain concurrence, if required by agreement, and shall include a concurrence statement in the Order.

- If prior approval is required by the Third Party and the Resident Engineer cannot reach a mutual agreement with the Third Party, he

shall inform the Project Manager of the unresolved issue so that he/she reaches an administrative conclusion.

- The Third Party's concurrence signature on the transmittal letter will be in lieu of their signature on the Change Order. Submittal of these orders will be done by the Regional Construction Engineer utilizing the example transmittal letter (see Attachment "E"). The Regional Construction Engineer will be responsible for ensuring that the transmittal letter is returned by the cost sharing party. The Project Manager will be responsible for resolving any disagreements between parties.

- The signed transmittal letter will be forwarded by the Regional Construction Engineer to the Bureau of Capital Program Coordination, with a copy to the Regional Construction Engineer.

iv. NJDOT Maintenance Funded Contracts

For NJDOT Maintenance Funded Contracts, the Resident Engineer must notify the Manager, Bureau of Maintenance Engineering prior to processing any Construction Order regardless of the monetary value.

b. Processing of Change Orders

1) The Resident Engineer shall submit the Change Order in its final typewritten form through the Field Manager to the Regional Construction Engineer for review, his recommending signature and approval on behalf of the Department, and for further processing. The Change Order is to be sent to the computer mainframe by the Resident Engineer prior to review by the Regional Construction Engineer. The Regional Construction Engineer will adjust the contract amounts and number the Change Order. For the final Construction Order, the Regional Construction Engineer will be responsible to insure that the DC-174 Cost Sharing Distribution correctly reflects the as-built participation.

NOTE 1: All signers of the hard copy of Construction Orders (Field Orders, Change Orders, and Supplementary Agreements) shall have their name typed or neatly printed below their signature.

2) After approval by the Regional Construction Engineer, an original signature copy shall be sent to the Bureau of Capital Program Coordination.

3) The second original signature copy shall be sent to the Contractor. A signed, dated receipt (see Attachment "D") of delivery to the Superintendent must be secured. Transmittal of the Order to the Contractor may be made by return receipt, Certified Mail.

4) The Regional Construction Engineer shall distribute copies of the approved Change Order to the Resident Engineer, Project Manager, and others as required.

5) The Regional Construction Engineer is to respond back to the Contractor for Protested Change Orders. The Regional Construction Engineer may consult the Resident Engineer prior to preparing this response. If a specific written protest is received from the Contractor, a copy shall be sent by the Regional Construction Engineer to The Bureau of Capital Program Coordination, the Project Manager and the Resident Engineer.

   a) A general protest - one that is not specific or one that does not have a detailed statement of the points of disagreement - shall be rejected by the Regional Construction Engineer, and the Contractor shall be given 5 days to respond to the rejection.

   b) The receipt of a specific written protest shall not relieve the Contractor from performing the work according to the Order.

NOTE 2: It is currently required for the Regional Construction Engineer to submit all final Construction Orders for a project in duplicate to Capital Program Coordination.

4. SUPPLEMENTARY AGREEMENTS (Refer to attachment "C", Supplementary Agreement flow chart)

a. Initiation of Supplementary Agreement Orders (Form DC 173 A & B).

1) The Resident Engineer will contact the Project Engineer by telephone when a need for a Supplementary Agreement is recognized. The Resident Engineer and the Project Manager will discuss or dismiss whether the Supplementary Agreement is a result of a Design Error and Omission. If so, the Project Manager will begin procedures to recoup applicable costs incurred by the Error and Omission, if appropriate, and if approved by the Program Manager.

2) In the case of a Design or Scope change, the Resident Engineer will fax a copy of the Nature and Reason of the Order to the Project Manager for review and comment. The Project Manager will advise the Resident Engineer by telephone that he agrees with the Nature and Reason and if applicable, that the funding is available.

3) The Resident Engineer, with concurrence from the Project Manager, shall determine if new and unforeseen work essential to the completion of the contract is covered all or in part by any or a combination of contract items. Any remaining portion shall be classified as Extra Work.

   Negotiations shall begin to establish a Supplementary Agreement to perform the Extra Work. The Contractor shall, upon request, furnish the Resident

Engineer with adequate detailed cost for such item(s) of work. The strict Force Account format does not always have to be used for the submission of Supplementary Agreements for Extra Work. A simple quotation for commonly encountered items of work will often be sufficient. The Resident Engineer can then use a comparison to recently bid projects on weighted averages as justification for acceptance. On FHWA Full Oversight Projects, the justification memorandum and the supporting documentation is to be sent with the Construction Order to the FHWA for all items over $10,000.

4) If the Contractor's submission is unacceptable, the Department may require the Contractor to proceed under Specifications Subsection 109.03 (see Paragraph 5, Force Accounts, below) by issuance of a Change Order or Field Order. The Regional Construction Engineer or designee shall determine the adequacy of the "detailed cost data" furnished by the Contractor.

NOTE: Both the Contractor and the NJDOT must agree on the conditions of the Supplementary Agreement prior to preparing the Order. Supplementary Agreement Orders can not be processed with a protest; however, the Order can agree to disagree on a specific aspect of the change.

5) If the Contractor's submission is acceptable, a Supplementary Agreement Construction Order shall be prepared which shall be conclusive as to all questions of compensation and time adjustments relative to the subject of the agreement (Specifications Subsection 104.02).

b. Preparation of Supplementary Agreement Orders

1) The negotiated agreement shall be processed on Form DC-173 A & B in duplicate, with original signatures and dates on all copies. An extra copy will be prepared for the Regional Office review.

a) Each Order shall have a sequential order letter, regardless of the type of Construction Order.

b) The box marked "Supplementary Agreement" shall be checked off.

2) Nature and Reasons for a Supplementary Agreement Order shall be the same as that listed for Change Orders. The following special provisions shall also be addressed in a Supplementary Agreement Order:

a) A statement why the work is considered to be essential to the contract, that the work is not covered by existing contract items (an explanation why the Contractor is being reimbursed through a supplemental item), and reference to appropriate contract provisions.

b) The Resident Engineer will submit a memorandum of justification for acceptance to the Regional Construction Engineer. Since Supplementary Agreements are the result of negotiations between the Department and

the Contractor, the Resident Engineer's cost estimate can be used as part of the justification. The justification will also include a statement that the price submitted has been reviewed by the Resident Engineer and has been found reasonable and acceptable as explained.

c) In some instances when an agreement cannot be reached, preliminary funds need to be established so that the Contractor commences work immediately and payment can be made. The estimated Force Account amount is to be readjusted on final review of the actual cost documents.

d) When a Supplementary Agreement is initiated to resolve disputes, solve contract problems, grant an extension of time, or to reach a mutual agreement on issues, the Order must specifically identify and address the event, problem, issue, or dispute which is being resolved in the body of the Supplementary Agreement. Examples of these issues are utility delays, environmental impacts, ROW availability, delays, extensions of time, etc. Additionally, it is necessary to attach to the Construction Order a "Potential Claim Release" form (see Attachment "G"), if a DC-161 has been filed.

3) Potential Claim Release

a) For any Construction Order initiated to resolve disputes for which a DC-161 Form has been filed, a "Potential Claim Release" form shall be attached (See Attachment "G") with the Construction Order, and must be signed by the Contractor prior to execution of the Order by the Regional Construction Engineer. Therefore the Order must be processed as a Supplementary Agreement.

b) The FHWA will not participate:

i. If it has been determined that NJDOT employees, officers, or agents acted with gross negligence, or participated in intentional acts or omissions, fraud, or other acts not consistent with usual State practices in project design, plan preparation, contract administration, or other activities which gave rise to the claim;

ii. In such cost items as consequential or punitive damages, anticipated profit, or any award or payment of attorneys' fees paid by the State to an opposing party in litigation; and

iii. In tort, inverse condemnation, or other claims erroneously styled as claims "under a contract."

- iv. For the value of additional or extra work resulting from an errors or omission for which the Department could seek reimbursement from a consultant.

4) A DC-174 Cost Sharing Distribution form shall be included as detailed under Change Orders.

c. Processing of Supplementary Agreement Orders

1) The Resident Engineer submits the Supplementary Agreement to their Field Manager and the Project Manager. The package shall contain the initial concurrence from the Project Manager that funds are available if over $50,000.

2) After the Field Manager's review and Project Manager's concurrence that funds are available, it is reviewed by the Regional Construction Engineer. The Resident Engineer will send the Construction Order to the computer mainframe prior to the Regional Construction Engineer's review. If it is acceptable, the Regional Construction Engineer sends the Order to the Contractor by mail (see Attachment "F").

3) The two original signature copies shall be sent to the Contractor for acceptance. For Supplementary Agreements initiated to resolve disputes for which a DC-161 has been filed, a signature on the "Potential Claim Release" form is also required (see Attachment "G").

4) After the Contractor returns the two signed Supplementary Agreements, the Regional Construction Engineer will adjust the contract amounts, add the Construction Order Number, sign both copies of the Order approved, approve it on the mainframe on behalf of the Department, and forward one original to the Bureau of Capital Program Coordination.

NOTE: A Supplementary Agreement is a bilateral agreement and acceptance should be expected. However, if the agreement is rejected, the Contractor may be required to do the work on a Force Account basis (see Paragraph 5, Force Accounts, below). By Specification, protested Supplementary Agreements can not be processed.

5) The second original signature copy shall be sent to the Contractor by the Regional Construction Engineer. Transmittal of the Order shall be made by return receipt, Certified Mail.

6) The Regional Construction Engineer shall distribute copies of the approved Supplementary Agreement to the Resident Engineer, Project Manager, Program Support Services and others as required.

5. FORCE ACCOUNT

a. Initiation of Force Account Construction Orders. (Form DC-173 & DC-174)

1) The Resident Engineer, with concurrence from the Project Manager, shall determine if new and unforeseen work, essential to the satisfactory

completion of the contract, is covered all or in part by any or a combination of contract items. Any remaining portion shall be classified as Extra Work.
Where the Contractor and the Resident Engineer cannot negotiate a Supplementary Agreement in accordance with Paragraph 4 SUPPLEMENTARY AGREEMENTS above, for Extra Work, the Department may require the Contractor to do such work on a Force Account basis in accordance with Specifications Subsection 109.03.

When a price cannot be agreed upon, preliminary funds need to be established so that the Contractor commences work immediately and payment can be made. The estimated amount is to be readjusted based on the final review of the actual cost documents. The Construction Order containing these preliminary funds does not require the Contractor's signature prior to execution. For FHWA Full Oversight Projects, contact the FHWA prior to commencement if the amount of the Force Account work exceeds $10,000.

2) Payment adjustments for major contract items (Specifications Subsection 104.05) that are increased or decreased by more than 25% from estimated quantities may be made by force account, as provided in Specifications Subsection 109.03.

3) Payment for any appropriate compensation because of eliminated items (Specifications Subsection 104.06) will be made by Force Account as provided in Specifications Subsection 109.03. However, no profit will be allowed.

4) Payment for Contractor's expenses during delays will be made as provided in Specifications Subsections 109.03 and 109.04.

b. Preparation of Force Account Construction Orders

1) A Field Order may be used to direct the Contractor to proceed with Force Account work. This must be followed as soon as possible by a Change Order establishing the estimated cost and time adjustment, if any, in duplicate, with original signatures and dates on all copies. In all cases a Change Order must be submitted to establish an estimated cost for a Force Account, which may require adjustment when the work is completed.

   a) Each Order shall have a sequential order letter assigned, regardless of the type of Construction Order.

   b) Check off box marked "Change Order" or "Field Order", as applicable.

2) Adjustments to Force Account work costs shall be made by Change Order only. The Change Order shall adjust payment for the actual cost incurred, as determined by Specifications Subsection 109.03, or 109.04. An explanation must be included in the Change Order if the adjustment (over or under)

exceeds $25,000.00. The adjustment shall be treated as an increase or decrease.

3) Nature and Reason for a Force Account Order shall be the same as those listed for Change Orders, except the listing of items shall be as follows:

a) When establishing the Force Account, the work shall be listed as Extra. Each item shall include:

Item Number
Description
Force Account (FA)
Cost (estimated)

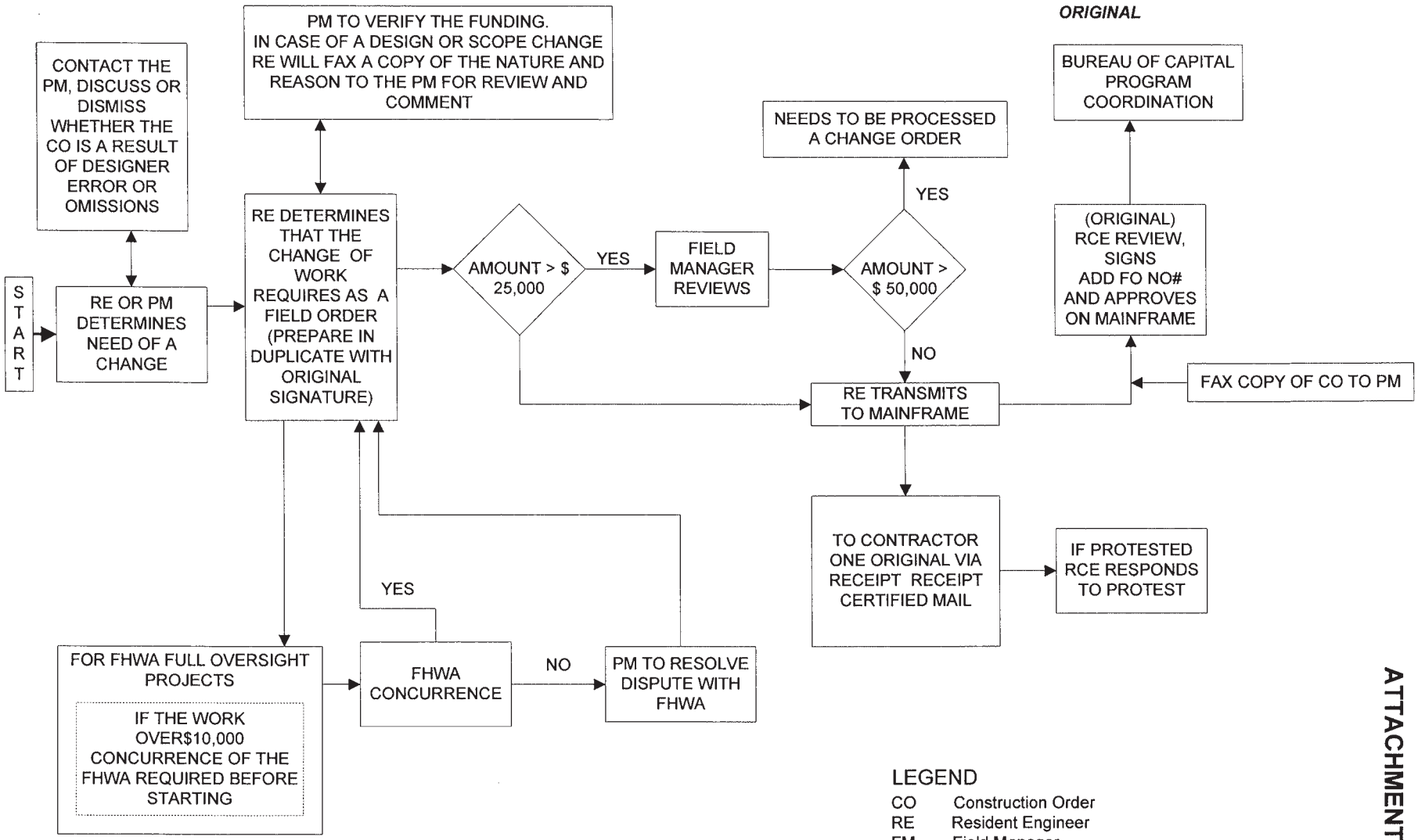
b) When adjusting the Force Account, the work shall be listed as an Increase or Decrease. Each item shall include:

Item Number
Description
Force Account (FA)
Cost

Also, the statement "This Change Order is subject to audit by the Department in accordance with Subsection 109.03 or 109.04 of the Contract's Specifications" is to be included.

c. Processing of Force Account Construction Orders shall be the same as detailed under Change Orders.

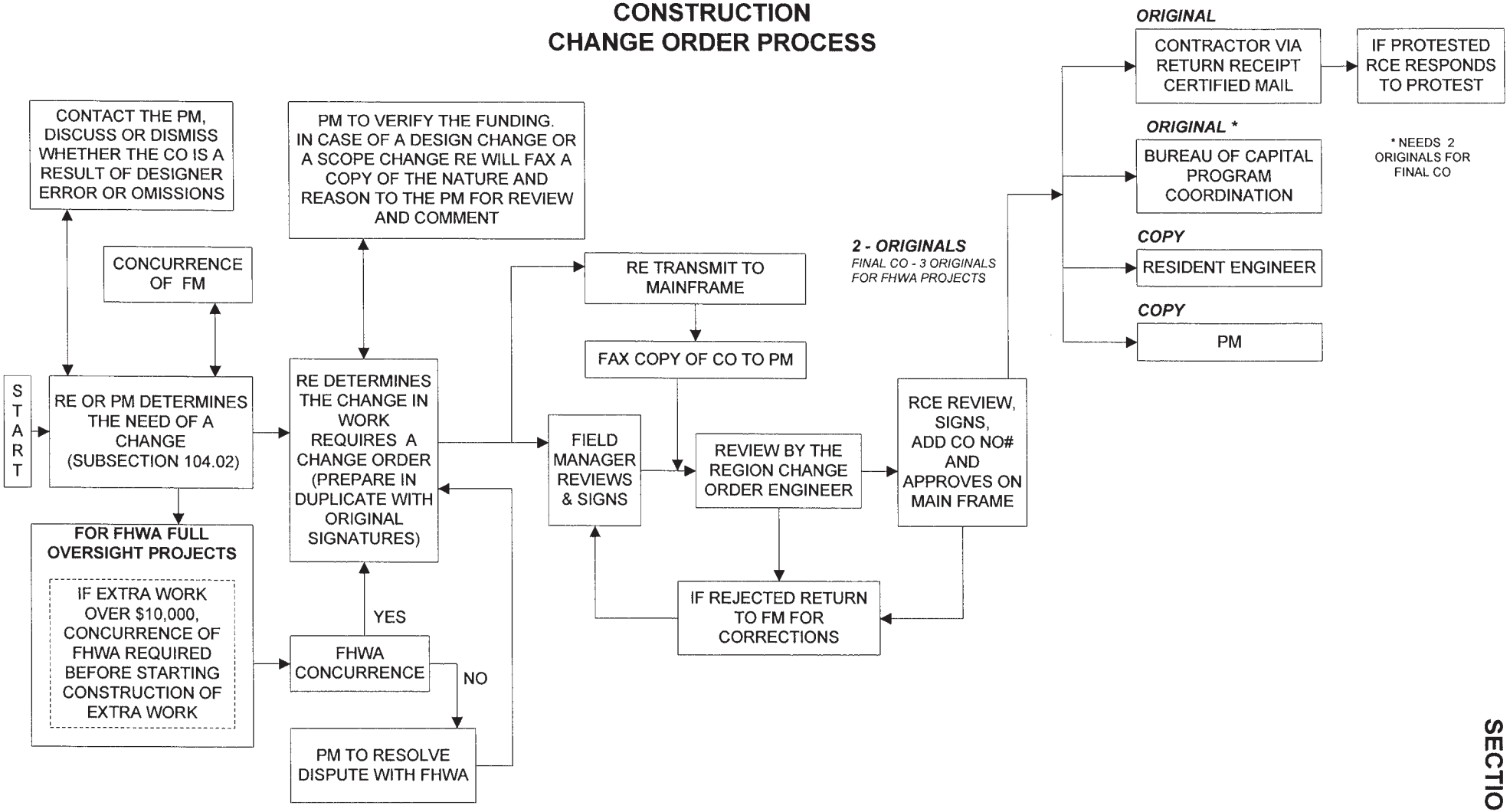
CONSTRUCTION
FIELD ORDER PROCESS



LEGEND

CO	Construction Order
RE	Resident Engineer
FM	Field Manager
PM	Project Manager
RCE	Regional Construction Engineer
FHWA	Federal Highway Administration

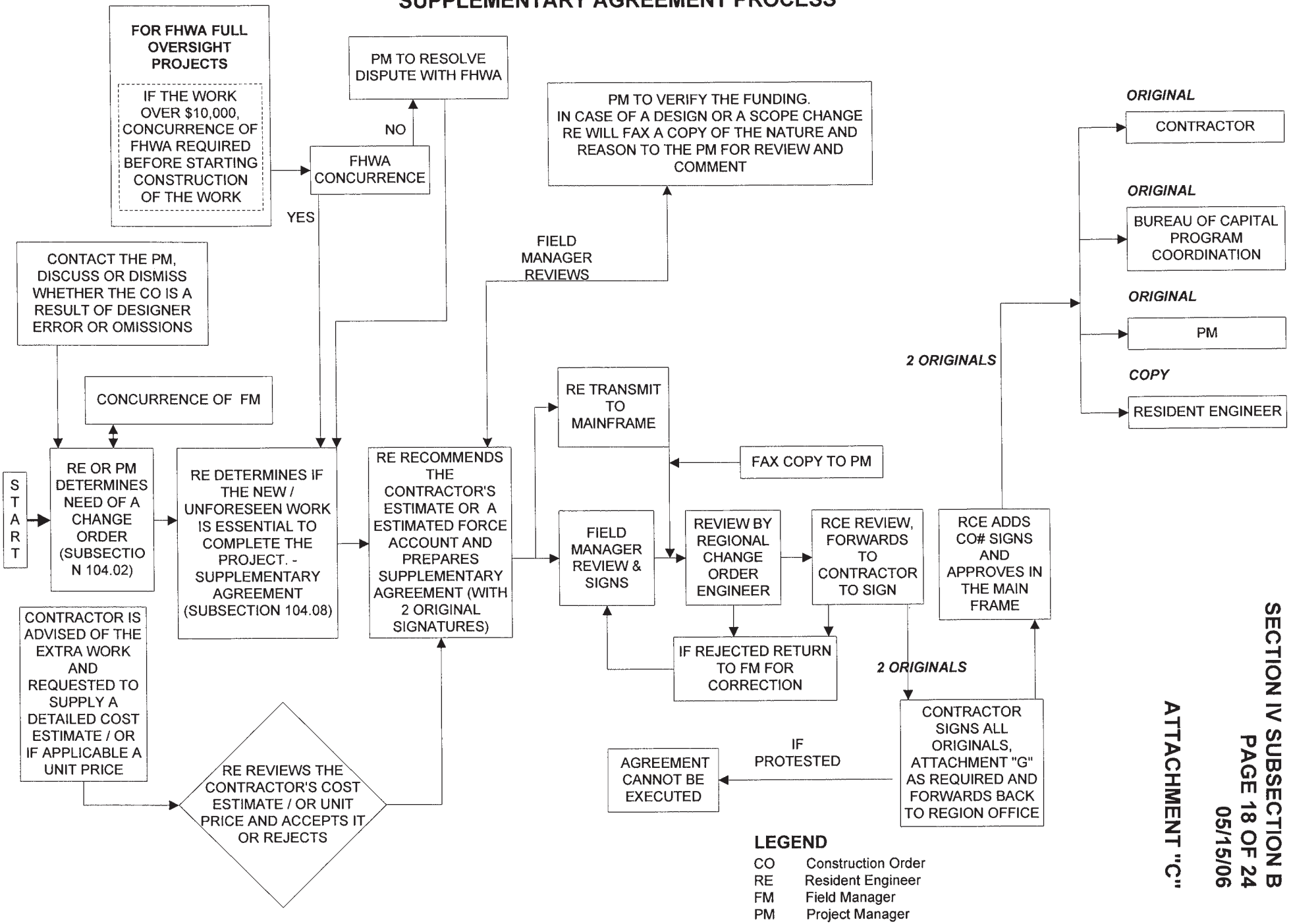
CONSTRUCTION
CHANGE ORDER PROCESS



LEGEND

CO	Construction Order
RE	Resident Engineer
FM	Field Manager
PM	Project Manager
RCE	Regional Construction Engineer
FHWA	Federal Highway Administration

CONSTRUCTION
SUPPLEMENTARY AGREEMENT PROCESS



LEGEND

CO	Construction Order
RE	Resident Engineer
FM	Field Manager
PM	Project Manager
RCE	Regional Construction Engineer
FHWA	Federal Highway Administration

ATTACHMENT "D"

CERTIFIED MAIL
RETURN RECEIPT

Date

Contractor
9 Doe Lane
Asbury Park, New Jersey 07924

Re: Route 66, Section 3X
Fed. Proj. No. AB-OOOS(000)
D.P. No.: 96240

Attention: (Contractor's Authorized Representative)

Enclosed is one original signature copy of Construction Order letter _____ dated _____, which has been issued in accordance with Subsection 104 of the Specifications relative to the subject project.

THIS IS BEING SENT FOR YOUR RECORDS. CONTRACTOR'S SIGNATURE IS NOT REQUIRED ON CHANGE ORDERS OR FIELD ORDERS. DO NOT SIGN AND RETURN.

Subsection 104.04 of the Specifications describes the procedure and time frame for presenting a written, specific protest concerning the enclosed Construction Order should there be a disagreement. The Resident Engineer must be copied on all protests.

Sincerely,

Regional Construction Engineer

Enclosure

c: Bureau of Capital Program Coordination (w/original)
_____, Resident Engineer (w/attachment)
Project Manager

file

ATTACHMENT "E"

Full Project Name
Federal Project No.

STANDARD SPECIFICATIONS (YEAR)

Attention Participating Agency:

The attached executed Construction Order, Letter ( ) for the above captioned project, revises the estimated amount of participation for your organization in this project.

Please review these documents and signify your concurrence with the revised estimated participation by signing this transmittal letter and returning the original to:

Regional Construction Engineer
(Address of Regional Construction Office)

Sincerely,

_____
Regional Construction Engineer

Attachments

"In my capacity as an authorized representative for (Organization Name), I have reviewed the above-mentioned documents and concur with the revised estimated participation quantities."

_____ _____
Signature Date

_____
Print or Type Name

_____
Title

ATTACHMENT "F"

Date

Contractor
9 Doe Lane
Asbury Park, New Jersey 07924

Re: Route 66, Section 3X
AB-OOOS(000)
D.P. No.: 96240

Attention: (Contractor's Authorized Representative)

Enclosed are two original signature copies of Supplementary Agreement letter _____, dated _____, relative to the subject project.

PLEASE SIGN, DATE, AND PRINT SIGNER'S NAME IN THE SPACE PROVIDED ON ALL COPIES AND RETURN THEM TO ME AT THE ABOVE ADDRESS.

You will receive a fully signed copy of this Supplementary Agreement after it is fully executed. In accordance with Subsection 104.02 of the Contract Specifications, Protested Supplementary Agreement Orders can not be executed.

Your expeditious reply is requested.

Sincerely,

Regional Construction Engineer

Enclosure

c: _____, Project Engineer
_____, Resident Engineer
file

ATTACHMENT "G"

CONTRACTUAL NOTICE FORM (DC-161) RELEASE

Project and Section
Federal Project Number

In consideration of payment as stipulated in the attached Construction Order (Form DC-173A) letter_____dated _____, we hereby release the State of New Jersey, the State Commissioner of Transportation, his employees and his agents from all liability and claims set forth with the Contractual Notice Form filed on (date) _____ regarding (subject) _____ . I hereby acknowledge that I am authorized to execute this release and bind the Contractor.

DATE: _____ NAME OF FIRM: _____

WITNESS:_____ _____
(TYPE or PRINT) SIGNATURE

_____
Company Title
Representative

CONSTRUCTION ORDER CATALOG

DP #_____ Route _____ Section _____ Change Order Letter_____
Description_____

The DATE OF CHANGE column shall be the date problem was first encountered in the field.

DATE OF CHANGE	DESCRIPTION OF CHANGE	AREA OF CHANGE	TIME ADJUST	NET COST	DC-161 DISPUTE RESOLUTION
1._____	_____	_____	_____	$_____	_____
2._____	_____	_____	_____	$_____	_____
3._____	_____	_____	_____	$_____	_____
4._____	_____	_____	_____	$_____	_____
5._____	_____	_____	_____	$_____	_____
6._____	_____	_____	_____	$_____	_____

DESCRIPTIONS OF THE TYPES OF CHANGES No more than six(6) types of changes can be included in each order. Descriptions with * must also specify the area of change (see list below). Only one description can be used per change, the *INITIAL CAUSE* is the key factor.

A. * Changes Authorized by Construction in accordance with CPH Sec 4-A (including as-builts), which are not in any other description of change.
D. Traffic impact modification or safety enhancement.
E. Additional work for Corrective Action comment, including work after completion date.
F. * Project Management change to add or delete work (scope change).
G. Change to address a Right of Way issue.
H. Change to address a Utility issue.
I. Change to address an Environmental issue.
J. * Change to address an error or omission in the Contract.
K. * Any other Project Management change based on field conditions.
L. Change in Specification by the Department (Specify Subsection ---.--).
M. Change in Material by the Department and/or Contractor.
N. Implementation of a Value Engineering proposal.
O. * Implementation of a Contractor requested change (except VE or Material).
P. * Implementation of any Third Party initiated change (including elected officials).
Q. Only a Time Adjustment and/or mitigation of a delay (No Quantities).
U. Unused or Deleted Item Material Purchase (i.e. Pile Cutoffs).
V. Partnering Payments
W. Incentive/Disincentive Payments (including bonus and penalty).
X. Unique Situations, including Force Majeure (Enter the reason in the space provided. Specify: Act of God, fire, flood, strikes, accident, etc.)._____

AREAS OF CHANGE (For those descriptions with * use word after letter)

a) Drainage b) Roadway c) Bridge d) Electrical e) Landscape

DC-161 DISPUTE RESOLUTION DESCRIPTION CHANGES

1. DC-161 Claim Submittal for Extra Work.
2. DC-161 Claim Submittal for Specification and/or Plan Interpretation.
3. DC-161 Claim Submittal for Delay.

Project Manager _____AGREE____ DISAGREE____Date_____

(FAX THIS FORM BACK TO THE R.E.)
Revised: March 1, 2001

INSTRUCTIONS FOR THE CONSTRUCTION ORDER CATALOG FORM

1. Enter the Project's DP number on form.
2. Enter the Route and Section or Description of the Project, if no Route and Section.
3. Enter the Construction Order letter.
4. Enter the date the Order was sent to the Project Manager the first time to gain preliminary approval.
5. For each type of change included in the Order (up to 6), enter:
   - The date the problem was first encountered in the field. For as-builts, this date should be the date the as-built quantities were sent to the Contractor for approval.
   - The letter from the list of Descriptions of the Types of Change. The major or root cause of the change is the key factor, should the change fit into more than one description.
   - For those Types of Change with asterisks, enter each different area of change from the list of Areas of Change.
   - If a Specification Subsection is involved, enter the Subsection number in the space for area.
   - The Code for time adjustment associated with this change:
     TA = Time adjustment included for this change
     NONE = No time adjustment required by the change
     TBD = Time adjustment to be determined in future order
   - The calculated net cost, including extra work, increases, and decreases, associated with this change.
   - If the Construction Order includes a DC-161 Dispute Resolution, enter the appropriate number.
6. The Construction Order Catalog form is to be faxed to the Project Manager for their review.

If there is any question as to the Type of Change to be used for a particular situation, contact the Regional Construction Order Engineer in the Region Office for assistance.

CONSTRUCTION PROCEDURES HANDBOOK

SECTION IV	SUBSECTION C	DATE
CONSTRUCTION CHANGES	RESOLUTION OF DISPUTES AND CLAIMS	05/15/16

1. THE CONTRACTUAL CLAIM RESOLUTION PROCESS

   a. The Contractual Claim Resolution Process is detailed in Subsection 107.02 of the Contract Specifications. The process is sequential in nature and is composed of four (4) steps: (See Flowchart on Page 2 for Steps 1 thru 4).

      - STEP 1 - REVIEW BY THE RESIDENT ENGINEER/ PROJECT MANAGER
      - STEP 2 - REVIEW BY THE REGIONAL DISPUTE BOARD
      - STEP 3 - REVIEW BY THE DEPARTMENT CLAIMS COMMITTEE
      - STEP 4 - NONBINDING MEDIATION

      No dispute will be accorded a particular level of review unless the dispute has been reviewed at the preceding level and the Contractor rejects the decision in writing within the time period specified.

   b. The Contractor must file the necessary Contractual Notice Form (DC-161), as required by Specifications Subsection 107.02, in order to provide notice and enter the Contractual Claim Resolution Process. The Contractor must also notify the Resident Engineer in writing that all documentation in support of the claim has been provided to the Resident Engineer and that the Contractual Claim Resolution Process should begin. No formal action will be taken by the Resident Engineer until this written notification is received. The documentation provided to the Resident Engineer shall serve as the basis for evaluating the Contractor's position regarding the claim throughout the Contractual Claim Resolution process.

      Specifications Subsection 107.02 contains a list of the minimum information to be supplied by the Contractor to constitute a complete claim. Incomplete forms are to be rejected noting the missing items not included in the package. Unless specifically requested by the Department, the submission of additional information by the Contractor at any step of the review process shall cause the process to revert back to Step 1.

      At any step in the process a claim is resolved, the Contractor must sign an unconditional release as to any and all matters arising from the claim. (See Attachment "A"). If a portion of the claim is resolved, a conditional release detailing what issues or costs are unresolved must be signed by the Contractor. A conditional release must be carefully tailored to restrict the nature and extent of the unresolved portion of the claim. Resident Engineers should confer with

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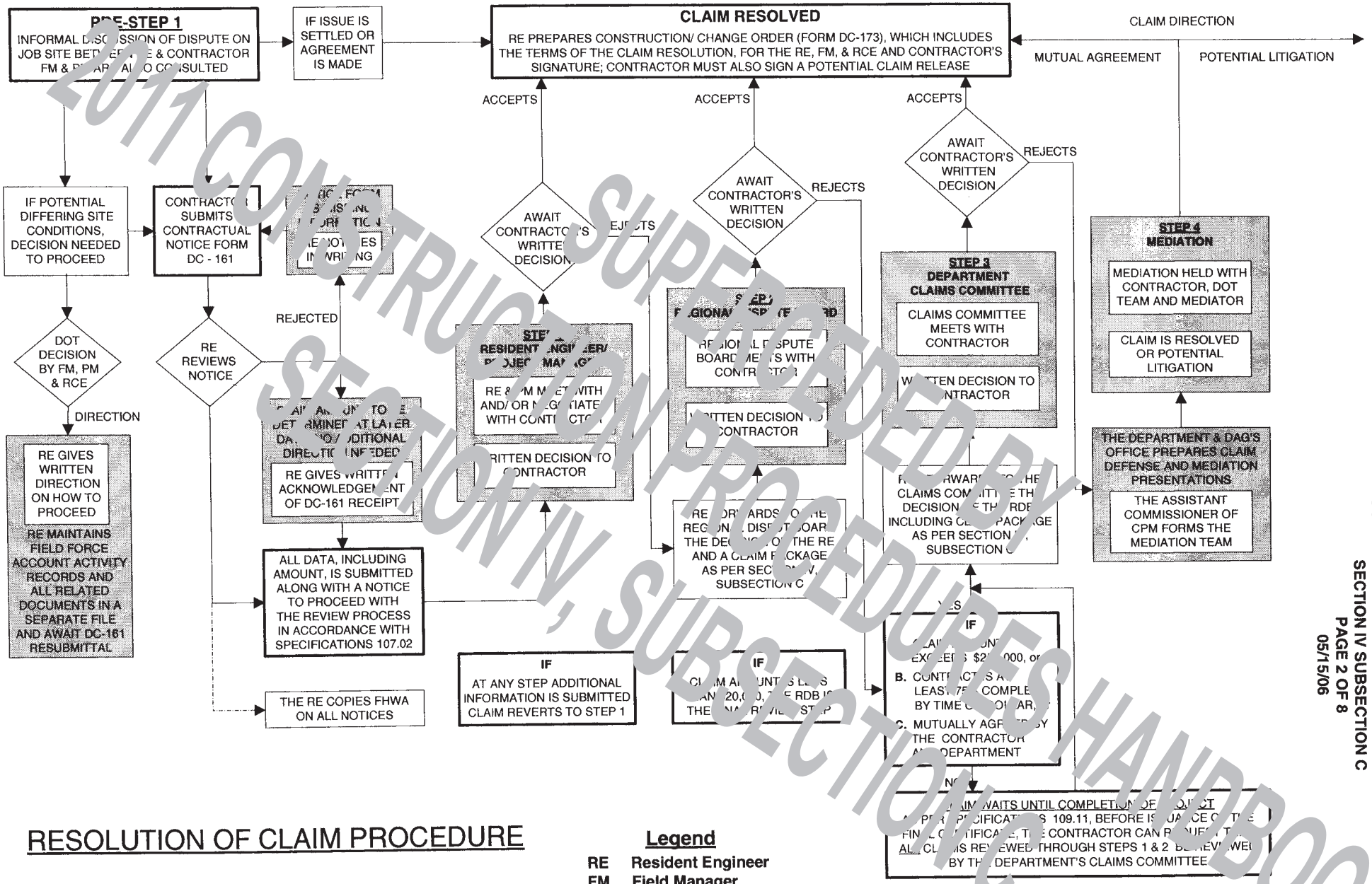

RESOLUTION OF CLAIM PROCEDURE

Legend

RE Resident Engineer
FM Field Manager
PM Project Manager
RCE Regional Construction Engineer
RDB Regional Dispute Board
FHWA Federal Highway Administration

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the Regional Construction Engineer and if warranted with the DAG to ensure the conditional release is correctly worded.

2. PRESTEP 1 - DC-161 SUBMITTAL BY CONTRACTOR

   a. The Resident Engineer, upon receipt of a Form DC-161 shall review the submittal to ensure that it is complete and in accordance with Specifications Subsection 107.02. If it is not, the Resident Engineer will notify the Contractor within 15 days what information is missing, and that the Contractor must re-notify the Resident Engineer when all documentation in support of the claim, and in accordance with the minimum requirements in Subsection 107.02, has been provided and that the Contractual Claim Resolution Process should begin. The Resident Engineer will copy the Project Manager, the Field Manager, the Regional Construction Engineer and the Bureau of Construction Engineering on all claim related correspondence and ensure that adequate field documentation on the disputed issue is maintained in a **separate project file**. The Resident Engineer will copy the FHWA on all notice of claims (Form DC-161) for all federally funded projects.

   b. At this point, the Resident Engineer will initiate the appropriate analysis of the claim. The Project Manager and Field Manager shall be involved in the Resident Engineer's analysis, as the resulting Department position is to be a joint effort.

   c. If during the Prestep 1 review the Resident Engineer finds that the act or event for which the Contractor is providing contractual notice was caused or contributed to by the Design Consultant, the Resident Engineer is to notify the Project Manager of the potential involvement of the Design Consultant so that the Project Manager can give notice to Consultantin accordance with the Consultant Agreement. Likewise if the act or event for which the Contractor is providing notice was caused or contributed to by a Construction Inspection Consultant, the Resident Engineer is to notify the Regional Consultant Coordinator so that the Regional Consultant Coordinator can give notice in accordance with the Consultant Agreement.

3. STEP 1 - REVIEW BY THE RESIDENT ENGINEER/PROJECT MANAGER

   Upon receipt of a **complete** package in accordance with Subsection 107.02, and a written notice from the Contractor to proceed with the Contractual Claim Resolution Process, the Resident Engineer will conduct a documented meeting and/or negotiation session with the Contractor. The Resident Engineer will then render a written decision regarding the matter in dispute within 30 State Business days of the Contractor's notification that the Contractual Claim Resolution Process should begin. This written decision should be the position of the Department regarding the claim, and must have the concurrence of the Construction Field Manager, Project Manager and anyone else listed on the chart in Section IV-A paragraph 1.a.2). The Field Manager and Project Manager will be part of the meeting with the Contractor

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and ensure a unified Departmental support and a complete analysis of the claim. If additional time is needed for proper analysis and review of the Contractor's claim, the time may be extended by mutual agreement.

For FHWA Full Oversight projects, the Resident Engineer shall also discuss the claim with the FHWA Area Engineer to keep the FHWA informed for financial participation purposes (See CPH Section IV-B) and if the claim is rejected, the Resident Engineer will send a copy of the rejection letter (from the RE to the Contractor) to the FHWA Area Engineer.

The Contractor shall, within 15 State Business days of the receipt of the decision by the Resident Engineer, either accept or reject this decision in writing. If the Contractor neither accepts nor rejects the Resident Engineer's decision within 15 State Business days of its receipt, the claim will be considered withdrawn from the Contractual Claim Resolution Process and there will be no further review of the claim. A letter stating same will be sent to the Contractor when the 15 State Business day period expires.

If the Contractor accepts the decision of the Resident Engineer, the Resident Engineer will initiate a Construction Order to implement the resolution of the claim, in accordance with CPH Section IV-B, which will include the unconditional release as to any and all matters arising from the claim. This Construction Order cannot be processed without Contractor retest or unsigned "Claim Release" form.

If the Contractor rejects the decision of the Resident Engineer, and provides a written request for the claim to be forwarded to Step II, the Resident Engineer will forward the claim and supporting information (5 copies) to the Regional Construction Engineer and request a review by the Regional Dispute Board (copies sent to all three members). This information shall also include a fact sheet, prepared by the Resident Engineer, which incorporates a description of the Contractor's claim, the Department's field facts as related to the claim, the supporting basis and documents for the Department's position at STEP I, including documentation of the Step I meeting and any calculations of how the settlement offer included in the decision was arrived at. The fact sheet shall also contain the Resident Engineer's calculation of the documented value of the claim based on field records of the work performed, should the Department's position be altered at a higher level.

4. STEP 2 – REVIEW BY THE REGIONAL DISPUTE BOARD

The Regional Dispute Board is a three-member board comprised of the Program Manager for the project, an Engineer from the Bureau of Construction Engineering, and the Regional Construction Engineer (chairperson).

The Regional Dispute Board will, within 30 State Business days of receipt of the claim information from the Resident Engineer, schedule and hold a meeting with the Contractor to review the claim. This time limit may be extended by mutual

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agreement of the parties. A meeting with the DOT staff may be necessary before and/or after the Contractor meeting to formulate the Department's position and the disposition of the claim.

For all federally funded projects, FHWA participation must be obtained before a settlement offer is made. The Regional Construction Engineer will send a copy of the Regional Dispute Board's meeting date letter to the FHWA Area Engineer. The Regional Construction Engineer will send a copy of the Regional Dispute Board's determination letter (from the Chairperson to the Contractor) to the FHWA Area Engineer.

The Chairperson of the Regional Dispute Board will, within 20 State Business days of the meeting, issue a written decision with reasons to the Contractor signed by all three members.

The Contractor shall, within 15 State Business days of receipt of the decision from the Regional Dispute Board, either accept or reject it in writing. If the Contractor neither accepts nor rejects the Regional Dispute Board's decision within 15 State Business days, the Contractual Claim Resolution Process will be considered concluded, and there will be no further review of the claim. A letter stating same will be sent to the Contractor when the 15 State Business day period expires.

If the Contractor accepts the decision of the Regional Dispute Board, the Regional Construction Engineer will forward the decision and backup documentation to the Resident Engineer who will initiate a Construction Order to implement the resolution of the claim, in accordance with CPH Section IV-B that will include the unconditional release as to any and all matters arising from the claim. This Construction Order cannot be processed with a Contractor protest or unsigned "Claim Release" form.

If the Contractor rejects the decision of the Regional Dispute Board and the value of the claim is more than $20,000, the contractor may request review by the Department Claims Committee. If the value of the claim is less than $20,000, the Regional Dispute Board is the final review level.

5. STEP 3 REVIEW BY THE DEPARTMENT CLAIMS COMMITTEE

The Contractor may request in writing to the Secretary of the Department Claims Committee with a copy to the Director, Construction Services and Materials, that any claim or claims unresolved after review by the Regional Dispute Board, be scheduled for review by the Department Claims Committee, if any one of the following applies:

a. The claim or combination of claims exceed $250,000.

b. It is mutually agreed to by the Contractor and the Department

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However, if the project is 75% complete by contract time or dollar amount, all unresolved claims at step II will be reviewed at a single session of the Department Claims Committee after Completion of the Work.

On all federally funded projects, the Secretary of the Department Claims Committee will keep the FHWA advised of all meetings and determinations. For all federally funded projects, FHWA participation must be obtained before a settlement offer is made.

At the time of issuance of the Proposed Final Certificate, the Contractor may request, in writing, a review by the Department Claims Committee of all unresolved claims which have gone through the first two steps of the Contractual Claim Resolution Process and which have not already been presented to the Department Claims Committee. The Contractor's written request must accompany its conditional release of the Proposed Final Certificate, with a copy sent to the Secretary of the Department Claims Committee, and shall be made within 30 State Business days of the issuance of the Proposed Final Certificate.

The Secretary of the Department Claims Committee will, within 45 State Business days of the receipt of the Contractor's written request, schedule a Claims Committee meeting to review the claim. This time limit may be extended by mutual agreement of the parties.

The Department Claims Committee will, within 15 State Business days of the meeting, notify the Contractor in writing of its decision of the claim(s), giving reasons for its decision.

The Contractor shall within 15 State Business days of the receipt of the Department Claims Committee decision, either accept or reject it in writing. If the Contractor neither accepts nor rejects the Department Claims Committee decision within 15 State Business days of its receipt, there will be no further automatic review of the claim and will be considered withdrawn from the Contractual Claim Resolution Process.

If the Contractor accepts the decision of the Department Claims Committee, the Secretary of the Claims Committee will initiate the required administrative steps to implement the decision if one is required.

7. STEP 4 - NON-BINDING MEDIATION

At any time during the project, but no later than 30 State Business Days after issuance of the Proposed Final Certificate, the Contractor may request a non-binding mediation hearing. The Department may reject the request.

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The Contractor must:
a. Enter into a Non-Evidential Agreement as prepared by the DAG
b. Enter into a Cost Sharing Agreement to equally share the costs for non-binding mediation in accordance with Department issued forms.

The Contractor must execute these forms within 10 State Business days.

The Department will select an acceptable Mediator from a list of names provided by the Contractor, or upon mutual consent an individual proposed by the Department.

Prior to the Non-Binding Mediation hearing, both parties will confer with each other to resolve the format for the presentations. The Secretary of the Department Claims Committee will schedule a meeting within 30 State Business days of the return of the Non-Evidential and Cost Sharing Agreements.

The Assistant Commissioner will appoint a Negotiations Team to participate in the Non-Binding Mediation hearing. Prior to the Mediation hearing, the Negotiations Team will discuss the claim with the FHWA to determine the FHWA's position regarding federal participation towards a potential settlement offer. The Secretary of the Department Claims Committee will keep the FHWA advised of all meetings and determinations.

If an agreement is reached at the Non-Binding Mediation hearing, the Secretary of the Department Claims Committee will initiate the required administrative paperwork to implement the decision, if one is required.

8. LITIGATION

At any time after filing the Contractual Notice Form, DC-161, the Contractor has the right to institute litigation in Superior Court in lieu of using the Contractual Claim Resolution Process to resolve contract disputes and claims. Once litigation is filed, management of the litigation is by the Division of Law, Transportation Section, the Contractual Claim Resolution Process is terminated and all negotiations or settlement discussions with the Contractor must cease, unless advised otherwise by the Deputy Attorney General assigned to the litigation.

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ATTACHMENT "A"

CONTRACTUAL NOTICE FORM (DC-161) RELEASE
"CLAIM RELEASE"

Project and Section _____
Federal Project Number _____

In consideration of payment and/or terms and conditions stipulated in the attached Construction Order (Form DC-17[illegible]A) No. _____ dated _____, I hereby release the State of New Jersey, the State Commissioner of Transportation, his employees and his agents, from all liability and claims set forth in the Contractual Notice Form filed on ___date___ regarding _____subject_____. Furthermore, I acknowledge that I have full power and authority to execute this release and bind the Contractor and that all approvals and actions necessary in connection with my execution of this release have been obtained and are in full effect as of the release execution date.

_____ _____
DATE (Type or Print) NAME OF FIRM (Type or Print)

_____
OFFICER (Type or Print)

_____ _____
WITNESS (Type or Print Name) OFFICER TITLE (Type or Print)

_____ _____
SIGNATURE (Witness) SIGNATURE (Officer)

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION IV	SUBSECTION D	DATE
CONSTRUCTION CHANGES	DEFAULT AND TERMINATION OF CONTRACT	05/15

SUPERCEDED BY CONSTRUCTION PROCEDURES HANDBOOK SECTION IV, SUBSECTION D
2011

1. INITIATION OF THE PROCEDURE

   The Resident Engineer is responsible for initiating the procedure to be followed for Default and Termination of Contract per the Standard Specifications for Road and Bridge Construction, Subsection 108.17.

2. THE RESIDENT ENGINEER will follow these steps:

   a. Discuss with his/her Field Manager, the Project Manager, and the Regional Construction Engineer the reasons to notify the Contractor of a possible default.

      NOTE: Notification of possible default should only be reserved for instances where all other efforts to achieve compliance have been exhausted.

   b. After receiving concurrence from the Construction Field Manager, the Project Manager and the Regional Construction Engineer, prepare the Notice of Possible Default letter and have it reviewed and approved by the Project's Field Manager and Regional Construction Engineer. The letter shall be sent to the Contractor by certified mail (return receipt requested), with a copy to Surety Company also by certified mail (return receipt requested), giving the specific subsection(s) of specifications not complied with, which provide(s) the basis for notifying the Contractor of a possible default. The letter should outline the methods of correction and specify a time period for the correction(s) to be made, with the expectation that the listed violations will not reoccur.

      1) If the Contractor complies with the initial directive, no further action is required.

      2) If the Contractor does not comply, proceed to Step c.

      3) If the Contractor complies and after a period of time reverts back to a status of non-compliance for the same violation(s), proceed to Step c.

   c. Prepare a memorandum to the Regional Construction Engineer recommending that the Contractor be declared in default, and give specific reason(s) for such action. Supply a complete package of all correspondence and information pertaining to the default, including all actions taken to date, with a copy to the Field Manager and the Project Manager. Forward a copy of the complete package to the FHWA if the project is federally funded (mark package in bold letters: ATTN.: DEFAULT AND TERMINATION); arrangements should be made to deliver the package by the following workday.

3. THE REGIONAL CONSTRUCTION ENGINEER

Will comply with the following steps upon receipt of the recommendati on default memorandum from the Resident Engineer.

a. Review, within three days, the Resident Engineer's recomm dations for declaring the Contractor in default. If not in concurrence, fy the R dent Engineer and the Project Manager in wri g, specify at actio he Resident Engineer should take. If in con rence, proce Step b.

b. Seek advice and counsel from the Deputy ey Ge office, documenting same. If in concurrenc ceed to S

c. Request concurrence from th A, if oject is derally funded; document same and proceed t d.

d. Consult with the Directo onstru Services a Materials, and the Assistant Commissioner pital Pro Manag for concurrence. If in concurrence, proceed tep e.

e. Notify the Contracto Departme s intent ceed with default action and forward a copy the Sure Company certified mail (return receipt requested) in ea se.

1) Contrac rrects t nd(s) f ault, no further action is required.

2) Contractor does not omply ith the directive within 10 days, proceed to Step f.

3) The Contra omplies a ter a period of time reverts back to a status of non-com for th violation(s), proceed to Step f.

f. Consult with the Di cto of Construction Services and Materials and the Progra nager. If there is concurrence prepare Department Action Slip (AD as per curre rocedure 1.302; forward with related documentation and recommendation he Director of Construction Services and Materials with copies to Bureau of Construction Services and FHWA, if project is federally funded.

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4. THE DIRECTOR OF CONSTRUCTION SERVICES AND MATERIALS

   Will review with the Director of Project Management the Default and Termination action, and if in concurrence sign default request and forward it to the Assistant Commissioner for Capital Program Management. If they do not concur, the action will be returned to Regional Construction Engineer with an explanation or instructions on how to proceed.

5. THE ASSISTANT COMMISSIONER FOR CAPITAL PROGRAM MANAGEMENT

   Will review the action, and if in concurrence, sign and forward to Department Secretary.

6. THE REGIONAL CONSTRUCTION ENGINEER

   Will upon receipt of copy of executed Department Action Slip, prepare letters to the Contractor and Surety informing both that the Contractor has been declared in default of contract. Send copies to the Resident Engineer, Field Manager, Project Manager, Attorney General's office and to the FHWA if project is federally funded.

7. THE BUREAU OF CONSTRUCTION SERVICES

   Will, upon notification of default, proceed with current Procedure 3.1021 (Debarment, Suspension and Disqualification of a Contractor).

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5/15/06

SECTION V - CONSTRUCTION AFFIRMATIVE ACTION

SUBSECTION - A CONTRACTOR'S COMPLIANCE WITH LABOR, EEO, AND TRAINING REQUIREMENTS

SUBSECTION - B D/ESBE AND SBE SECTION PROGRAM IMPLEMENTATION

SECTION V	SUBSECTION A	DATE
CONSTRUCTION AFFIRMATIVE ACTION	CONTRACTOR'S COMPLIANCE WITH LABOR, EEO, AND TRAINING REQUIREMENTS	05/15/05

1. Postings

The following information from the Division of Civil Rights and Affirmative Action (hereafter DCR/AA) must be posted by the Resident Engineer in the DOT field office and by the Contractor in conspicuous locations on the project. The Resident Engineer must periodically verify that the Contractor has the required information posted.

a. New Jersey Department of Labor's "Prevailing Wage Rate Determination" (required on all projects)
b. New Jersey Department of Law & Public Safety's "Equal Employment Opportunity" posters (required on all projects, in English and Spanish)
c. United States Department of Transportation's "Wage Rate Information" posters (required on Federal Participation Projects, in English and Spanish)
d. United States Department of Labor's "Wage Determination Decision" (required on all Federal Participation Projects)
e. United States Department of Labor's "Equal Employment Opportunity" posters (required on all Federal Participation Projects)
f. United States Department of Transportation's "Fraud Posters" (required on all Federal Participation Projects)
g. New Jersey Department of Transportation's Policy No. 208 "Sexual Harassment on NJDOT Construction Projects" (required on all projects)

2. Wage Rate Inspections (Form DC-126)

On all projects, the Resident Engineer or staff shall conduct wage rate inspections each month. The Inspections shall be made on at least one employee per craft for each Contractor/Subcontractor working during the month on the project. Information relative to the inspections shall be recorded on Form DC-126.

a. Completion of Form DC-126 "Wage Rate Inspection" (CPH Section III-C, Attachment "L"):

1) Part 1 shall show information obtained from the employee.
2) Part 2 shall be the specific classification of the work that the employee was observed performing immediately preceding the Wage Rate Inspection (during the course of the interview it should be determined if the employee is working at his normal work classification; if he is not, his normal work

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classification should also be noted as such within this section)
3) Part 3 shall show the required rates of pay for the classification listed
4) Part 4 shall show information obtained from the Contractor's payroll.
5) The form shall be signed by the engineer or inspector completing each part of the form.

b. Review and Disposition by the Resident Engineer

1) If review indicates that there may be discrepancies or violations of the labor regulations, the Resident Engineer shall attempt to resolve the matter with or through the prime Contractor. If the matter still remains unresolved after ten working days, the Resident Engineer shall notify the Wage Rate Unit of the DCR/AA by memorandum and present any pertinent documents, for determination as to the appropriate withholding to be made on the monthly estimate.

2) The completed Wage Rate Inspection forms are to remain in the project's files as part of the project records, although copies may be submitted to the Wage Rate Unit with payrolls providing they are clearly marked as copies.

3. Certified Payrolls and Statements of Compliance

a. Submission by Contractor

1) Each week, on all projects, the Contractor must furnish the Resident Engineer with an original (to be maintained in the project files) and one copy of a certified payroll and a weekly statement (see par. 3.b.2) for the Contractor, each Subcontractor, each sub-subcontractor, each truck owner-operator, each equipment owner operator, each on-site truck supplier (if drivers are provided), and each rental equipment supplier (if operators are provided) who worked on the project that period (see Attachment "A"). The payrolls and weekly statements must be furnished to the Resident Engineer within ten days of the date of the payment covered thereby.

2) Since the New Jersey Department of Labor has the authority to sanction Contractors for the late submission of certified payrolls, the Resident Engineer, at the least, should maintain a log of payrolls that are not submitted on a timely basis. If an entity (Contractor, Subcontractor, etc.) is habitually late in submitting payrolls, the Resident Engineer shall notify the Wage Rate Unit of the DCR/AA by memorandum and include a copy of all pertinent documentation.

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b. Review by Resident Engineer

1) Payrolls

The Resident Engineer or staff shall review each payroll and its supplemental sheets to make sure that:

a) the project routes, section, or other description and federal project number, if applicable, is correct.
b) the number of employees on the payroll appears to be correct.
c) the number of employees being paid overtime appears to be correct.
d) the basic hourly rate and overtime rate for each classification are not less than the New Jersey Department of Labor's prevailing wage rate and, where applicable, the United States Department of Labor's minimum wage rate promulgated for the project. (If codes are used for work classifications or deductions, a code key must be attached to each payroll).
e) the employee's Social Security number and address are shown the first time his/her name is included on a payroll.
f) the daily and weekly hours are shown for each employee.
g) the deductions are itemized and properly identified (by name, not amount).
h) specific work classifications are used.

2) Weekly Statement

Entities (Contractors, Subcontractors, etc.) required to submit certified payrolls must use the weekly certification set forth on United States Department of Labor Form WH-348 or the same certification appearing on the reverse of the optional United States Department of Labor Form WH-347 "PAYROLL" (see Attachment "B"), or any form with identical wording such as New Jersey Department of Transportation Form FA-7 "Statement of Compliance".

The Resident Engineer or staff shall review the weekly statement to determine that the required information has been entered on the form by the contractor, especially that:

a) payroll deductions are identified (by name, not amount).
b) the method for paying hourly benefits is indicated.
c) the form is signed by the one whose name appears in the first paragraph.

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c. Discrepancies and Violations

1) Clerical Errors or Discrepancies

If the review of a payroll or Statement of Compliance indicates that there are clerical errors or discrepancies, the Resident Engineer shall inform the Contractor of the errors or discrepancies and request a corrected or supplemental payroll or a corrected weekly statement, which the Resident Engineer shall then attach to the original documents. The original payroll should not be returned to the Contractor.

2) Violations

If the review of a payroll indicates that there may be violations of the labor regulations, the Resident Engineer shall attempt to resolve the matter with or through the prime Contractor. If the matter still remains unresolved after ten working days, the Resident Engineer shall notify the Wage Rate Unit of the DCR/AA by memorandum and present any pertinent documents.

d. Submission of Payroll Documents by the Resident Engineer (DC-127)

Each month, a Form DC-127 "Monthly Summary of Contractor's Payrolls", (see Attachment "C"), shall be completed, signed by the Resident Engineer, and forwarded to the Wage Rate Unit of the DCR/AA along with <u>one copy</u> of all satisfactory payrolls, supplemental sheets, and weekly statements. (Payroll and weekly statements are not required of an entity for weeks in which it did not perform contract work.) These forms should be forwarded to the Wage Rate Unit on the same date used for submission of the monthly estimate. (The Department's courier service should be used whenever possible.) A copy of the entire submission, which should include the original payrolls and weekly statements, shall be kept in the project's files. (EEO forms may be included in this submission provided they are separated by binder clips and are clearly labeled.)

Via the appropriate section of Form DC-127, the Resident Engineer shall certify that, to the best of his knowledge, all employees working on the project during the reporting period have been included on a payroll and all payrolls submitted therewith comply with the requirements of the project's specifications. Any exceptions to this statement shall be brought to the attention of the Wage Rate Unit of the DCR/AA in an explanatory memorandum attached thereto (The signing of this form eliminates the need for stamping and signing each payroll.)

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e. Project Completion Notification to DCR/AA

In order to prevent the closing of projects with outstanding labor violations, the Resident Engineer will send a memorandum of notification, immediately following the completion date of the project, to the supervisor of the Wage Rate Unit, DCR/AA. This notification shall include the following:

1) the date of actual completion.
2) if applicable, a statement to the effect that there are unresolved labor violations at the field level.
3) if applicable, a list of approved Subcontractors that were not utilized on the project.

The Wage Rate Unit will confirm that all known labor violations have been fully resolved and forward the Resident Engineer's memorandum of notification to the Bureau of Agreement Accounting. The Bureau of Agreement Accounting will include the memorandum as part of the final voucher preparation process.

4. Equal Employment Opportunity

a. Resident Engineer's EEO File

On <u>all projects</u>, the Resident Engineer shall maintain a separate Equal Employment Opportunity file for the prime Contractor and each Subcontractor having a subcontract over $10,000.00 (Federal-Aid contracts) or $2,500 (State contracts). The file shall contain all instruction and supporting documents about the Contractor's compliance with the EEO requirements, as outlined in the "Resident Engineer's EEO Checklist" (see Attachment "D") and the Project's Special Provisions. The Resident Engineer shall keep entries up to date in the Checklist to determine the Contractor's EEO compliance posture.

b. Submissions by Contractor

The Contractor must timely submit to the Resident Engineer copies of all required documentation, which will demonstrate the good faith efforts made to comply with the EEO requirements. Such documentation shall also include efforts to comply with the "16 Affirmative Action Steps" of the Standard Federal EEO Construction Contract Specifications (section 6 a.-p.) and the EEO Special Provisions for State funded contracts.

A Form T-AD-1276 "NJDOT Monthly Project Manning Report" (see Attachment "E") shall be submitted to the Resident Engineer by the fifth day after the end of

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each month by the prime Contractor and Subcontractors for each month (or portion) that it is working on the project until the project is completed. **NOTE 1:** A Form CC-257 "United States Department of Labor Monthly Employment Utilization Report" may be substituted for Form T-AD-1276 with approval from the DCR/AA. **NOTE 2:** A special Form FHWA-1391 "Federal Aid Highway Construction Contractors Annual [July] EEO Report" shall be submitted to the Resident Engineer by August 5 by all prime and Subcontractors who performed any work during the month of July on federal-aid projects (see Attachment "F"). This report replaces the Form T-AD-1276 Report for July on federal-aid projects. The FHWA-1391 July report is of special interest to the Department and FHWA; therefore it must be submitted to the Resident Engineer not later than 5 calendar days following the end of July. Payments due the Contractor will be reduced by $100 per day for each day after August 5 that the 1391 form has not been submitted. This is in accordance with the project's specifications' EEO Special Provisions. The Resident Engineer will review each report for accuracy and completion and will notify the Contractor in writing of any violations of minority and female work goal requirements and will direct the Contractor to comply with these requirements. Failure of the Contractor to comply or provide a good faith effort after a reasonable time period shall result in the Resident Engineer notifying the Manager of the Contract Compliance Unit, DCR/AA.

c. Resident Engineer's Monitoring and Enforcement

The Resident Engineer will notify the Contractor in writing of any violations of the EEO requirements and will direct the Contractor to comply with these requirements. Failure of the Contractor to comply after a reasonable period of time shall result in the Resident Engineer notifying the DCR/AA by memorandum and presenting pertinent documents for their review for determination as to the appropriate withholding to be made on the monthly estimate. The DCR/AA is to be copied for all documentation relative to compliance by the Contractor.

5. Training Program

a. The TRAINING SPECIAL PROVISIONS of the Supplementary Specifications will state the number of trainees to be trained under the specific contract and contract item with estimated training hours. It is intended that the number of trainees stated will be the number of trainees to complete an approved training program or receive maximum training on the project. A "Training Certificate (For Reporting Hours To NJDOT)" (see Attachment "G") will be provided by the Contractor upon a trainee's completion of an approved training program or receipt of maximum available training on a project.

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b. At or after the Preconstruction Conference and prior to the start of work, the Resident Engineer shall require the Contractor to submit a proposed training program for the specific number of trainees specified in the contract. The proposed training program must delineate specific information under the following headings:

1) Training Positions
2) Standard Program Hours Per Position
3) Minimum Available Hours Per Position
4) Estimated Starting Date Per Position
5) Training to be provided by Subcontractor(s)
6) Training Guidelines for all Positions.

c. Prior to the start of work in the training positions identified by the Contractor, the Resident Engineer shall review the Contractor's proposed training program to ascertain if it is realistic and consistent with the scope of the project work.

d. The Resident Engineer shall forward the program, with appropriate comments, to the DCR/AA for review and approval. The DCR/AA will advise both the Resident Engineer and the Contractor, in writing, of the training program approval and provide appropriate "Instructions for Implementing the Training Special Provisions" (see Attachment "H").

e. Once the Training Program is approved, it will not be changed without first notifying and receiving approval for such changes from the DCR/AA.

f. Contractors shall not receive credit for any trainee until such trainee has been approved by the DCR/AA. Contractors must provide the Resident Engineer with an accurate and complete "Apprentice/Trainee Approval Memorandum" (see Attachment "I").

g. The Resident Engineer will submit the above information to the DCR/AA by fax and receive approval or disapproval of the proposed trainee. Written confirmation of each decision will be forwarded to the Resident Engineer by the DCR/AA.

h. The Resident Engineer or staff will use a DC-29(a) "Daily Inspector's Report" to provide on-site monitoring of the type of training being provided to each trainee. At a minimum, an a.m. and a p.m. notation will be made daily on the DC-29(a) indicating the type of training each trainee was observed receiving. (Example: 10:30 a.m. --- Pipe layer trainee J. Jones observed laying pipe at location "X".)

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i. The DC-29(a) reports will be cross-checked with the Contractor's Biweekly Reports and a notation made on the Biweekly Reports that this cross-check was made and by whom.

j. The following reporting procedure for the "NJDOT DCR/AA Contractor's 1409 Quarterly Training Report" (see Attachment "J") will be utilized by the Resident Engineer on projects which contain a training requirement.

1) The DCR/AA shall provide copies of the Contractor's 1409 Quarterly Training Report to the Resident Engineer.
2) The Contractor's EEO Officer shall complete quarterly one (1) copy of Form 1409 for each trainee who has received training during the quarters ending March 31, June 30, September 30, and December 31. The original of each report shall be furnished to the trainee and one (1) copy submitted to the Resident Engineer in accordance with the specifications by April 10, July 10, October 10, and January 10.
3) The Resident Engineer will review each report for accuracy and completion and will forward one (1) copy of each report to the Regional Coordinator within five (5) days.
4) After review the Regional Coordinator will transmit the reports to the DCR/AA within five (5) days.

k. The Contractor is also required to submit to the Resident Engineer an "NJDOT DCR/AA Biweekly Training Report" (see Attachment "K") documenting training provided to each trainee in accordance with the approved training guideline. At a minimum the following information will be required:

1) Employee
2) Route and Section (or project description)
3) Period ending (biweekly)
4) Category of Training
5) Hours trained in each category
6) Name of Trainee
7) Training Program
8) Employer's Signature/Apprentice's or Trainee's Signature)
9) Craft Start Date

l. The Resident Engineer will notify the Contractor in writing of any violations of the training requirements and will direct the Contractor to comply with these requirements. Failure of the Contractor to comply after a reasonable period of time shall result in the Resident Engineer notifying the DCR/AA by memorandum and presenting pertinent documents for their review and action. The DCR/AA is to be copied on all documentation relative to compliance by the Contractor.

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ATTACHMENT "A"

OWNER-OPERATOR TRUCKERS
AND
EMPLOYEES OF OWNER-OPERATORS

WAGE RATES

A truck driver performing a function which is an integral part of the Contractor's work obligation, must be paid the prevailing wage rate for this type of truck. A truck driver delivering material from an off-site source which is used exclusively or nearly exclusively for the project must also be paid the applicable prevailing wage rate.

A driver delivering material for a bona fide supplier is not subject to the prevailing wage provisions unless he performs work on the project, other than normal methods of unloading the material.

PAYROLL

The Department of Labor Manual indicates that payrolls must be submitted showing the owner-operators and the employees of owner-operators. The payroll information must be shown on the payroll of the owner-operator employer or on the payroll of the Contractor or Subcontractor for whom the trucking work is performed.

The information shown on the payroll for the owner operator need be only the notation "owner-operator" along with daily hours while the information for any employees must be the same as that required for all other laborers and mechanics working on the project.

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U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. April 2006

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☐ ADDRESS

OMB No.: 1215-0149
Expires: 04/30/2009

PAYROLL NO. FOR WEEK ENDING PROJECT AND LOCATION PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE HOURS WORKED EACH DAY	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA	WITH-HOLDING TAX			OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
			S											
			S											
			O											
			S											
			O											
			S											
			O											
			S											
			O											
			S											
			O											
			S											
			O											
			S											

The Copeland Act (40 U.S.C. 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) Regulations 29 CFR Part 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. Compliance with these requirements is mandatory. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

We estimate that it will take an average of 56 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D. C. 20210.

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION V, SUBSECTION A

Date _____

I, _____ _____
(Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

_____ on the
(Contractor or Subcontractor)

_____; that during the payroll period commencing on the
(Building or Work)

_____ day of _____, _____, and ending the _____ day of _____,

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act as amended (48 Stat. 948, 63 Start. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c) and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination Incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, of if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ – in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ – Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

U.S. GPO: 1999-519.861

ATTACHMENT "C"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MONTHLY SUMMARY OF CONTRACTOR'S PAYROLLS

Form [illegible] 1/99

SEE REVERSE SIDE FOR INSTRUCTIONS

2011 CONSTRUCTION PROCEDURES HANDBOOK
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SECTION V, SUBSECTION A

ROUTE	SECTION	DESCRIPTION	REGION	FEDERAL PROJECT NO.	DP NO.	DATE

NAME OF EMPLOYER	CONTRACTOR	SUBCONTRACTOR	SUB SUBCONTRACTOR	[illegible]	DATE OF LAST PAYROLL PRIOR TO THIS REPORT	DATES OF PAYROLLS SUBMITTED WITH THIS REPORT	NUMBER OF WAGE RATE INSPECTIONS (EMPLOYEES INTERVIEWED) THIS MONTH

I certify that, to the best of my knowledge, all employees working on this project during this period have been included on a payroll and all payrolls submitted herewith comply with the requirements of the Project's Specifications, except as noted (attach explanatory memorandum). Furthermore certify that the Contractor has the required posters displayed in conspicuous locations.

TOTAL WAGE [illegible] INSPECTIONS THIS MONTH

RESIDENT ENGINEER (*Signature*)

2011 CONSTRUCTION PROCEDURES HANDBOOK
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SECTION V, SUBSECTION A

INSTRUCTION

List the names of each employer for which payrolls are being forwarded with this summary.

Check whether the employer is the contractor, a subcontractor, a sub-subcontractor or in another category.

Show the week ending date of last payroll which was previously submitted, if any for each employer.

List the week ending dates of each payroll which is being submitted with this report.

Show the number of Wage Rate inspections which were made during this month for each employer.
A Wage Rate Inspection shall be interpreted to mean interviewing one (1) employee

ATTACHMENT "D"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

RESIDENT ENGINEER'S CHECKLIST FOR CONTRACTOR'S EEO, DBE & TRAINING SUBMITTALS

SUBMISSION SCHEDULE														
	Sublet Approval Date													
	D/M/WBE Status													
INITIAL	EEO/AA Plan													
	EEO/DBE Letter of Appointment													
	EEO/DBE Officer Posting													
	Letters to Referal Agencies													
	Letters to Unions													
	EEO Legend													
	On site EEO Posters													
	Sexual Harassment Policy													
	EEO/Orientation Meeting													
	Subcontract Agreements													
	Training Program													
	Revised DBE Form "A"(if applicable)													
WEEKLY	Certified Payrolls													
	Bi-Weekly Training													
MONTHLY	EEO On-Site Inspection													
	Minority/Female Log													
	Walk-in Log													
	Workforce Report (AD-1376)													
	Monthly DBE Utilization Report (AD-267)													
	Union Follow up letters/actions													
	Referral Agency follow up													
	Letters/Actions													
QUARTERLY	Form 1409 Report													
BI-YEARLY	EEO Follow up Meetings													
ANUAL	FHWA-1391 July Report													
PROJECT COMPLETION	Final DBE Report (AD-268)													

SUPERCEDED BY
2001 CONSTRUCTION PROCEDURES HANDBOOK
SECTION V, SUBSECTION A

NEW JERSEY DEPARTMENT OF TRANSPORTATION

RESIDENT ENGINEER'S CHECKLIST FOR CONTRACTORS EEO, DBE & TRAINING SUBMITTALS

1) COMMENTS/EXPLANATIONS:

a) This form replaces the current RE checklist for monitoring contractors' compliance with EEO, DBE, and Training contract provisions.

b) All Federal-Aid ($10,000.00 or more) and Wholly State contracts ($2,500.00 or more), are covered by this checklist.

c) All contractors are required to submit complete, accurate and timely documentation in accordance with the above implementation schedule.

d) All changes to the prime contractor's approved DBE Program must be submitted to the Division of Civil Rights/Affirmative Action for approval via a Revised Form "A".

e) Contractors using DBE suppliers, truckers, and equipment lessors must submit copies of purchase orders, invoices, delivery tickets, and cancelled checks to the Resident Engineer.

f) Resident Engineers must review and sign the Bi-weekly and 409 training reports prior to filing.

g) Resident Engineers should consult the Construction Procedures Handbook, the Equal Opportunity Affirmative Action Guidelines (16 Affirmative Action Steps) and/or the Civil Rights Office for assistance as needed.

If there is not substantial contractor compliance with the contract EEO and Training requirements, the Resident Engineer should consider withholding appropriate monthly estimates pursuant to the contract EEO Special Provisions.

SUPERCEDED BY CONSTRUCTION PROCEDURES HANDBOOK SECTION V, SUBSECTION A
2011 CONSTRUCTION

Form T-AD-1276
2/81

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MONTHLY PROJECT MANNING REPORT

Reported Period
From _____ To _____

Name _____ I.D. No. _____
Prime ☐
Subcontractor ☐

Address _____

Project Designation

Federal Project No.

Minority Goal _____ (work hours)
Female Goal _____ (work hours)

Type Construction

Start Date

Completion Date

Percent Complete

Dollar Amount of Contract

County of Project

Estimated Peak Employment
Month Year No. Employees

EMPLOYMENT DATA

OCCUPATION	UNION LOCAL NUMBER	CLASSIFICATION	WORK HOURS OF EMPLOYMENT										TOTAL EMPLOYMENT			
			TOTAL EMPLOYEES HOURS		Black Hours		Hispanic Hours		American Indian Hours		Asian Hours		Minority % of Total Work Hours		Employees		Minority Employees	
			M	F	M	F	M	F	M	F	M	F			M	F	M	F
OPERATING ENGINEERS		Craftworker																
		Apprentice																
		Trainee																
DOCKBUILDERS		Craftworker																
		Apprentice																
		Trainee																
IRONWORKERS		Craftworker																
		Apprentice																
		Trainee																
CARPENTERS		Craftworker																
		Apprentice																
		Trainee																
ELECTRICIANS		Craftworker																
		Apprentice																
		Trainee																
[illegible] DRIVERS		Craftworker																
		Trainee																
PAINTERS		Craftworker																
		Trainee																
LABORERS SEMI-SKILLED		Craftworker																
		Trainee																
LABORERS UNSKILLED		Craftworker																
		Trainee																
FOREMAN		Craftworker																
		Trainee																
CLERICAL		Salaried/Hrly.																
		Trainee																
SUPERVISORS		Salaried																
		Trainee																
OFFICIALS (MANAGERS)		Salaried																
		Trainee																
OTHERS																		
EMPLOYMENT TOTALS													TOTAL					

MINORITY EMPLOYMENT SUMMARY	Black		Hispanic		Amer. Indn.		Asians	
	M	F	M	F	M	F	M	F
Total Number of Craftworkers								
Total Number of Apprentices								
Total Number of Trainees								
Total Employees								

HIRES THIS PERIOD - CON'T ON REVERSE

Project Hire Date	Check: Regular Employee	Check: Co. New Hire	Name	Address	Occupation	M	F	Ethnic Group	If Terminated: Date	If Terminated: Reason

PREPARED BY: Signature Title Date

REVIEWED BY: NJDOT Signature Date

SUPERCEDED BY 2019 CONSTRUCTION PROCEDURES HANDBOOK SECTION V, SUBSECTION A

Form NJDOT
T-AD-1278 2/81

NOTE THIS FORM SUPERSEDES
PR-1391; AA-202; SF-257

INSTRUCTIONS

The Monthly Project Manning Report is to be completed by each subject contractor (both prime and subcontractors) a signed by a responsible official of the company. The reports are to be submitted in triplicate each month, during the term the contract, and they shall include both employment statistics and the total work-hours worked for each employee level in each designated trade for the entire reporting period. The prime contractor shall submit a report for its work force and shall collect and submit reports for each subcontractor's work force to the Resident Engineer. The Resident Engineer in turn will submit two copies of each report to the Office of Compliance. This report is required by Executive Order 11246, Section 203 and the NJDOT.

Reporting Period . . . . . Month ending on 25th to 31st day of month. (So that report will be delivered no later than 5th day following the month reported.)

Employers I.D. No. . . . . Federal Social Security Number used on Employer's quarterly tax return (U.S. Treasury Dept. Form 941.)

Occupations . . . . . List all that worked any hours during period reported

Union Local Number . . . . . If applicable

Classification . . . . . The level of accomplishment or status of the worker in the trade. (Craftworkers- Qualified, Apprentice, or Trainee)

Work-hours of Employment . . . . . The total number of hours worked by all employees in each classification and the total number of hours worked by each ethnic group. (by "M" (Male) and "F" (Female) in each classification.)

Percent of minority and female work-hours of total work-hours . . . . . The percentage of total minority male and female work hours divided by total employee male and female work hours respectively.

Total Employment all Employees . . . . . Number of male and female employees who worked in contractor's project work force during reported period.

Total Employment Minority Employees . . . Number of male and females, minority employees who worked in contractor's project work force during reported period.

Minority Employment Summary . . . . . Analysis of male and female minorities by ethnic group and level of craft accomplishment.

Regular Company Employee . . . . . Employed by the company for at least one year.

New Hire . . . . . Employed by the company for less than one year.

Minority is defined as including Blacks, Hispanics, American Indians and Asians including Pacific Islanders — both men and women.

HIRES THIS PERIOD

Project Hire Date	Check: Regular Co. Employee	Check: New Hire	Name	Address	Occupation	M	F	Ethnic Group	If Terminated: Date	If Terminated: Reason

ATTACHMENT "F"

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION V, SUBSECTION A

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

OMB NO. 2125-0019
Report For
July _____

1. CHECK APPROPRIATE BLOCK ☐ Contract ☐ Subcontractor	2. NAME AND ADDRESS OF FIRM	3. FEDERAL-AID PROJECT NUMBER	4. TYPE OF CONSTRUCTION

5. COUNTY AND STATE	6. PERCENT COMPLETE	7. BEGINNING CONSTR. DATE	8. DOLLAR AMOUNT OF CONTRACT	9. ESTIMATED PEAK EMPLOYMENT	
				Month and Year (a)	Number of Employees (b)

10. EMPLOYMENT DATA

Table A

JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL MINORITIES		BLACK Not of Hispanic Origin		HISPANIC		AMERICN INDIAN OR ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER		WHITE *Not of Hispanic Origin*		Table B: APPRENTICES		Table B: ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS *(Managers)*																		
SUPERVISORS																		
FOREMEN/WOMEN																		
CLERICAL																		
EQUIPMENT OPERATORS																		
MECHANICS																		
TRUCK DRIVERS																		
IRONWORKERS																		
CARPENTERS																		
CEMENT MASONS																		
ELECTRICIANS																		
PIPEFITTERS																		
PAINTERS																		
LABORERS, SEMI-SKILLED																		
LABORERS, UNSKILLED																		
TOTAL																		

Table C

APPRENTICES																		
ON THE JOB TRAINEES																		

11. PREPARED BY: *(Signature and Title)*	DATE	REVIEWED BY: *(Signature and Title of State Highway Official)*	DATE

This report is required by law and regulation (23 U.S.C. 140a and 23 CFR Part 230). Failure to report will result in noncompliance with this regulation.

FORM FHWA-1391 (Rev. 3-92) PREVIOUS EDITIONS ARE OBSOLETE

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION V, SUBSECTION A

INSTRUCTIONS FOR COMPLETING FORM FHWA-1391, REQUIRED TO BE SUBMITTED BY ACTIVE PRIME AND SUBCONTRACTORS WHO WORK ON FEDERAL-AID PROJECTS DURING THE MONTH OF JULY. (NEGATIVE REPORTS ARE NOT REQUIRED FOR INACTIVE FIRMS.)

1. UPPER RIGHT CORNER: ENTER THE DATES OF JULY AND THE YEAR COVERED.
2. BLOCKS 1 - 4: SELF-EXPLANATORY.
3. BLOCK 5: ENTER THE PROJECT NAME.
4. BLOCKS 6 & 7: SELF-EXPLANATORY.
5. BLOCK 9: SPECIFY THE PEAK EMPLOYMENT TIME AND WORK FORCE SIZE ESTIMATED FOR THIS PROJECT.
6. BLOCK 10: EMPLOYMENT DATA, TABLE "A"
   ENTER ALL EMPLOYEES BY JOB CATEGORY (JOURNEYPERSONS, APPRENTICES + TRAINEES).
7. BLOCK 10: EMPLOYMENT DATA, TABLE "B"
   ENTER THE # OF APPRENTICES AND TRAINEES BY JOB CATEGORY ON THE HORIZONTAL LINES.
8. BLOCK 10: EMPLOYMENT DATA, TABLE "C"
   ENTER THE # OF APPRENTICES AND TRAINEES BY ETHNIC GROUP AND GENDER ON THE VERTICAL LINES.
9. BLOCK 11: THE CONTRACTOR'S REPRESENTATIVE WILL SIGN/DATE THE "PREPARED BY" SECTION.
   THE RESIDENT ENGINEER OR HIS/HER DESIGNEE WILL SIGN/DATE THE "REVIEWED BY" SECTION.

FOR NJDOT DIVISION OF CIVIL RIGHTS VERIFICATION/REVIEW PURPOSES, PLEASE COMPLETE THE BELOW:

CONTRACTOR: PRINTED NAME OF PERSON COMPLETING THIS FORM _____

PHONE #: ( ) _____ FAX #: ( ) _____

RESIDENT ENGINEER: PRINTED NAME OF PERSON REVIEWING THIS FORM _____

PHONE #: ( ) _____ FAX # ( ) _____

SUPERCEDED BY
2007 CONSTRUCTION PROCEDURES HANDBOOK
SECTION V, SUBSECTION A

ATTACHMENT "G"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION
TRAINING CERTIFICATE (FOR REPORTING HOURS TO NJDOT)

As required by the Contract Training Special Provision, the Contractor is providing the apprentice or trainee, at the conclusion of his/her training, this Training Certificate showing the hours of training satisfactorily completed.

Presented To: _____

Presented By: _____ (Company Name)

On the _____ NJDOT Project

Dated: _____

The Contractor hereby certifies that the above named apprentice or trainee completed _____ hours of the _____ Standard Program Hours for the _____ training position.

Certified By Contractor: _____ _____
Signature Date

Received By App. /Trainee: _____ _____
Signature Date

Recorded By NJDOT EEO: _____ _____
Signature Date

Distribution:
Original-Apprentice/Trainee
Copy-Contractor
Copy-NJDOT Resident Engineer
Copy-NJDOT/DCR/AA Training Coordinator (Attach LAST BIWEEKLY/FINAL 1409)

Revised 2/07

ATTACHMENT "H"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MEMORANDUM

TO:_____ FROM:_____
Resident Engineer

SUBJECT: Initial Training Program DATE: EXT.:

Please be advised that the Contractor's attached Initial Training Program dated (00-00-00) is hereby approved. Your written concurrence dated (00-00-00) is also acknowledged.

The effective date for contractor implementation of training and reimbursement is (00-00-00).

Per the "**Revised Standard Training Guidelines 8/96**" training program information for the required positions is as follows:

TRAINING POSITIONS	PROGRAM HOURS	MIN. AVAIL HOURS	EST. START DATES

NOTE: The Contractor is required to submit a signed copy of each Guideline simultaneously with each Apprentice/Trainee Approval Memorandum.

The above minimum hours are approved with the understanding that should additional hours become available, the Contractor is required to provide this training up to the total program hours. If the start dates are not met, the Contractor will submit revised dates for your review.

The Training Special Provisions state: "Training and upgrading of minorities and females toward journeyperson status is a primary objective of this Training Special Provision. Accordingly, the Contractor shall make every effort to enroll minority trainees and females (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and female trainees) to the extent that such persons are available within a reasonable area of recruitment." When non-minorities are proposed as candidates, the Contractor must first document all prior steps taken to obtain minorities and females. This documentation, including minority and female non-availability letters from unions and all other recruitment sources, must accompany the Apprentice/Trainee Approval Memorandum.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION V, SUBSECTION A

By copy of this letter, the Contractor is notified of this training program approval and is directed to make no changes without first notifying, via the Resident Engineer, the DCR/AA in writing and receiving written approval from the DCR/AA. The Contractor must provide the Resident Engineer with the Name, SSN, Ethnic Group, Gender, Classification, Union Affiliation, Work History referencing Employers, Job Duties and Length of Employment and Start Date information for each candidate of the Apprentice/Trainee Approval Memorandum Part A REV 8/97 (copy attached). The Resident Engineer will obtain Approval or Disapproval of each candidate from the DCR/AA and notify the Contractor accordingly. The Training Special Provisions state: "No employee shall be employed as a trainee in any classification in which he/she has successfully completed a training course leading to journeyperson status or in which he/she has been employed as a journeyperson. The Contractor should satisfy this requirement by including appropriate questions in the employee application [Apprentice/Trainee Approval Memorandum] or by other suitable means."

The Contractor is required to submit Payweekly Training Reports REV 9/94, Contractor's 1409 Quarterly Training Reports REV 9/94 and Training Certificates (For Reporting Hours TO NDOT) REV 8/97 to the Resident Engineer. These reports should indicate the number of training hours provided in each category of the approved training guidelines. Appropriate training instructions to assist you in monitoring the training requirement are provided. The Resident Engineer's EEO Checklist also details Resident Engineer's EEO/D/ESBE/Training responsibilities.

It is imperative that the Resident Engineer or his designee utilize the DC-29 Daily Inspector's Report to document the quality of training provided to each trainee via specific a.m. and p.m. notations of individual trainees performing training related work.

The attached Instructions for Implementing the Training Special Provisions REV 8/97 are provided to assist both the Contractor and Resident Engineer in the administration of the training program. The Resident Engineer should also consult Construction Procedures Handbook Section V Subsection A.

Please contact the Training Program Coordinator, at 789-5[illegible]-3009 if you have any questions concerning the implementation of this training program.

Attachments (Resident Engineer and Contractor copies)

SUPERSEDED BY
2011 CONSTRUCTION PROCEDURES HANDBOOK
SECTION V, SUBSECTION A

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION

TO: CONTRACTORS AND RESIDENT ENGINEERS

SUBJECT: INSTRUCTIONS FOR IMPLEMENTING THE TRAINING SPECIAL PROVISIONS.

In implementing training programs on Federally-Funded Projects, Contractors and Resident Engineers are required to comply with these requirements:

SUBMISSION/APPROVAL OF THE INITIAL TRAINING PROGRAM

1. The Initial training program submitted by the Contractor to the Resident Engineer must contain Six (6) Specific Items under these headings: Training Positions (at least 50% should be Skilled), Standard Program Hours, Minimum Available Hours, Estimated Start Dates for all positions, Training Guidelines for all positions and which positions will be trained by the Prime and which by Subcontractors.

   The Resident Engineer will review the Contractor's proposed training program to ascertain if it is realistic and consistent with actual project work. The Resident Engineer will forward the program, with written concurrence or objections, to DCR/AA for review and approval; the DCR/AA will advise both the Resident Engineer and Contractor in writing, of the training program approval or disapproval.

REVISED TRAINING PROGRAMS

2. Contractors will NOT make changes in their approved training programs without first requesting in writing and receiving written approval from DCR/AA via the Resident Engineer, who will concur or disagree with the Contractor's revision plan in writing.

CANDIDATE RECRUITMENT

3. Contractors must make good faith efforts to obtain Minorities and Females for training. The term "Minority" applies to Blacks, Hispanics, Asians/Pacific Islanders and Native Americans (Indians)/Alaskan Native. Caucasians and Portuguese who were born in Portugal or the US are NOT considered in the "Minority" designation.
   Note: Consult the Affirmative Action Steps about recruitment process.

MAXIMUM AVAILABLE TRAINING

4. Maximum Available Training, defined as bringing each apprentice or trainee onto the project when work first becomes available in his/her craft and providing all available training, is the primary criterion used to determine Contractor compliance with the Training Special Provisions.

   The DCR/AA will make Maximum Available Training determinations based on Contractors' requests & Resident Engineers' concurrence that Maximum Available Training be credited to incomplete training positions.

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SELECTION AND APPROVAL OF APPRENTICES AND TRAINEES

5. Contractors will NOT receive credit for starting an apprentice or trainee until the candidate has been approved by DCR/AA via the Resident Engineer. Contractors shall complete Items 1-17 on the Apprentice/Trainee Approval Memorandum Part A Revised 8/97 (the candidate shall sign Item #16) and submit Part A to the Resident Engineer.

6. Resident Engineers or their designee will Fax the complete Apprentice/Trainee Approval Memorandum Part A to DCR/AA Training Coordinator at 609-530-4030 and will receive written DCR/AA Approval or Disapproval.

7. For clerical trainee candidates, Contractors are required to submit a Resume and/or Employment Application and Documentation of EEO/AA Recruitment, Advertising and Outreach efforts Simultaneously with the Apprentice/Trainee Approval Memorandum Part A.

DCR/AA NOTIFICATION PRIOR TO APPRENTICE OR TRAINEE TERMINATION

8. The Contractor shall provide prompt notification (by telephone, followed by written confirmation) to the Resident Engineer and DCR/AA Training Coordinator of any apprentice or trainee experiencing problems in the training program. The Contractor's efforts to provide ongoing assistance and counseling shall be thoroughly documented. Copies of documentation must be sent to the Resident Engineer and DCR/AA.

9. Contractors and Resident Engineers are encouraged to utilize the services of the DCR/AA which provide assistance to Contractors, apprentices and trainees in recruitment, pre-job and on-going counseling, on-site monitoring and other training areas. Contractors will NOT arbitrarily terminate an apprentice or trainee without first having requested the DCR/AA in-writing to review and investigate problems, infractions, etc. Please contact DCR/AA Training Coordinator at (609) 530-3009 (Telephone) or (609) 530-4030 (Fax).

TRAINING HOURS

10. Hours are NOT combined among different apprentices or trainees in the same craft to complete a training position. Each apprentice's or trainee's hours are examined individually without comparison to the hours given in the craft to other apprentices or trainees.

11. Should additional training beyond the Minimum-approved hours for a particular position become available, Contractors are required to provide all additional training up to the Standard Program hours.

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12. Credit for partial training toward completion of an approved training position will be permitted under the following conditions:

    A. Past accumulated training hours must have been obtained or provided on INDOT federal-aid projects only.

    B. An apprentice or trainee is permitted to receive training on 2 or more federal-aid projects (not simultaneously) to complete a previously incomplete position. (Example: Finisher trainee John Jones received 900 hours of a 1,000-hour program on Project A. He may complete the 1,000-hour program by obtaining the remaining 100 hours on Project B.)

    C. In the above situation, the Project B contractor will receive credit for one completed position. It is the Training Program's intent that the Contractor shall retain the apprentice or trainee for all remaining work in the completed position.

PAYMENT FOR THE TRAINING ITEM

1. Contractors will receive training credit and reimbursement only for actual hours of training provided in each approved training guideline. Although trainees may perform non-training related work, such hours are NOT to be credited toward training.

2. Contractors are required to maintain separate records of actual training provided to each apprentice or trainee. They are required to submit Biweekly Training Reports REVISED 9/94, signed by the apprentice or trainee to the Resident Engineer. For the Semi-Skilled/Laborer Upgrade positions, these reports must show the number of actual training hours provided in each Training Guideline category.

3. Contractors are required to maintain and submit upon request the source documents (foreman reports, etc.) used to prepare Biweekly Training Reports.

4. Resident Engineers or their designees are required to utilize the DC-29 Daily Inspector's Report to monitor the types of training provided to each apprentice or trainee. At a minimum, a morning (a.m.) and afternoon (p.m.) notation will be made daily for each apprentice or trainee on the DC-29 indicating the type of training each apprentice or trainee was observed receiving. The DC-29 will be the basis for reimbursing Contractors for training.

5. Resident Engineers or their designees will crosscheck Contractors' Biweekly Training Reports with their DC-29s to determine the "reasonableness" of the Contractors' Biweekly Reports prior to paying for the training item. They should check Block #10 on the Biweeklies to verify that this crosscheck was performed.

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DOCUMENTATION REQUIRED TO BE PROVIDED TO APPRENTICES AND TRAINEES

6. Contractor's 1409 Quarterly Training Reports REVISED 9/94 are due to apprentices/trainees and the Resident Engineer by January 10, April 10, July 10 and October 10. NOTE: ATTACH COPIES OF LAST BIWEEKLY and the TRAINING CERTIFICATE TO FINAL 1409.

   Contractors, at the start of training, shall provide each apprentice or trainee with an applicable Training Guideline on the apprentice's or trainee's start date; the Contractor shall submit a guideline copy signed by the apprentice or trainee simultaneously with the submission of the Apprentice/Trainee Approval Memorandum.

   Contractors shall also provide each apprentice or trainee, at the conclusion of training, a "Training Certificate (For Reporting Hours to NJDOT)" REVISED 8/97 showing hours of training satisfactorily completed. The Resident Engineer will forward a copy of each "Training Certificate (For Reporting Hours to NJDOT)" to the DCR/AA Training Coordinator.

   Contractors shall also give apprentices or trainees copies of Biweekly Training Reports, which the latter are required to sign, before submission of same to the Resident Engineer.

ENFORCEMENT

7. Resident Engineers will actively monitor the Contractor's timely and effective implementation of the contract training requirement. They will notify Contractors in writing in a timely manner, concerning training program deficiencies with request for immediate corrective action.

   Resident Engineers will take appropriate action, including withholding estimates as specified in Item 1d of the EEO Special Provisions, to enforce timely compliance.

If assistance is required on training-related matters, Contractors and Resident Engineers may contact the DCR/AA Training Coordinator, at (609) 530-3009 (Telephone) or (609) 530-4030 (Fax).

Attachments (Apprentice/Trainee Approval Memo, Biweekly, 1409, Training Certificate)

Nelida Valentin
Executive Director,
Division of Civil Rights and Affirmation Action

SUPERCEDED BY
2011 CONSTRUCTION PROCEDURES HANDBOOK
SECTION V, SUBSECTION A

ATTACHMENT "I"

NJDOT: DIV. OF CIVIL RIGHTS AND AFFIRMATIVE ACTION APPRENTICE/TRAINEE APPROVAL MEMORANDUM PART "A" CONTRACTOR SECTION: TO BE COMPLETED BY CONTRACTOR.

1. PROJECT: _____

2. CONTRACTOR: _____ SUB: _____

3. APPRENTICE/TRAINEE NAME: _____

4. SOCIAL SECURITY #: _____ 5. MALE OR FEMALE: _____

6. TRAINING POSITION: _____ 7. HOURLY RATE: _____

8. START DATE: _____ 9. PROGRAM HOURS: _____ 10. MAN. AVAILABLE HOURS: _____

11. THE CANDIDATE IS AN APPRENTICE _____ (USDOL REGISTRATION DATE: _____)
OR TRAINEE ____AND DOES NOT HAVE ___DOES HAVE ___ CONSTRUCTION EXPERIENCE:
_____

12. CHECK ALL WORK CATEGORIES THE APPRENTICE/TRAINEE HAS EXPERIENCE IN:
CARPENTRY____ ELECTRICAL____ IRONWORK____ OPERATING ENGINEER____
ASPHALT _____ DRILLING _____ PAINTING _____ FORMS SETTING _____
GRADING _____ LANDSCAPING ____ PAVELAYING _____ POWERTOOLS _____
TRUCK DRIVING _____ OTHER: _____

13. IF ANY ITEMS ABOVE WERE CHECKED, COMPLETE THIS SECTION:

WORK CATEGORY	LENGTH OF TIME	EMPLOYER
_____	_____	_____
_____	_____	_____

14. IS THE APP./TRAINEE A UNION MEMBER? YES _____ NO _____ # YEARS: _____
UNION NAME: _____ LOCATION: _____ LOCAL #: _____

15. ETHIC GROUP: CAUCASIAN/PORTUGUESE _____ BLACK _____ HISPANIC _____
ASIAN/P. I. _____ NATIVE AMER. (INDIAN) TRIBE: _____/ALASKAN_____

16. APP. /TRAINEE'S ADDRESS: _____
CITY: _____ STATE: _____
ZIP CODE: _____ PHONE: _____ SIGNATURE: _____

17. AS THE CONTRACTOR'S REPRESENTATIVE, I CERTIFY THE ABOVE IS CORRECT.

SIGNATURE: _____ TITLE: _____ DATE: _____

DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION SECTION: TO BE COMPLETED BY DCR/AA PERSONNEL ONLY.
APPROVED: _____ DISABBPROVED: _____ _____

SIGNATURE: _____ DATE: _____

COPIES: R. E., CONTRACTOR, SUBCONTRACTOR, UNION, DCR/AA REVISED 8/97 OVER>

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SECTION V, SUBSECTION A

NJDOT DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION
APPRENTICE/TRAINEE APPROVAL MEMORANDUM PART B OF A/P
CONTRACTOR'S INSTRUCTIONS FOR SUBMITTING A CANDIDATE FOR APPROVAL

1. AFTER ALL 17 PART A ITEMS HAVE BEEN ANSWERED COMPLETELY, SUBMIT PART A TO THE RESIDENT ENGINEER WHO WILL FAX IT TO THE DIVISION OF CIVIL RIGHTS/AFFIRMATION ACTION AT (609) 530-4030, ATTN: TRAINING COORDINATOR.

2. THE TRAINING SPECIAL PROVISIONS STATE: "TRAINING AND UPGRADING OF MINORITIES AND FEMALES TOWARD JOURNEYPERSON STATUS IS A PRIMARY OBJECTIVE OF THESE TRAINING SPECIAL PROVISIONS. ACCORDINGLY, THE CONTRACTOR SHALL MAKE EVERY EFFORT TO ENROLL MINORITIES AND FEMALES.... THE CONTRACTOR SHALL BE RESPONSIBLE FOR DEMONSTRATING ALL STEPS THAT HAVE BEEN TAKEN IN PURSUANCE (THEREOF)."

   FOR NON-MINORITY CANDIDATES, THE CONTRACTOR'S WRITTEN EFFORTS TO OBTAIN A MINORITY OR FEMALE MUST BE SUBMITTED SIMULTANEOUSLY WITH THIS APPROVAL MEMORANDUM.

3. THE TRAINING SPECIAL PROVISIONS FURTHER STATE: "NO EMPLOYEE SHALL BE EMPLOYED AS AN APPRENTICE OR TRAINEE IN ANY POSITION IN WHICH HE OR SHE HAS SUCCESSFULLY COMPLETED A TRAINING COURSE LEADING TO JOURNEYPERSON STATUS OR IN WHICH HE OR SHE HAS BEEN EMPLOYED AS A JOURNEYPERSON. THE CONTRACTOR WILL SATISFY THIS REQUIREMENT BY INCLUDING APPROPRIATE QUESTIONS IN THE EMPLOYEE APPLICATION OR BY OTHER SUITABLE MEANS AND BY SUBMITTING THE APPRENTICE/TRAINEE APPROVAL MEMORANDUM."

4. APPRENTICES ARE DEFINED AS REGISTERED MEMBERS OF AN APPROVED APPRENTICESHIP PROGRAM RECOGNIZED BY THE UNITED STATES DEPARTMENT OF LABOR (USDOL) BUREAU OF APPRENTICESHIP AND TRAINING (BAT) OR A NEW JERSEY STATE APPRENTICESHIP AGENCY RECOGNIZED BY USDOL BAT (E.G., NEW JERSEY DEPARTMENT OF EDUCATION). GRADUATES OF THE PRE-APPRENTICESHIP TRAINING COOPERATIVE PROGRAM SHALL BE CLASSIFIED AS APPRENTICES. TRAINEES ARE DEFINED AS SKILLED, SEMI-SKILLED OR LOWER LEVEL MANAGEMENT INDIVIDUALS RECEIVING TRAINING PER ONE OF THE APPROVED NJDOT "REVISED STANDARD TRAINING GUIDELINES."

5. EMPLOYMENT APPLICATIONS AND/OR RESUMES MUST BE SUBMITTED SIMULTANEOUSLY WITH THIS APPROVAL MEMORANDUM FOR LOWER LEVEL MANAGEMENT (CLERICAL) TRAINEES.

   APPROVAL MEMORANDUMS FOR REPLACEMENT APPRENTICES/TRAINEES MUST BE SUPPLEMENTED BY DOCUMENTATION EXPLAINING THE STATUS OF THE ORIGINALLY APPROVED APPS. /TRAINEES (RESIGNATIONS, INJURIES, TRANSFERS, ETC.).

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SUPERCEDED BY
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ATTACHMENT "J"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION
CONTRACTOR'S 1409 QUARTERLY TRAINING REPORT

1ST & 2ND QUARTERS	DUE DATES	3RD & 4TH QUARTERS	DUE DATES
JAN 1 to MAR 31 APR 1 to JUN 30	APRIL 10 JULY 10	JUL 1 to SEP 30 OCT 1 to DEC 31	OCTOBER 10 JANUARY 10

1. PROJECT:_____ FED. PR. #: _____
2. CONTRACTOR: _____ SUB:_____
3. TRAINEE NAME:_____
4. TRAINEE ADDRESS:_____
5. SOCIAL SECURITY :_____
6. EMPLOYEE STATUS: NEW HIRE_____ OR UPGRADE_____
7. ETHNIC GROUP: BLACK_____ HISPANIC_____ ASIAN/PACIFIC ISLANDER _____
   NATIVE AMERICAN (INDIAN/ALASKAN NATIVE_____ CAUCASIAN/PORTUG. _____
8. MALE OR FEMALE:_____
9. CURRENT TRAINING PROGRAM_____
10. TYPE OF TRAINING: APPRENTICESHIP_____ LABORER _____ CLERICAL_____
11. FIRST TRAINING DATE:_____ LAST TRAINING DATE: _____

HOURS OF TRAINING DATA	JAN-MAR 200__	APR-JUN 200__	JUL-SEP 200__	OCT-DEC 200__
12. GIVEN THIS QUARTER				
13. GIVEN TO DATE				
14. NEEDED TO COMPLETE				

15. TRAINING PROGRESS:_____
    A=ACTIVE, L=LAID OFF, TR=TRANSFERRED, Q=QUIT, T=TERMINATED,
    O=OTHER, N=NO MORE WORK, C=COMPLETED.
COMMENTS:_____

16. TRAINEE SIGNATURE: _____ DATE _____
17. CONTRACTOR SIGNATURE: _____ DATE: _____
18. RE SIGNATURE: _____ DATE: _____

NOTE: ATTACH COPIES OF LAST BIWEEKLY/TRAINING CERT. TO FINAL 1409. REVISED 9/94

ATTACHMENT "K"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF CIVIL RIGHTS/AFFIRMATIVE ACTION
BIWEEKLY TRAINING REPORT

1. PROJECT: _____ FED. PR. #: _____
2. CONTRACTOR: _____ SUB: _____
3. TRAINEE NAME: _____
4. TRAINING PROGRAM: _____
5. TRAINEE START DATE: _____ CRAFT START DATE: _____
6. TRAINING PERIOD REPORTED FROM _____ TO: _____
7. BIWEEKLY HOURS SHOWN BELOW:

GUIDELINE CAT.	M	T	W	T	F	S	S	M	T	W	T	F	S	S	PROG. HOURS	REPORT HOURS	TO DATE HOURS	HOURS TO DO
TOTALS																		

8. TRAINEE SIGNATURE _____ DATE: _____
9. CONTRACTOR SIGNATURE: _____ DATE: _____
10. THIS BIWEEKLY DOES _____ DOES NOT _____ AGREE WITH THE DC-29 REPORTS.

I CONCUR _____ DO NOT CONCUR _____ WITH THE ABOVE CRAFT START DATE.

RE. SIGNATURE: _____ DATE: _____

REVISED 9/94

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1. The Federal Disadvantaged/Emerging Small or State Small Business Enterprises Utilization Attachment of the contract stipulates the Numerical Disadvantaged Business Enterprises (DBE)/Emerging Small Business Enterprises (ESBE) Goals (Federally-aided projects) or Small Business Enterprises (SBE) Goals (100% State funded projects) for the affected contract.

2. At or prior to the start of the Preconstruction Conference, the Resident Engineer will receive a copy of the Division of Civil Rights memorandum sent to the Bureau of Construction Services, Procurement, recommending the award of the contract to the low bidder. This Recommendation To Award is also the memorandum of approval for the Project's D/ESBE or SBE Program. During the course of the project, the Resident Engineer shall monitor the contractor's goal attainment by comparing D/ESBE Goal or SBE Goal commitments against each "Request for Approval to Sublet" Form DC-18. In addition, the Resident Engineer will cross check Form DC-29(a) "Daily Inspector's Report" with each affected Form DC-18, the Recommendation To Award memorandum and Form AD-267 "Monthly Report, Utilization of Disadvantaged Business Enterprises".

3. The Resident Engineer and staff will use Form DC-29(a) to provide on-site monitoring of the type of work items performed by each D/ESBE or SBE. At minimum, an a.m. and p.m. notation will be made daily on the DC-29(a) indicating the type of work items each D/ESBE or SBE was observed performing.

4. Revisions can only be made in the D/ESBE or SBE Program when the prime contractor submits a revised "Schedule of DBE Participation" (DBE Form A) through the Resident Engineer, who submits the DBE Form A request with a recommendation to the Division of Civil Rights and Affirmative Action (DCR/AA) for approval prior to implementation. No substitution of a D/ESBE or SBE subcontractor shall be made without the written consent of the DCR/AA, and the prime contractor(s) shall make a good faith effort to replace a D/ESBE or SBE subcontractor that is unable to perform with another D/ESBE or SBE.

5. The DCR/AA shall provide copies of Form AD-268 "Final D/ESBE or SBE Report" (see Attachment "A") and Form AD-267 "Monthly D/ESBE or SBE Utilization Report" (see Attachment "B") to the Resident Engineer and prime contractor(s) at the Preconstruction Conference.

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6. Upon completion of the project, the contractor's D/ESBE Liaison Officer shall complete Form AD-268 and submit it to the Resident Engineer for review. The report should reflect all D/ESBE or SBE activity on the project. After review by the Resident Engineer, the report shall be forwarded to the DCR/AA.

7. If the D/ESBE goal or SBE goal requirements were not met, documentation supporting good faith efforts must be submitted with Form AD-268.

8. During the course of the project, the Resident Engineer will notify the contractor in writing of any violation of the D/ESBE or SBE Program requirements and will direct the contractor to comply with these requirements. Failure of the contractor to comply after a reasonable period of time shall result in the Resident Engineer notifying the DCR/AA by memorandum and presenting pertinent documents for their review and action. The DCR/AA is to be copied on all documentation relative to compliance by the contractor.

9. Resident Engineers will cooperate with the DCR/AA in resolving written prompt payment complaints filed by D/ESBE or SBE subcontractors. DCR/AA is the lead unit.

IMPLEMENTATION OF D/ESBE or SBE PROGRAM

1. The Division of Civil Rights and Affirmative Action is responsible for forwarding a copy of memorandum of Recommendation To Award with an executed DBE Form A "Schedule of DBE Participation" to the Bureau of Construction Services, Procurement; Regional Construction Engineer; and the Resident Engineer indicating the DBE Goal or SBE Goal commitments.

2. Regional Construction Engineer

   a. At or prior to the Preconstruction Conference, advises the contractor that all changes to his/her approved D/ESBE or SBE Program must be accompanied by a revised DBE Form A.

   b. Upon receipt of Form DC-18 (1 - c and attachment) and one (1) copy, process as per current Department Policy No. 311 (Detailed more fully as follows).

      1) Check sublet request to determine that category of work being sublet was indicated on the Recommendation To Award and DBE Form A. If work being sublet was not indicated on Recommendation To Award and DBE Form A, the sublet request must be returned to the contractor to submit a revised DBE Form A before the DC-18 can be considered.

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c. After request has been checked and finalized by filling out DC-18 "Computation of Values and Percentages," sign and forward to the Manager, Bureau of Construction Services, Procurement both the original and one (1) copy of the entire DC-18 (a - c attachment), also send a copy to the Resident Engineer.

   1) The transmittal of the DC-18 to Construction Services should be accompanied by Form AD-37 "Referral Form".

d. When notification of approval is received from the Bureau of Construction Services, Procurement, a copy shall be sent to the Resident Engineer.

3. Resident Engineer

   a. Check Recommendation to Award and the DBE Form A to determine status of subcontractors, equipment lessors and material suppliers and monitor for compliance.

   b. Subcontractors should not perform any work on the project until the notification of approval has been received.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION V, SUBSECTION B

ATTACHMENT "A"

Form AD-268 3/05

FINAL D/ESBE or SBE REPORT

THE FINAL DBE REPORT FORM SHOULD BE FILLED OUT BY THE CONTRACTOR AND SUBMITTED TO THE RESIDENT ENGINEER FOR REVIEW UPON COMPLETION OF THE PROJECT. THE REPORT SHOULD REFLECT ALL DBE ACTIVITY ON THE PROJECT. THE REPORT SHOULD THEN BE FORWARDED TO THE OFFICE OF CIVIL RIGHTS.

IF THE DBE GOAL REQUIREMENTS WERE NOT MET, DOCUMENTATION SUPPORTING GOOD FAITH EFFORTS MUST BE SUBMITTED WITH THE FINAL REPORT.

PROJECT: _____ AWARD DATE: _____ AWARD DBE GOAL: _____

CONTRACTOR: _____ CONTRACT AMOUNT: _____ FINAL DBE GOAL: _____

NAME OF DBE SUPPLIER OR SUBCONTRACTOR	TOTAL AMOUNT OF WORK PERFORMED	TOTAL DOLLAR AMOUNT PAID TO DBE SUPPLIER OR SUBCONTRACTOR

THIS IS TO CERTIFY THAT _____ % OF THE WORK WAS COMPLETED BY DISADVANTAGED BUSINESS ENTERPRISE SUBCONTRACTOR/SUPPLIERS AS STATED ABOVE.

_____
NAME OF GENERAL CONTRACTOR

_____
CONTRACTOR'S SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME, THIS _____ DAY OF _____, A.D. 20 _____

_____

NOTARY PUBLIC _____ COUNTY

MY COMMISSION EXPIRES: _____

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ATTACHMENT "B"

Form D-267 3/05

State of New Jersey
Department of Transportation

Reporting Period:

1 _____ _____
Month Year

OFFICE OF CIVIL RIGHTS
MONTHLY REPORT, UTILIZATION OF DISADVANTAGED/EMERGING OR SMALL BUSINESS ENTERPRISE

Project No. _____ 3 Prime Contractor: _____

2 100% State: _____ Address: _____

Project Amount: _____ Total Payment to Contractor as of End of Reporting Period $ _____

Estimated Contract Completion Date: _____

5 NAME OF D/ESBE OR SBE	6 DESCRIPTION OF WORK PERFORMED AND MATERIALS PROVIDED	7 CONTRACT ITEM NUMBERS	8 PAY AMOUNT	9 PAY THIS MO.	10 PAID TO DATE	11 COMMENTS
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
		TOTAL	$	$	$	

12 Percent of D/ESBE or SBE participation to date _____ %

To the best of my information and belief, the above information is complete and correct.

_____ _____ _____
Signature–Resident Engineer Date Prime Contractor Representative

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1. Indicate the month and year of this report. Only one month should be indicated and all information should correspond with this month. The reporting period should be from the first calendar day of the month to the last calendar day of the month.

2. Place the project or contract number on this line. On 100 percent state funded projects place the State contract DP number. Include the Federal Aid Project Number for all federal projects.

3. Place the full name of your company, not AKA. The address is that of your main office, not work site.

4. Indicate the total payment to prime contractor as of end of the month. Do not include change orders.

5. Only indicate the business name of the qualified D/ESBE or SBE. A firm can only be qualified if it is certified by the NJ DOT Civil Rights Office or registered with the NJ Commerce & Economic Growth Commission and the certification or registration has not expired. Do not place names of employees, supervisory staff, etc. in this section.

6. A brief description of the work performed and/or materials provided by the firm listed that is needed. For example, descriptive words such as Carpentry, Insulation, Dry wall, Rough Electrical, Steel Reinforcement, etc. are sufficient.

7. This number should be the same as indicated for the specific item of work in the contract.

8. Indicate the actual total dollar amount awarded to the firm. This amount should be the same as indicated by the signed subcontract.

   Indicate the total dollar amount paid to the minority firm during the reporting period. The month is described as on or between the first day to the last day of the month. Do not indicate an amount, which would be included in another reporting period. If no payment was made during the reporting period, indicate 0.

10. This is an accumulative dollar amount paid to the firm from the start of the first day through the reporting period.

11. Use this space to indicate any special circumstances related to this reporting period. Also, you may clarify information in this space.

12. Percentage of D/ESBE or SBE participation to date is acquired by dividing total payment to contractor into the total paid to date for D/ESBE's or SBE's.

This form must be sent to the NJ DOT Civil Rights Office within five working days of the first day of the month. Send original to R.E. and one (1) copy to the Office of Civil Rights.

NJ DOT Office of Civil Rights
PO Box 600
1035 Parkway Avenue
Trenton, NJ 08625

SUPERCEDED BY
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CONTENTS **05/15/06**

SECTION VI - CONSTRUCTION OPERATIONS

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION A	DATE
CONSTRUCTION OPERATIONS	MEETINGS	05/15/06

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1. BIWEEKLY MEETING

a. The Resident Engineer will schedule at the beginning of the project and throughout the duration of construction, formal biweekly meetings with the Contractor (can be weekly on larger, complex projects).

b. The Resident Engineer shall make the Project Manager and Field Manager aware of all meetings and the topics that will be addressed such as scheduling, budget, submittals, utilities, design issues, claims, environmental issues and other topics which may affect the project. If the Resident Engineer feels that attendance by the Project Manager and/or Field Manager is necessary because of the nature of the topics, they should be so advised.

c. The Field Manager shall periodically attend these meetings and when requested by the Resident Engineer and/or Project Manager. When the project has fallen behind schedule, attendance is required at all meetings.

d. The Project Manager shall attend these meetings, based on the subject matter or when requested by the Resident Engineer due to specific agenda items. The Project Manager will schedule other support staff to attend as necessary such as ROW, Utilities, Environmental, Design, Traffic Engineering, etc.

e. To assure the project is kept on schedule the Resident Engineer should discuss the following at each meeting and whatever else that may be pertinent:

1) Review Contract Progress versus Schedule; if the project is behind schedule, strategy to get back on target should be discussed.
2) Safety Issues
3) Subcontractor Issues
4) RFI Status and Documentation that are due
5) Timely Submittals
6) Design Related Issues
7) Environmental Issues
8) Upcoming Work Schedule
9) Resolution of Pending Disputes

f. If it is determined by the Resident Engineer that the Contractor has fallen behind schedule and/or there is a potential increase in budget, he shall immediately notify the Project Manager, if not in attendance. The Resident Engineer and Contractor will determine reasons and potential solutions as to how to complete the project on time and develop all costs associated with those solutions.

g. Written minutes shall be kept of each meeting by the Resident Engineer. Minutes shall be distributed as follows:

Contractor's Main Office
Project Manager
Regional Construction Engineer
Field Manager
FHWA on Full Oversight Projects
All in attendance

2. PREPAVING MEETING

a. A minimum of 10 working days prior to beginning construction of Hot Mix Asphalt (HMA) items the Resident Engineer shall schedule and hold a meeting establishing the ground rules to ensure quality construction of these items. Additional meetings should be held if there are changes in the paving crews (Subcontractors), methods and/or a significant time period between paving operations due to stage or weather restrictions. The following shall attend these meetings:

Resident Engineer
Field Manager
Prime Contractor
Subcontractor (if applicable)
Supplier
Plant Inspection Coordinator, Materials
Regional Materials Engineer or Representative
Bureau of Materials Coring Section

b. The agenda shall include as a minimum the following topics:

Schedule
Material requirements, mix design approvals.
Rate of placement
Equipment
Manpower
Weather constraints - protocol for stopping work.
Test Strips
Compaction
Materials sampling and testing/coring (Refer to CPH Sec VI-F-14)
Opening to Traffic - traffic stripes and/or pavement markings
Contractor's SAT Certified Paving Technologist
The overhead clearances for the equipment and trucks (Bodies Up) is to be discussed and if required a Contractor person assigned to watch for conflicts.

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c. A memorandum of record shall be prepared by the Resident Engineer pertaining to the meeting and distributed to all in attendance.

3. PORTLAND CEMENT CONCRETE MEETING

a. A minimum of 10 working days prior to beginning construction of Portland cement concrete pavements, and any other Portland cement concrete items the Resident Engineer shall schedule and hold a meeting establishing the ground rules to ensure quality construction of these items. The following shall attend these meetings:

Resident Engineer
Field Manager
Prime Contractor
Subcontractor (if applicable)
Supplier
Plant Inspection Coordinator - Materials
Regional Materials Engineer or representative

b. The agenda shall include as a minimum the following topics:

Schedule
Material requirements - mix design approvals
Rate of placement
Equipment
Manpower
Weather constraints - protocol for stopping work.
Materials sampling and testing frequency
Curing
Opening to Traffic - traffic stripes and/or pavement markings
Contractor QC Certified Inspectors and related forms (Refer to CPH Section VI-F-13)
Atmospheric evaporation rate during placement of bridge deck (Specifications Subsection 501.12 Part "Deck Slabs").
The possible need for early cylinder breaks.

c. As a minimum, a meeting shall be scheduled prior to the start of Portland cement concrete paving and/or Portland cement concrete bridge deck placement and one prior to the start of other Portland cement concrete operations.

d. A memorandum of record shall be prepared by the Resident Engineer pertaining to the meeting and distributed to all in attendance.

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4. MID-CONTRACT MEETING

a. At or near the midpoint in the completion of a project (either by cost or specified time, whichever comes first), the Resident Engineer shall arrange for a formal meeting with the Contractor. On short duration projects (less than 6 months), the Resident Engineer may omit the meeting, with the approval of his/her Manager. This meeting may be included in a regular biweekly meeting.

b. The Resident Engineer, the Field Manager, the Project Manager, and the Contractor shall attend the meeting. The FHWA are to be invited for Full Oversight Projects. Traffic Engineering and representatives of other interested parties should be invited, particularly if problems are anticipated, to afford them maximum possible lead time to accomplish their responsibilities for construction road openings.

c. Discussions at the meeting shall include the future plans of the Contractor and the problems of both the Contractor and the State, relating to the project. Emphasis shall be placed on reviewing progress to date and necessary action to assure that the contract will be completed on schedule. In addition, the D.B.E. or SD/SWBE and training goals will be discussed.

d. A memorandum of record shall be prepared by the Resident Engineer pertaining to the meeting and distributed to all invitees.

5. UTILITY MEETING

Refer to CPH Section VI-K.

6. ENVIRONMENTAL MEETING

a. On projects that have special environmental commitments, a meeting of all involved regulatory and enforcement agencies will be held prior to construction to assure compliance and communication.

b. The following will attend this meeting: Resident Engineer, Field Manager, Project Manager, Environmental Services and Support Unit, FHWA on Full Oversight projects, Prime Contractor, Subcontractor if applicable, and all involved Regulatory and Non-Regulatory Agencies.

c. Minutes for this meeting will be kept and distributed to all in attendance, Contractor's main office and the Regional Construction Engineer.

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7. DRILLED SHAFT REVIEW MEETING

a. After review of the related Special Provisions, working drawings, and p[illegible] beginning construction of the drilled shafts, the Resident Engineer sh[illegible]d a meeting to discuss the proposed installation plan. The following sh[illegible]nd:

Resident Engineer
Field Manager
NJDOT Inspector
NJDOT Geotechnical Engineering Unit
Contractor
Subcontractor (if applicable)
Designer

b. The agenda shall include as a mini[illegible] the foll[illegible]

Outstanding issues regarding the installation pla[illegible]
Contractor's procedures and [illegible]
Inspection procedures to be [illegible]ed
Inspection and reporting [illegible]ms for recording all nece[illegible]y steps in the construction process (coordination between Contractor and State Inspector is essential for compa[illegible] daily pro[illegible]s of shaft [illegible]nstruction)
Proposed constru[illegible]n date of Ex[illegible]stration Shaft

c. A memorandum of record sh[illegible] be prepare[illegible] by the Resident Engineer pertaining to the meeting and distrib[illegible]d to all in a[illegible]ance.

8. PRE-ERECTION MEETING

a. The Resident En[illegible]er shall schedule a pre-erection meeting at least 20 calendar days prior to the start of e[illegible]h different condition encountered and temporary bracing (i.e. different bridges, different type beams, over different type terrain, different equipment, m[illegible]d of temporarily bracing beams, etc.) The Contractor shall su[illegible]it for eac[illegible] different type of condition, a written plan of operation (sketches, equipme[illegible] specifications, narrative, etc.) prior to this meeting with sufficient time for the Resident Engineer to review. The Resident Engineer should review the plan for general conformance to determine if the amount and character of equipment and manpower appear to be adequate and if the erection procedure, temporary bracing and safety are adequate. If needed, the Resident Engineer may contact the Project's Designer for assistance in reviewing the erection plan. The following shall attend the meeting:

Resident Engineer
Field Manager
(Continued on page 6)

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NJDOT Inspection staff which will be inspecting the erection
Prime Contractor's foreman/superintendent who will be supervising the work
Subcontractor (if applicable)
OCPS Regional Representative – safety issues
Others as needed

b. The pre-erection meeting shall include a thorough discussion of the Contractor's written plan of operation. This meeting should include as a minimum the following topics:

Schedule
A step-by-step walk through of the Contractor's erection sequence.
A review of the manpower requirements and equipment specifications.
Clearance for the equipment.
Methods of protecting traffic under the bridge and in the immediate area of the bridge. This may include traffic stoppages, slowdowns or detours if approved.
Methods of protecting workers (safety lines, nets, etc.)
Weather conditions - protocol for stopping work.
Shipping and erection sequence.
Storage of non-erected members on the jobsite if not erected immediately upon delivery.

c. A memorandum of meeting shall be prepared by the Resident Engineer pertaining to the meeting and distributed to all in attendance.

9. ADDITIONAL MEETINGS

a. Having BIWEEKLY and PRE-CONTRACT meeting does not mean that additional meetings with the Contractor, at other times, as deemed necessary by the Resident Engineer, Regional Construction Engineer, Field Manager or Project Manager cannot be held. It is particularly important to hold additional meetings if the Contractor is not performing properly or is falling behind the project's progress schedule.

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION A-1	DATE
CONSTRUCTION OPERATIONS	PROJECT REVIEWS AT 70 – 90% CONSTRUCTION COMPLETION	05/15/06

PROJECT REVIEWS AT 70 – 90% CONSTRUCTION COMPLETION

For selected projects under construction, the Resident Engineer and the Project Manager shall be interviewed by the Project Management Office (PMO) to gather major issues that resulted in difficulties encountered during construction. The purpose of this procedure is to identify ways to improve the quality and constructability of the plans and specifications, to determine the need for Training and Development, to initiate Process Improvements, and to gather lessons learned.

The following procedure shall be followed:

1. The Bureau of Construction Engineering will send a monthly report to the Manager of Quality Assurance indicating which construction projects have reached the 70 percent to 90 percent completion status. Copies will be sent to the Directors of Project Management, Quality Management Services, Construction Services and Materials, and to the Program Managers and the Regional Construction Engineers. The Directors of Project Management & Quality Management Services will determine which projects listed in this report should have major issues identified and provide the list of identified projects to the PMO.

2. The PMO will contact the Project Manager and the Resident Engineer for each project identified by the Directors to set up a Project Review interview.

3. The Resident Engineer and the Project Manager will be interviewed to determine the major issues that were encountered during construction of the project. The interview should identify issues regarding the contract documents that were encountered during the design and construction of the project that had an impact on the project's cost, schedule, quality, safety and environmental issues.

4. The PMO will evaluate the results of the Project Review interviews to determine the need for Training and Development, Process Improvements, and gather input for the lessons learned database, coordinating closely the effort with Quality Management Services.

OBSOLETE

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Agreement of Sale - A written contract whereby the purchaser covenants to acquire certain real property and the seller consents to convey that property upon terms and conditions as set forth in the Agreement.

Condemnation - The acquisition of private property for a public purpose under the power of Eminent Domain, if it is determined that the property cannot be acquired by agreement.

Right to Possession - The right to immediate and exclusive possession of the property described in the declaration of taking shall vest in the condemning agency upon the filing of said declaration of taking, the depositing of the estimated compensation with the clerk of the Court and service of the papers on the condemnee. The Court may stay the taking of possession or authorize possession to be taken upon prescribed conditions.

Right of Entry - A document executed by the owner of the property permitting the State to enter upon his property in advance of the acquisition of his property by the State.

Possessory Action - The legal action instituted by the owner of real property to evict an occupant from the property.

Affidavit - A notarized statement supporting a motion in court. The Contractor and the Resident Engineer submit affidavits, sometimes called certificates, to support motions for "possession" and "specific performance". The type of affidavit required is determined by the Legal Division.

Encroachment - An obstruction, e.g. a building, driveway, sign, parking lot which intrudes upon other Right-of-Way (ROW).

Eviction - The legal process instituted to evict a person from the possession of real estate.

Writ of Execution - A writ, which authorizes and directs the proper office of the court (usually the sheriff) to carry into effect the judgment or decree of the court.

NOTE: For federal projects, all ROW must be available prior to FHWA authorization. For 100% State funded projects, ROW availability dates may be included in the specifications and accounted for in the construction schedule. The Resident Engineer is to have received the Preconstruction ROW checklist, which provides a summary of key ROW items (as noted in CPH Section II-F1.d.) prior to the preconstruction conference, supplied either by the Regional Construction Engineer or Project Manager. In addition, the District ROW office will provide the name of a ROW staff member to contact should the Resident Engineer have any questions. This individual will also be a point of contact should the Resident Engineer determine that any of the following documents are needed relative to a specific parcel or property:

1. Agreement of Sales
2. Right of Entry
3. Declaration of Taking
4. Copy of Notice Appointing Commissioners
5. Certificates of Possession
6. Release of Buildings
7. Right-of-Way Plans

If the documents are not received by the Resident Engineer, the project's Field Manager is to locate and obtain the documents. At the pre-construction conference the Resident Engineer will give the Contractor one set of general property parcel and entire tract maps and inform the Contractor of any special conditions or requirements under the Real Estate agreements.

1. PROCEDURE FOR OBTAINING PHYSICAL POSSESSION PRIOR TO CONSTRUCTION

   a. Parcels Acquired by Real Estate Agreement

      If the owner/occupant fails to deliver possession of the property to the State by the latter of (a) the possession date stated in the agreement, or (b) the expiration date of the formal written ninety day notice to vacate, the Manager, Right-of-Way (ROW) will request the Legal Division to initiate an action for Specific Performance to compel the owner to deliver possession.

   b. Parcels Acquired by Condemnation

      1) If the owner/occupant fails to deliver possession of the premises upon the expiration of the formal written ninety day notice to vacate, the Manager, ROW will request the Legal Division to initiate a Motion for Possession before the Court.

      2) The Court will issue an Order for Possession as of a specific date and the Legal Division will then transmit the Order to the Sheriff of the concerned jurisdiction for personal service upon the owner/occupant.

      3) The Manager, ROW will be responsible for coordinating and accomplishing all arrangements in connection with the ejectment of the owner/occupant, including provision of moving van, temporary accomodations and temporary storage, as judged appropriate and necessary.

      4) Upon vacating the premises, a "Release of Buildings" Form RE-88, will be transmitted to the Resident Engineer.

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2. During Construction - To obtain physical possession of a parcel:

   a. When the Contractor is denied entry or access to a parcel "legally available":

      1) Contact the Manager, ROW to determine if legal possession is available.

      2) If possession is legally available, the Resident Engineer shall contact the Division of Law for guidance to determine if steps "c" and "d" should be taken.

      3) When the Contractor is unable to enter or continue work on a parcel, the Resident Engineer will obtain an Affidavit from the Contractor citing the need for a particular parcel for construction, confirms furnished by the Department, and also complete a Monitoring Affidavit, and forward both to the Manager, ROW, who will be responsible for initiating the possessory action through the Legal Division.

      4) Parcels that are occupied may be entered by the Contractor after the writ has been served on the owner by the Sheriff. Notification that the property may be entered will come from the Manager, ROW through the Project Manager to the Resident Engineer.

      5) Parcels requiring vacating or eviction of an occupied property cannot be entered until ROW has taken both legal and physical possession, issued a Release of Building (Form [illegible]) and transferred the keys. Release and keys will be forwarded through the Regional Construction Engineer to the Resident Engineer.

   b. When Parcels are not in the State's Possession

      1) In the event that permanent or temporary possession of a parcel, whole or in part, is required during the construction of a project and is not in the State's possession, the Resident Engineer will immediately inform the Field Manager, Project Manager and Regional Construction Engineer and submit, in writing, all pertinent information available (e.g., location, reason required, owner's name, address, etc.).

      2) A written request to the Manager, ROW for possession will be made by the Field Manager through the Regional Construction Engineer and the Project Manager.

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c. Encroachments

Should a privately owned facility or appurtenance encroach on state property and the owner refuses to remove it, Regional Maintenance should be contacted for their action.

d. Evictions

Should eviction of persons from property within the right-of-way appear necessary, the Resident Engineer should discuss the matter with the Manager, ROW and then consult with the Field Manager, Project Manager and Regional Construction Engineer as to what action to take.

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SAMPLE - CONTRACTOR

Affidavit

(Current Attorney General)
Attorney General of New Jersey
Attorney for Plaintiff
Richard J. Hughes Justice Complex
25 Market Street, P.O. 114
Trenton, New Jersey 08625

SUPE[illegible]COURT O[illegible]JERSEY
LAW [illegible]ON COUNTY
D[illegible]. *will be [illegible]ed by*
Le[illegible]sion

STATE OF NEW JERSEY, [illegible]

COMMISSIONER OF TR[illegible]RTATIO[illegible]

[illegible]ntiff,

vs.

(*Name of Parcel Owner*)

[illegible]efendants.

CIVIL ACTION

AFFIDAVIT IN SUPPORT OF MOTION FOR POSSESSION

STATE OF [illegible]EW JERSEY)
) ss.
)

[illegible]UNTY OF *where affidavit will be sworn to*

(*Name of Contractor's man who will swear to this*) , being duly sworn, deposes *to this Affidavit.*

and says:

AFFIDAVIT

SAMPLE

FOR INSTRUCTIONAL PURPOSES ONLY

1. I am *Donald Ahern* of *Johnson Contracting Company*, which has a contract with the plaintiff dated *March 10, 2006*, for the construction Route [illegible] Contract Number 095990580 which includes the premises involved in this suit and are known as Parcel *55A*.

2. Construction has reached the stage where it is necessary to obtain above premises not later than *June 1, 2006* in order to comply with the terms of the contract above mentioned.

3. Failure to obtain possession of the premises, by the date mentioned above, will result in delay in performance of work under the contract and upset our planned performance procedures. Such delay will result in our having to make claims against the plaintiff for whatever damages are sustained.

Sworn and subscribed before me
this *1st* day of
May, 2006

Signature

Notary Public of New Jersey

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SAMPLE – RESIDENT ENGINEER
Affidavit

(Current Attorney General)
Attorney General of New Jersey
Attorney for Plaintiff
Richard J. Hughes Justice Complex
25 Market Street, P.O. 114
Trenton, New Jersey 08625

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION COUNTY
Docket *will be filled in by Legal Division*

STATE OF NEW JERSEY, By the

COMMISSIONER OF TRANSPORTATION,

Plaintiff,

(*Name of Parcel Owner*)

Defendants.

CIVIL ACTION

AFFIDAVIT IN SUPPORT OF MOTION FOR POSSESSION

STATE OF NEW JERSEY)
) ss.
COUNTY OF *where Affidavit will be sworn to*)

(*Name of Resident Engineer who will swear to this Affidavit.*), being duly sworn, deposes and says:

AFFIDAVIT
SAMPLE

FOR INSTRUCTIONAL PURPOSES ONLY

1. I am the Resident Engineer for the Department of Transportation in the construction of Route 100, Contract Number 095990580 which includes the premises involved in this suit which are known as Parcel 55A.

2. I have read the affidavit made by the Johnson Contracting Co. Contractor and the statements therein are true to the best of my knowledge.

3. Access to subject parcel number is needed by the date required by the Contractor or progress of the project will be impeded to the extent that the State may be subject to claims by the Contractor for costs due to delay.

Sworn and subscribed before me
this *2nd* day of
May, 2006

Signature

Notary Public of New Jersey

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SECTION VI	SUBSECTION C	DATE
CONSTRUCTION OPERATIONS	ENVIRONMENTAL SUPPORT INCLUDING REGULATED MATERIALS, HAZARDOUS S[illegible], SOIL EROSION AND SEDIMENT CONTR[illegible]E WASTE CONTROL, AND PERMITS	05/15/06

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Division of Environmental Resources (DER) - provides support in assisting Resident Engineers relative to environmental permits and regulatory authorization compliance, proper management of project specific environmental related activities, and coordinating issues with regulatory agencies and informing monitoring agencies. The DER consists of two Bureaus, the Bureau of Environmental Project Support (BEPS) and the Bureau of Environmental Program Resources (BEPR). A DER Construction Environmental Support Key Contact List is attached. Contact names are listed by environmental discipline. The general phone number for DER is (609) 530-8075.

DEFINITIONS

Environmental Commitments are those permit, regulatory authorization and self-certified conditions specified in the project construction documents and/or related permits.

Field Reviews are site visits conducted by the Division of Environmental Resources (DER) to provide assistance relative to the implementation of environmental commitments on Construction and Maintenance projects.

Regulatory Agencies are those federal, state and municipal agencies such as United States Environmental Protection Agency (USEPA), New Jersey Department of Environmental Protection (NJDEP), US Coast Guard, US Army Corps of Engineers (USACOE), etc., whose regulations or ordinances stipulate specific environmental conditions relative to air quality, noise, hazardous materials, surface waters, ground water, wetlands, stormwater management, sediment and erosion control, site waste control, threatened and endangered species, reforestation, parkland/Green Acres, historic architecture and archaeological resources, etc.

ENVIRONMENTAL SUPPORT

INTRODUCTION

Environmental commitments are developed as part of the environmental planning phase of the project development process, and are in the related environmental documents and required permits for the project. Environmental commitments

reflect the findings and conditions of the project's environmental documents and required permits and are, in most cases, developed to comply with legally-binding authorizations and approvals. The Environmental Plan Sheets and Environmental Construction Details, as included in the construction plans and specifications, are based upon these environmental commitments. Therefore, it is essential that these environmental commitments be properly implemented during the construction phase.

PROCEDURES PRIOR TO CONSTRUCTION

The following provides an opportunity for the Division of Construction Services and Materials (DCSM) and DER to advise the Project Manager (PM) of any project environmental commitments that might be incompatible with standard construction practices; to respectfully identify any insufficiencies in mandated environmental control features; and to allow DER personnel an opportunity to emphasize the environmental aspects of the project to construction personnel, as well as provide environmental quality assurance.

A. Design Submissions and Pre-Award Conferences: Design Submission reviews allow DCSM and DER an opportunity to ensure that project specific environmental commitments and standard environmental controls are properly incorporated into the construction documents, and that the environmental commitments are reasonably compatible with standard construction industry practices. The Pre-Award Conference (OB 90-1A) presents an important opportunity for the transfer of information between DER and NJDOT construction personnel concerning environmentally sensitive issues relating to the project.
   1. The PM will provide DCSM and DER with all Design Submission documents related to environmental commitments and controls. The PM will provide CSM and DER two-week notification of all scheduled Pre-Award Conferences.
   2. DCSM and DER will provide Design Submission comments to QA Team Leader within time frames requested.
   3. DER staff will attend Pre-Award Conferences for all projects incorporating location sensitive environmental commitments to communicate noteworthy project-specific and generic environmental information.

B. Pre-Construction Conferences: The Pre-Construction Conference (OB 66-3J) offers the first opportunity for DER personnel to emphasize to the RE and the contractor project-specific environmental commitments, construction details, environmental compliance procedures and the

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importance of maintaining environmental controls for the duration of the project.

1. Regional construction management will provide PM and DER two-week notification of all scheduled Pre-Construction Conferences.
2. DER staff will attend Pre-Construction Conferences for all projects incorporating location sensitive environmental commitments to communicate noteworthy project-specific and generic environmental information.

C. Additional Environmental Meetings: On projects that have special environmental commitments, meetings with regulators and enforcement agencies may be held prior to or during construction to assure compliance and communication. The following will attend these meetings: Resident Engineer, Field Manager, Project Manager, DER, FHWA on full oversight projects, Prime Contractor, Subcontractor, if applicable, and all involved Regulatory Agencies. Minutes of these meetings will be kept and distributed to all in attendance, Contractor's main office and the Regional Construction Engineer.

PROCEDURES DURING CONSTRUCTION

The RE will be responsible for assuring compliance with all environmental commitments, including soil erosion and sediment control and site waste control measures as provided in the project plans and specifications and the permits provided by DER and/or the PM. The RE will also ensure that contract administration records properly document such compliance during construction by utilizing current departmental procedures. DER will provide support to the RE regarding the environmental commitments via Field Reviews or as requested by the RE or PM regarding interpretation of contract and regulatory documents, address changes in field conditions and contractor requested permit modifications, or to manage emergent issues.

A. Field Reviews (FRs): To be conducted by DER on a periodic basis with frequency determined by the environmental sensitivity/inspection priority ranking of the project. The RE will notify DER at least two days prior to the start of construction to afford DER the opportunity to schedule the initial FR. At a minimum, an initial FR will be conducted for every project incorporating location sensitive environmental commitments, with subsequent inspection frequencies determined by the environmental sensitivity/inspection priority ranking of the project and DER staff resource availability. Also, the RE will notify DER of the project's Final Inspection Review meeting, as well as any other meetings

scheduled to discuss environmental concerns.

1. Approximately two weeks prior to the start of any environmentally sensitive construction activity (e.g. site clearing, "in-water" or "adjacent to water" work, dewatering, wetlands disturbances, cultural resources, etc.) the RE will contact DER in order for DER to be given the opportunity to schedule activity-specific FRs and to review special considerations with the RE and the contractor's representative.
2. Prior to conducting a FR, DER personnel will notify the RE or appointed representative of the planned FR date. No FR will be conducted without prior RE notification, and all FRs will be conducted with the RE or appointed representative and the contractor's environmental manager (CEM).
3. Upon completion of the FR, DER personnel will discuss the status of environmental conditions with the RE and offer corrective action recommendations as appropriate. The RE will be responsible for the timely implementation of corrections to any identified deficiencies and subsequent FRs will document previous corrective actions implemented.
4. DER will document all FRs, maintain a copy on file and forward copies to the RE, the Director of DCSM, the PM as well as the appropriate Regional Construction Engineer (RCE) and the RE's supervisor. DER will also maintain and make available to the Director of DCSM, appropriate RCE and FHWA a real-time data base summary of all projects reviewed by DER, as well as an annual compliance summary.
5. The RE or appointed representative, accompanied by the contractor's environmental manager (CEM), will inspect the project a minimum of once per week, as well as after the onset of each significant weather event (e.g. rain, snow, wind, etc.) that has the potential to impact the project's environmental control features or cause erosion, and every twenty-four hours thereafter if the event persists. During each inspection, all erosion and sediment control, as well as site waste control related items are to be inspected and any necessary corrective actions taken within 24 hours and noted for the project records with copies of all reports forwarded to DER. The *NJDOT Environmental Compliance Checklist & Inspection Form* (Attachment "A") will be used when completing these inspections.
6. On an annual basis, beginning one year after the start of construction, DER will prepare and distribute a FR summary for each project. All summaries will be forwarded to the Director of

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DCSM, the RE and his/her supervisor. (The PM and the Contractor are required to sign the annual summary if a NJPDES Stormwater General Permit for Construction and Mining Activity is required for the project.)

7. All inspection/field review reports conducted by the RE/CEM and DER and the annual summaries shall be kept at the work site and made available upon request (along with copies of the signed Request for Authorization (RFA) Form for the NJPDES Stormwater General Permit for Construction and Mining Activity and the accompanying NJDEP Authorization to Discharge, if required). These documents shall also be retained in the project files for a minimum of five years.

B. The RE or appointed representative will contact DER when assistance is required by the RE relative to interpreting contract documents pertaining to environmental issues including soil erosion and sediment control and site waste control; the contractor proposes to modify existing permit conditions or proposes changes to plans or specifications that may affect the regulated activity the contractor intends to utilize properties outside of the "project limits" for staging purposes; or an emergent issue demands attention (for example, if an unexpected archaeology site or underground storage tank is encountered operations shall immediately cease and DER shall be contacted) (see attached *Environmental Support Key Contacts* list for appropriate personnel to contact).

1. DER personnel, if necessary, will arrange for an on-site meeting within three working days with appropriate division staff expertise in attendance.
2. If the solution to any environmental concern requires significant modification of the contract documents, these changes will be processed in accordance with departmental procedures.
3. All DER generated documents and/or reports relating to the request for assistance will be distributed in accordance with A.4 of this section.

C. Field Inspections by Regulatory Agencies: When field inspections are conducted by a regulatory agency, the RE will request DER assistance.

1. Upon having knowledge of a regulatory agency inspection, the RE will contact DER as soon as possible, and DER personnel will participate in such inspections whenever possible.
2. When inspections are arranged through the DCSM, the Director of DCSM will notify the Director of DER.

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D. Value Engineering Proposals: Value Engineering Proposals (VEPs) have the potential to compromise original project environmental commitments and must, therefore, receive an appropriate environmental evaluation.

1. The Bureau of Value Management (BVM) will forward all value engineering proposals upon receipt to DER for comment.
2. DER will provide BVM with comments regarding any potentially compromised environmental commitments within time frames requested.

E. Environmental Permits: All terms and conditions of the environmental permits shall be adhered to. A copy of all permits / approvals / authorizations shall be kept at the work site, and shall be exhibited upon request of any person.

1. If the project was issued a NJDEP Land Use Regulation permit, the RE will complete and submit to DER a NJDEP Construction Notice at least three weeks prior to the start of construction date and a NJDEP Completion Report within thirty days of project completion, and DER will distribute these documents to the appropriate NJDEP sections.

F. Hazardous Spills

1. This is to ensure the NJDOT's compliance with the NJDEP discharge of hazardous substances (as defined in N.J.A.C. 7:1E-1.6). Discharges of hazardous substances at construction sites are subject to the provisions of the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq., and the New Jersey Department of Environmental Protection Rules for Discharges of Petroleum and Other Hazardous Substances at N.J.A.C. 7:1E.
   a) Only Emergency Spill Kits shall be kept on site in accordance with the Standard Specifications.
   b) Should a contractor working on a NJDOT project create a spill of a hazardous nature on a NJDOT construction site (hydraulic fluid, diesel fuel, gasoline, etc.), the contractor shall immediately contain the spill and immediately notify the DEP Hotline at 1-877-WARN DEP (1-877-927-6337), the Local County Health Department and the Resident Engineer. The Resident Engineer shall immediately notify the Division of Environmental Resources (DER) at 609-530-2975.
   c) The spill shall be cleaned up and remediated as directed by the NJDEP and DER. After clean-up, an incident report shall be submitted to the DER that includes a summary of the

incident, the clean-up and containment measures taken, the time and date of the incident, and the NJDEP case number.

G. Hazardous Waste

1. Resident Engineers with construction projects involving hazardous waste must use the following address on all hazardous waste manifests as the mailing address: New Jersey Department of Transportation, Division of Environmental Resources, 951 Parkway Avenue, P. O. Box 600, Trenton, New Jersey 08625.
2. A photocopy of the manifest is to be retained by the Resident Engineer. All other copies must be forwarded to the DER at the above address for proper distribution.
3. The Division of Environmental Resources will be responsible for submitting the Annual Generator's Report and retaining the manifests for the required time period. The DER will also be responsible for tracking the waste and making sure that the appropriate paperwork has been returned to the generator in a timely manner.

H. Regulated Material/Underground Storage Tanks

1. For projects that require a Site Specific Health and Safety Plan (HASP), Materials Handling Plan, and Pollution Prevention and Control Plan as part of the specifications, the Contractor shall submit these plans to the Resident Engineer. The Resident Engineer will forward these plans for review and acceptance to: New Jersey Department of Transportation, Division of Environmental Resources, 1035 Parkway Avenue, P.O. Box 600, Trenton, New Jersey 08625.
   a) The name, address, and telephone number of the Resident Engineer, the job number for the project and tentative start and finish dates shall be included with these plans
   b) Three (3) weeks should be expected for the review process. An update and resubmittal of the plans may be required based on any identified changes in the condition or operation of the work and any comments generated during the review process. If revisions are required, these revisions shall be submitted for additional review and comments.
   c) If the Contractor does not submit the above referenced Plans at the preconstruction conference, the Resident Engineer shall advise the Contractor to submit them as soon as possible so that ample time can be allowed for review and

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acceptance. The contractor will not be permitted to start any soil management activities until the plans are accepted.

2. For projects that require the removal of underground storage tanks according to the Specifications, the Contractor shall submit this plan to the Resident Engineer. The Resident Engineer will forward this plan for review and acceptance to: New Jersey Department of Transportation, Division of Environmental Resources, 1035 Parkway Avenue, P.O. Box 600, Trenton, New Jersey 08625.
3. If Regulated Material and/or underground storage tank(s) are unexpectedly discovered during construction operations shall immediately cease and the Division of Environmental Resources shall be contacted through the Resident Engineer or his representative.
   a) Standard Specifications should be followed for these operations.
   b) DER should immediately notify Deputy Attorney General (DAG) Dale Lessne of any discovered suspicious or contaminated soils materials on a project site. This would include a known contaminated area that has increased in size volume during construction. DAG Dale Lessne can be reached at 609-292-5958. The reason for this notification is possible cost recovery by the state from prior or adjacent property owners. Also Resident Engineer should make sure that any such excavated materials must be properly stockpiled and tested prior to leaving the site and should be isolated by ROW parcel where applicable (and practical). Isolating the contaminated material by parcel is important for cost recovery reasons.

I. Acid-Producing Soil

1. Testing for suspected Acid-Producing Soil (APS) may be done at the NJDOT lab. DER should be contacted to collect samples of suspected APS for testing. The following tests are required to verify APS:
   a) pH Value in Calcium Chloride Solution
   b) Paste pH
   c) Total Sulfates
   d) Qualitative Test for Sulfate Ions
   e) Neutralization Potential*

   *This test is only required if sample is found to be APS. (as per NJDOT Landscape and Urban Design Unit)

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2. Standard Specifications and the New Jersey Standards for Soil Erosion and Sediment Control should be followed when Acid Producing Soils are encountered.

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ATTACHMENT "A"

New Jersey Department of Transportation

ENVIRONMENTAL COMPLIANCE CHECKLIST AND INSPECTION FORM

Project Name: **Job Number:**

Region: **Resident Engineer (RE):**

Contractor: **Contractor's Environmental Manager (CEM):**

Name and Title of the NJDOT Person Completing the Form:

Permits	Restrictions/Conditions

Date: __/__/__ **Day of the Week:**

Weather Conditions: **Temperature (°F):**

☐ Weekly Inspection ☐ After Storm Event ☐ 24-Hour Interval

Approximate Rainfall Amount (in.) and/or Wind Velocity (mph):

Item No.	Item	Complies	Comments
	Concrete Washout System		
	Spill Kits		

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Please Make Copies and Distribute to File, Contractor, and Bureau of Environmental Project Support [fax copy to (609) 530-3767].

Please use reverse side for additional comments and drawings.

New Jersey Department of Transportation

ENVIRONMENTAL COMPLIANCE CHECKLIST AND INSPECTION FORM

Project Name: Job Number:

Region: Resident Engineer (RE):

Contractor: Contractor's Environmental Manager (CEM):

Name and Title of the NJDOT Person Completing the Form:

Additional Environmental Concerns	Complies	Comments

RE Signature: _____ Date: ___/___/___

CEM Signature: _____ Date: ___/___/___

Corrective Action:

Date Completed: ___/___/___

RE Signature: _____ Date: ___/___/___

CEM Signature: _____ Date: ___/___/___

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Please Make Copies and Distribute to File, Contractor, and Bureau of Environmental Project Support [fax copy to (609) 530-3767].

Please use reverse side for additional comments and drawings.

INSTRUCTIONS FOR
NJDOT ENVIRONMENTAL COMPLIANCE CHECKLIST AND INSPECTION FORM

This form is to be used for the required weekly environmental compliance inspections and additional inspections immediately following storm events and in 24-hour intervals during prolonged storms. The inspections should be performed jointly by the Resident Engineer (RE) or his representative and the Contractor's Environmental Manager (CEM).

Completed forms are to be kept on site and made available upon request.

This form can be customized for an individual project and then saved as a different file name for use during subsequent inspections of that particular project. Additional rows can be added to the boxes by hitting the "Tab" key at the end of the bottom right cell of the last row. In addition, the boxes will expand while typing to accommodate more text as needed.

Permits Box

List environmental permits and special conditions such as: timing restrictions, endangered species requirements, etc.)

Weather Information Box

The term "Storm" refers to precipitation events, such as rain and snow, and other weather events, including high winds, that could cause erosion problems or result in damage to erosion control measures.

"24-Hour Interval" refers to inspections performed every 24 hours during prolonged storm events.

Item Number Box

List all items pertaining to soil erosion and sediment control, site waste control, and other environmentally related items called for on the project. Please note that "Concrete Washout System" and "Spill Kits" should be included for all projects.

The "Complies?" column can be answered with a "Y" for "Yes" or an "N" for "No".

The "Comments" column should include a brief description of the problem and the location of the problem, such as Station Numbers. If the problem occurs in multiple locations, the term "throughout the project" may be used.

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Additional Environmental Concerns Box

List all environmental concerns for the project that are not included in the Item Number Box. The list should contain appropriate concerns from, but not be limited to, the items below:

Acid Producing Soil
Buried Tank
Contaminated Soil
Archaeological Finds
Soil Stabilization
Stockpiles
Tracking
Dust Control
Materials Management
Waste Handling
Equipment Fueling/Cleaning/Maintenance
Dewatering Operations
Wet Sawcutting
Spills
Preservation of Existing Vegetation
Other

Corrective Action

This box should include what type(s) of corrective action was performed and the date when the corrective action was completed. If more than one item was not in compliance, the items should be discussed separately.

Required Signatures

The Resident Engineer and the Contractor's Environmental Manager will sign and date the form after the inspection is completed. If corrective action is needed, the Resident Engineer and the Contractor's Environmental Manager will sign and date the form again after the corrective action has been performed.

NOTE: The back of the form may be used for additional comments and/or drawings. Please remember that when copies are made, the back of the form should also be copied if utilized.

DIVISION OF ENVIRONMENTAL RESOURCES
CONSTRUCTION ENVIRONMENTAL SUPPORT
KEY CONTACTS

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DIRECTOR'S OFFICE

Elkins Green
609-530-8075
609-882-6285(H)*

BUREAU OF ENVIRONMENTAL PROJECT SUPPORT

BUREAU MANAGER

609-530-3007

REGULATORY PERMITS
(LAND USE & ARMY CORPS PERMITS, ETC.)

TEAM 1
Joe Sweger
609-530-2985

TEAM 2
Dave Z[illegible]
609-520-[illegible]

TEAM 3
Janet Fittipaldi
609-530-5462

TEAM 4
Jo Ann Szczech
609-530-3021

TEAM 6
Dave Mudge
609-530-2987

TEAM 6
Pam Garrett
609-530-2721

SOIL EROSION, SEDIMENT CONTROL, STORMWATER MANAGEMENT & SITE WASTE CONTROL

REGION NORTH
Brett Hunger
609-530-4834
609-306-4128(C)

REGION CENTRAL
Bud Michaeli
609-530-8129
609-306-3258(C)

REGION SOUTH
Joe Mason
609-530-3732
609-433-9239(C)

BUREAU OF ENVIRONMENTAL PROGRAM RESOURCES

BUREAU MANAGER
Tony Sabidussi
609-530-2824
201-858-0572(H)*

CULTURAL RESOURCES
Lauralee Rappleye
609-530-2990

ECOLOGY
Paula Scelsi
609-530-5464

HAZARDOUS MATERIALS CONTAMINATION & UNDERGROUND STORAGE TANKS
Robert Pedrick
609-530-2838

AIR/NOISE
Ed Tomaszewski
609-530-8825

SOLID & HAZARDOUS WASTE MANAGEMENT & EMERGENCY RESPONSE
Tim Dembeiser
609-530-4293

*Call director or appropriate bureau manager after business hours and weekend assistance.

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION C-1	DATE
CONSTRUCTION OPERATIONS	CONTAINMENT, DISPOSAL AND LEAD HEALTH AND SAFETY PLAN (LHASP) FOR PROJECTS INVOLVING LEAD PAINT REMOVAL	01/15/06

For projects that require a Lead Health and Safety Plan (LHASP) by Specifications, the Contractor shall submit two copies of the LHASP to the Resident Engineer at the Preconstruction Conference. The Resident Engineer will forward the two copies of the LHASP for review and approval to:

N. J. Department of Transportation
Bureau of Safety
Main Office Building
1035 Parkway Avenue
P. O. Box 600
Trenton, New Jersey 08625

The name, address, and telephone number of the Resident Engineer, the job number for the project and tentative starting dates shall be included with the LHASP submittal.

Three (3) weeks should be expected for the review process. After the review is completed, the Bureau of Safety will return one copy of the plan to the Resident Engineer. If revisions are required, the Resident Engineer will return the plan to the Contractor for resubmission. The resubmission process shall be completed within a two (2) week turnaround time. Once the plan is finalized, copies will be forwarded by the Resident Engineer to:

- N. J. Department of Transportation
  Bureau of Environmental Program Resources
  Parkway Avenue
  P. O. Box 600
  Trenton, New Jersey 08625
- Bureau of Safety
  Contractor
- Appropriate OSHA Office (refer to Attachment "A")
- N. J. Department of Health
  P. O. Box 360
  Trenton, New Jersey 08625
  Attention: ABLES Project Coordinator
  Occupational Health Surveillance Program

The original will be filed in the project files.

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During construction, five (5) copies of the written Monthly Certification Report and Baseline Sampling Data shall be forwarded by the Contractor to the Resident Engineer for distribution to:

- Bureau of Safety
- Bureau of Environmental Program Resources
- Appropriate OSHA Office
- N.J. Department of Health (ABLES Project Coordinator Occupational Health Surveillance Program)
- Project file

For projects that require containment and disposal plans by Specifications, the Contractor shall submit the plans to the Resident Engineer at the Preconstruction Conference. The Resident Engineer will forward the containment plan for review and approval to:

Bureau of Maintenance Engineering
1st Floor, Engineering & Operations Bldg.
P. O. Box 600
Trenton, New Jersey 08625

The disposal plans forwarded for review and approval to:

Bureau of Environmental Program Resources
901 Parkway Avenue
P. O. Box 600
Trenton, New Jersey 08625

The name, address, and telephone number of the Resident Engineer, the job number for the project, and tentative starting dates shall be included with the submittal of the containment and disposal plans.

Three (3) weeks should be expected for this review. If the containment and disposal plans conform upon first submission, they will be retained by the respective Bureau. If the containment plan is found acceptable by the Bureau of Maintenance Engineering, the plan will be stamped "accepted for conformance to specifications" and returned to the Resident Engineer with a cover memorandum. If the disposal plan is found acceptable, the Bureau of Environmental Program Resources will notify the Resident Engineer by memorandum and retain the plans for their files. If revisions are required, the Bureau of Environmental Program Resources and Bureau of Maintenance Engineering will return the plans to the Resident Engineer. The Resident Engineer will return the plans to the Contractor for resubmission. The resubmission process shall be completed within a two (2) week turnaround time. Once approvals are obtained, three

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(3) copies of the approved containment and disposal plans shall be forwarded by the Contractor to the Resident Engineer for distribution to:

- Bureau of Environmental Program Resources
- Bureau of Maintenance Engineering
- Project file

If the Contractor does not submit their LHASP, Containment and Disposal Plans at the preconstruction conference, the Resident Engineer shall advise the Contractor to submit them as soon as possible so that ample time can be allowed for review and approval. The contractor will not be permitted to start any paint removal or abrasive blasting operation until plans are approved. In order to expedite the review process, the Resident Engineer must forward all documents simultaneously as follows:

1. Lead Health and Safety Plan (LHASP) - to the Bureau of Safety (2 copies)
2. Containment Plan - to the Bureau of Maintenance Engineering
3. Disposal Plan - to the Bureau of Environmental Program Resources

The Resident Engineer will request an EPA Disposal I.D. number from the Bureau of Environmental Program Resources by calling 609-530-2875. (Allow four (4) to six (6) weeks regular mail, two (2) weeks for emergencies only)

Accumulation and Storage

Hazardous waste from bridge blasting must be managed properly prior to disposal. Each storage container must be labeled with the words "Hazardous Waste" and with the date the container was placed in the storage area. Storage containers must be protected from the weather and kept on pallets to prevent corrosion from ground moisture. The containers must be inspected (with documentation provided to the resident engineer) weekly to determine if there are leaks or damage to the containers. The storage area must be identified with signs and no waste is to remain in the storage area for more than 90 days.

Manifests

Hazardous waste cannot be transported off site without a manifest. The contractor's environmental consultant usually completes this document but it is ultimately the responsibility of the generator (DOT) to ensure that all of the information is complete and correct. The mailing address (Section 3) must be 951 Parkway Avenue, P. O. Box 600, Trenton, N. J. 08625 and Section B (State Gen. ID) must identify the specific structure and appropriate address.
The manifest must be signed by the generator (Resident Engineer) and transporter prior to the shipment leaving the site and the transporter must give the generator the

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appropriate copies as described below.

Transportation

Only licensed and approved hazardous waste transporters are allowed to remove the accumulated waste for transportation to the disposal facility. The transporter will have the appropriate hazardous waste manifest which identifies the generator, transporter, disposal facility and fully describes the waste being transported. The mailing address on all hazardous waste manifests must be 951 Parkway Avenue, P. O. Box 600, Trenton, N.J. 08625. The Bureau of Environmental Program Resources is responsible for retaining waste records and reporting to other agencies and the above mailing address will ensure that they receive return manifests from the disposal facilities.

The hazardous waste transporter and the generator (Resident Engineer) will each sign the manifest. The transporter will give the generator three copies for distribution. It is very important that the Resident Engineer make a photocopy of the manifest for their file and forward all original paperwork (including land ban form) to the Bureau of Environmental Program Resources at the above address. The Bureau of Environmental Program Resources will distribute the manifest copies to the generator state and the disposal state as required by the regulations.

The Department of Labor/OSHA does perform periodic inspections of each project. They are responsible for the compliance of all non-government workers' health and safety standards. All violations will be given to the Resident Engineer for correction.

Lead Health and Safety for Department Employee

Departmental employees inspecting and supervising bridge painting projects and bridge rehabilitation projects where lead-based paint is to be removed, must be tested for lead blood levels on a regular basis. In addition, these employees must be provided with the necessary respirators and training on their use by the contractor.

The names of any employees scheduled to work on these type of projects, name of 2nd contact and phone number of the supervisor must be submitted by the Regional Construction Engineers to the Bureau of Safety at least six (6) weeks month in advance of the start of work so that the testing and training can be scheduled.

A copy of the NJDOT Lead Health and Safety Plan can be obtained from the Bureau of Safety (609-530-5472).

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ATTACHMENT "A"

COMPLIANCE ASSISTANT RESOURCES - ENFORCEMENT

U.S. DEPARTMENT OF LABOR/OSHA
MARLTON AREA OFFICE
MARLTON EXECUTIVE PARK
BUILDING 2, SUITE 120
701 ROUTE 73 SOUTH
MARLTON, N. J. 08053
TEL. (609) 757-5181

COUNTIES SERVED: ATLANTIC, BURLINGTON, CAMDEN, CAPE MAY, CUMBERLAND, GLOUCESTER, MERCER, MONMOUTH, OCEAN AND SALEM.

U.S. DEPARTMENT OF LABOR/OSHA
AVENEL AREA OFFICE
PLAZA 35, SUITE 205
1030 ST. GEORGE AVENUE
AVENEL, N. J. 07001
TEL. (732) 750-3270

COUNTIES SERVED: HUNTERDON, SOMERSET, MIDDLESEX, UNION AND WARREN.

U.S. DEPARTMENT OF LABOR/OSHA
PARSIPPANY AREA OFFICE
299 CHERRY HILL ROAD
SUITE 304
PARSIPPANY, N. J. 07054
TEL. (201) 263-1002

COUNTIES SERVED: SUSSEX, MORRIS, ESSEX AND HUDSON.

U.S. DEPARTMENT OF LABOR/OSHA
HASBROOK HEIGHTS AREA OFFICE
500 ROUTE 17 SOUTH, 2ND FLOOR
HASBROOK HEIGHTS, N. J. 07604
TEL. (973) 288-1700

COUNTIES SERVED: BERGEN AND PASSAIC

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI SUBSECTION D DATE

CONSTRUCTION OPERATIONS	BRIDGE PAINTING AND STRUCTURAL STEEL PAINT SYSTEM INFORMATION FORM	05/15/06

The Resident Engineer and those individuals who monitor the painting of new or existing steel shall be responsible for the following:

1. Completion of the Structural Steel Paint System Information Form (Attachment A) for that portion of the painting process which applies to them.

2. The Resident Engineer shall then mail the completed form to:

   New Jersey Department of Transportation
   Bureau of Maintenance Engineering
   Bridge Maintenance Engineering Section
   1035 Parkway Avenue, P. O. Box 600
   Trenton, New Jersey 08625

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DC Form **ATTACHMENT "A"**

STRUCTURAL STEEL PAINT SYSTEM INFORMATION FORM

Route: _____ Section: _____ Region: _____ Crew: _____

Project Name: _____

Structure Number: _____-_____ Partial Painting: [ ]

Structure Description: _____

Percent of Structure: _____ Identify Components: _____

Paint System Code: _____

Paint Manufacturer: _____

Date prime coat applied: _____ Average Thickness: _____

Prime coat applicator: _____

Contractor [ ] Fabricator [ ] Crew [ ]

Date intermediate coat applied: _____ Average Thickness: _____

Intermediate coat application: _____ Contractor [ ] Fabricator [ ] Crew [ ]

Date top coat applied: _____ Average Thickness: _____

Top coat applicator: _____ Contractor [ ] Fabricator [ ] Crew [ ]

Comments: [ ] _____

_____

_____

Additional Comments on back [ ]

_____ _____ _____ _____

Signature Title Date Telephone

(Refer to reverse side for instructions)

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Instructions

1. Fill in Route, Section or Project Name.

2. Enter the seven (7) digit structure number which is shown in the upper right corner of the contract/construction plans, or as shown in the Straight Line Diagram Book.

3. Check off partial painting if applicable.

4. Enter the amount of the structure that was painted and the components that were painted (i.e., 70% of Main Girders).

5. Enter the NJDOT Paint System Code and Manufacturer for the paint used (example "IEU-3" & "Koo Coat"). For construction projects the paint codes are generally found in Section 1012 of the Supplementary Specifications.

6. For prime, intermediate or final coat, enter the date that the paint coat was completed and average thickness. Enter the applicator's name and check appropriate box.

Additional Comments

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION E	DATE
CONSTRUCTION OPERATIONS	DISPOSAL OF TREES, STUMPS AND VEGETATIVE WASTE ON CONSTRUCTION PROJECTS	05/15/06

1. Construction personnel are to follow Subsection 201.10, for the proper disposal of tree parts, stumps and vegetation on construction projects, in accordance with rules and regulations of the New Jersey Department of Environmental Protection and Energy, Division of Solid Waste Management.

   a. The Solid Waste Management Act (N.J.S.A. 13:1E-1 et seq.) and the related administrative code (N.J.A.C. 7:26-1.1 et seq.) state that trees are considered bulky solid waste and must be disposed of either in an approved landfill or recycled/reused in accordance with DEP regulations as follows:

      1) On site stump burial may be conducted within the right-of-way, as approved by Design and DEP, on a case by case basis. The contractor shall submit a proposal to the Resident Engineer describing in detail the burial procedure. The proposal shall fully address the DEP conditions for public works stump burial. Tree parts and vegetative waste may not be buried on site.

      2) Replanting - Trees and/or vegetation may be replanted in planting areas when it is acceptable to the Bureau of Landscape Architecture, Division of Design.

      3) Recycling - Tree stumps, trunks, branches and vegetation may be mulched and:

         a) recycled on the project when acceptable to the Bureau of Landscape Architecture, Division of Design.

         b) given away or sold only if the end user can demonstrate compliance with DEPE requirements. (N.J.A.C. 7:26A).

   b. The guidelines for solid waste disposal, recycling, and reuse shall be listed as an agenda item at all Preconstruction Conferences, and the Resident Engineer shall advise the Contractor of the regulations regarding solid waste disposal.

SUPERSEDED

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI SUBSECTION F-1 DATE

CONSTRUCTION OPERATIONS	QUALITY CONTROL & QUALITY ASSURANCE TRUCK WEIGHT MONITORING	05/15/06

Highway: Any street or road currently open to the public, plus any proposed highway within the project limits which has reached the subgrade stage of construction.

Overweight Trucks: Delivery truck used to transport construction material onto and/or off the project, having a gross weight in excess of the maximum allowable gross weight for that type of truck or tractor-trailer combination or a commercially registered vehicle that exceeds the individual axle weight criteria.

Bridge Formula: Created by the National Engineers (FHWA) that refers to the bridge gross weight formula used to control the spacing of truck axles on vehicles using Interstate Highway Systems. Therefore, the maximum gross weight of four (4) axle straight trucks is based on the distance between the first and last axle and the number of axles on the vehicle. The maximum gross weight is not to exceed 36,743 Kg (66,500 lbs).

NOTE: A straight body truck is assumed to have a 11.3 meter (37 foot) distance between the first and last axle and has a maximum legal overall length of 12.2 meter (40 feet). A tractor-trailer's maximum legal overall length is 16.2 meter (53 feet).

Gross Vehicle Weight (G.V.W.): On all public and quasi-public highways within the State of New Jersey except the Interstate Highway System, the maximum gross vehicle weight is governed by 10,163 Kg (22,400 lbs)/per single axle and 15,427 Kg (34,000 lbs)/per tandem axle requirement. This would allow a three (3) axle truck with a tandem axle a maximum weight of 25,600 Kg (56,400 lbs) and a four (4) axle straight truck with a tandem axle and a drop axle a maximum 35,753 Kg (78,800 lbs). The five (5) axle tractor-trailer combination is allowed a maximum of 36,298 Kg (80,000 lbs) on both the Interstate and public quasi-public highways.

When a truck has a New Jersey commercial registration with a "Code 41" classification (constructor), it is exempted from the axle weight criteria or the "Bridge Formula." The truck is then rated at 31,760 Kg (70,000 lbs), G.V.W.

NOTE: In accordance with NJSA 39:3-20, a 5 percent allowance is provided by Section 5 of the P.L. 1950, c. 142 ©. 39.3-84.3) for all registered weight limitations provided in this section, except in no event shall the gross weight of any vehicle or combination of vehicles including load, exceed the federal maximum of 36,298 Kg (80,000 lbs). (This allowance does not apply to the National Interstate System).

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F.1

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VI SUBSECTION F-1

1. The Regional Construction Engineer is responsible for ensuring that vehicle weight regulations are discussed during the Preconstruction Conference. The need for compliance with these regulations on all roadways used by construction vehicles shall be impressed upon the Contractor. The Contractor should be made aware of the Department's monitoring program, outlining the procedure to be used.

2. The Resident Engineer shall be responsible for monitoring truck weights in accordance with the following procedures:

   a. Trucks Hauling Material with Certified Weight Tickets:

      1) The Resident Engineer shall review these tickets on a daily basis as submitted. No additional record keeping is necessary.

   b. Concrete Delivery Trucks:

      1) It will be necessary to establish the number of cubic meters (cubic yards) that each truck may legally carry. This will be determined by Regional Materials personnel in conjunction with their normal inspection of concrete trucks. A list of approved trucks with maximum cubic-meter (cubic-yard) loads will be given to each Resident Engineer prior to the start of the project, and updated at the start of each construction season thereafter.

      2) Regional Materials personnel will ensure that trucks are not loaded beyond their approved capacities; overloaded trucks are rejected at their point of loading. The Resident Engineer will monitor delivery tickets to verify compliance, and will advise the Regional Materials Engineer of any problems.

   c. Other Trucks Without Certified Weight Tickets:

      NOTE: This Section shall apply to items involving more than 3800 m^3 (5,000 CY) of material transported onto and/or off the project.

      The Contractor shall provide the Resident Engineer with a list of all trucks intended for use on the project, identifying plate number and type of registration. For each item, the Contractor shall be responsible for having the first load of each truck weighed by a certified weighmaster. The Resident Engineer will document for each item, by measurement or photographs, the maximum amount of material each truck may carry. The Resident Engineer will monitor the delivery or removal of materials, using the above information.

3. The Resident Engineer shall employ the following procedure for notifying the Contractor and State Police of violations:

    a. Verbally notify the Contractor on the first and second occurrences of weight violations. Document these actions in the project records, including date(s), extent of violation(s), and person notified.

    b. Upon the third violation the Resident Engineer will notify the Regional State Police Supervisor.

    b. Notify the Contractor by letter that the third violation is reported to state police including any subsequent violations. The letter should include a reference to the previous verbal notifications. See sample form letter (Attachment "A-1" metric and "A-2" english).

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VI, SUBSECTION F-1

ATTACHMENT "A-1" METRIC

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VI, SUBSECTION F-1

Date:

"Contractor"

Subject: Overweight Trucks

Attention

Gentlemen:

On (specify date and time) you were in non-conformance with the Contract Specifications, Subsection 105.17 of the 1996 Standard Specifications, "Load Restrictions." The following trucks hauling materials were found to be in excess of the legal load limits:

(List trucks and/or applicable delivery tickets, the legal weight(s), the indicated gross weights observed, and any supporting documentation.)

Examples

L & M Trucking: Delivery Ticket #42519
Indicated Gross Weight 37,000 Kg
Legal Gross Weight 35,753 Kg

Soft Concrete Truck # 7: Amount Delivered - 7.7 CM
Delivery Ticket # 33101 NJDOT approved - 6.9 CM
Therefore, 1,900 Kg overweight, based on 2,374 Kg/CM

Your company has been verbally notified of this recurring problem. Above is a list of dates, type of violation, and the person requested to correct this problem. The State is requesting your cooperation in correcting this matter immediately. The State Police will be notified of this violation. If you have any questions concerning this matter, please contact me.

Sincerely,

Resident Engineer

c: Field Manager
Regional Construction Engineer
file

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VI, SUBSECTION F.1

ATTACHMENT "A-2" ENGLISH

Date:

"Contractor"

Subject: Overweight Trucks

Attention

Gentlemen:

On (specify date or dates) you were in non-conformance with the Contract Specifications, Subsection 105.17 of the 1996 Standard Specifications, "Load Restrictions." The following trucks hauling materials were found to be in excess of the legal load limits:

(List trucks and/or applicable delivery tickets, the legal weight(s), the indicated gross weights observed, and any supporting documentation.)

Examples

L & M Trucking: Delivery Ticket #42519
Indicated Gross Weight 81,000 lbs
Legal Gross Weight 78,000 lbs

Soft Concrete Truck # 7: Amount Delivered - 10 CY
Delivery Ticket # 33101 NJDOT approved - 9 CY
Therefore, 4000 lbs overweight, based on 4,000 lb/CY

Your company has been verbally notified of this recurring problem. Above is a list of dates, type of violation, and the person requested to correct this problem. The State is requesting your cooperation in correcting this matter immediately. The State Police will be notified of this violation. If you have any questions concerning this matter, please contact me.

Sincerely,

Resident Engineer

c: Field Manager
Regional Construction Engineer
file

CONSTRUCTION OPERATIONS	QUALITY CONTROL AND QUALITY ASSURANCE ROLLING STRAIGHT EDGE	05/15/06

Written Notification - Written notification shall be a memo from the Resident Engineer to the Regional Materials Engineer with copies to the Materials Team Supervisor and the Field Manager.

Testing Length - Distance predetermined by Materials project personnel based on stations provided by construction personnel.

1. Procedure for Requesting Rolling Straight Edge

   a. The Resident Engineer is required to review the requirements of Subsection 404.21 of the Standard and Supplemental Specifications. The Resident Engineer shall not waive these requirements unless a specific request is approved by the Regional Construction Engineer. The Resident Engineer is required to give the Project's Materials Team Supervisor one week advanced written notification of roadway and bridge deck construction to provide the Materials staff time to arrange for equipment and personnel to perform surface acceptance testing.

   b. The maximum time frame from the completed construction to the surface acceptance field testing should be two weeks.

      1) After the completion of a bridge deck.

      2) After an adequate testing length of Portland cement concrete or bituminous pavement has been completed.

   c. The Contractor will be directed to provide the necessary safety measures and traffic control as required in the project specifications.

SUPERCEDED BY CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F-2

2011 CONSTRUCTION PROCEDURE HANDBOOK

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION F-3	DATE
CONSTRUCTION OPERATIONS	QUALITY CONTROL AND QUALITY ASSURANCE MOISTURE CONTENT ON SAND IN INERTIAL BARRIER MODULES	05/15/06

RESCINDED

1. The Resident Engineer shall be responsible for monitoring the moisture content on sand in temporary inertial barrier modules in accordance with the following:

   a. Upon the original installation of the temporary inertial barrier modules, a sample of the sand will be delivered to the materials field team for testing of moisture content.

   b. Thereafter, frequent and periodic sampling shall be performed in order to maintain this safety requirement in the same manner.

2. Should the moisture content of any of the samples exceed the 3% maximum, as outlined in the specifications, the contractor shall be notified, in writing, to remedy the situation.

CONSTRUCTION PROCEDURES HANDBOOK

RESCINDED

SECTION VI SUBSECTION F-4 DATE

CONSTRUCTION OPERATIONS	QUALITY CONTROL AND QUALITY ASSURANCE INSPECTION OF ANCHOR BOLTS	05/15/06

1. When drilling to place anchor bolts for structural members into concrete abutments or piers, the Resident Engineer shall insure that the following precautions are taken:

   a. Each anchor bolt and the hole where the anchor bolt is to be placed must be measured prior to placement to assure conformance with plans and specifications.

   b. The hole must be clean and dry.

   c. No reinforcing steel shall be damaged during the drilling. If reinforcing steel is encountered, drilling shall be stopped and the hole or holes shall be abandoned and the void shall be filled with an approved non-shrink grout. The holes and the whole plate assembly shall be relocated so the bolt holes will miss the reinforcing steel.

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION F-5	DATE
CONSTRUCTION OPERATIONS	QUALITY CONTROL AND QUALITY ASSURANCE VALUE ENGINEERING REQUESTS BY CONTRACTORS	05/15/06

A Value Engineering (VE) Proposal is a proposal or a concept submitted by the Contractor in accordance with Subsection 104.11 of the Contract Specifications for changing the plans, the specifications, or other requirements of the contract. Such proposals produce savings to the Department while resulting in an equal or better product. If the proposal is implemented, the Contractor will be awarded 50% of the savings.

VE Change Proposals (VECP) may include, but are not limited to: improving safety, service life, stage construction, economy of operation, ease of maintenance, and desired appearance. Other areas of opportunity include the use of new technology, new materials and new methods of construction including ways to reduce overall construction time.

A VE Change Proposal should not change the contract's original design criteria, merely eliminate work, be based on an unknown, or delay the project.

The Bureau of Quality Management Services, Value Engineering Unit is responsible for tracking and maintaining the VECP schedule.

1. **Resident Engineer** — Upon receipt of the Contractor's proposal or concept, the Resident Engineer shall forward a copy to the Project Manager and the VE Unit. The Resident Engineer will then thoroughly review the proposal and compose a memo to the Field Manager and the Regional Construction Engineer with the initial results of the review. This memo should be sent within 5 working days from receipt.

2. **Regional Construction Engineer** — Upon receipt of the Resident Engineer's initial review, the Regional Construction Engineer will meet with the Resident Engineer, Field Manager, and the Regional Maintenance Engineer to discuss the proposal within 10 working days. If it is found to be worth further evaluation, the review will be transmitted to the VE Unit and the Project Manager for further evaluation. If the proposal is not acceptable and is rejected by the Regional Construction Engineer, a memo shall be sent to the VE Unit, with the reasons why the proposal was rejected.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F-5

NOTE: If a new product, procedure or technology is in the VE Proposal, it should not be rejected by Construction at this time but forwarded, along with Construction's and Operation's comments, to the VE Unit for review.

3. Value Engineering Supervisor

Upon receipt of the VE proposal from the Regional Construction Engineer, the VE Unit will coordinate the review with the Project Manager. The VE Unit will submit the initial proposal to all involved units for review and conceptual approval.

- All VE proposals shall also be sent to the Director of Regional Operations.
- The VE Unit will also forward a copy of the proposal to the Federal Highway Administration (FHWA) for conceptual review and approval on all FHWA full oversight projects. On Alternate Procedures and exempt projects, the VE Unit Supervisor may approve proposals without FHWA involvement.
- If the proposal involves a new technology, material or process, the VE Unit will forward it to the Quality Assurance and Improvements Unit for their information and comments.
- The VE Unit shall request a review by the original designer if it is determined necessary by the Project Manager. The designer shall review the proposal within 10 working days from the date received.

4. Involved Units

Within 10 working days from the date of receipt, those units forward any comments or written approval to the VE Unit.

5. Project Manager & Supervisor

Upon receipt of approvals and/or comments, the Project VE Manager and the VE Unit Supervisor determine whether to recommend conceptual approval or rejection of the proposal.

The VE Unit Supervisor will send a memo to the Project Manager, Resident Engineer and the Regional Construction Engineer indicating any comments and approval or rejection of the proposal or concept. This memo should indicate whether or not a final proposal submission is required.

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6. **Resident Engineer** — The Resident Engineer notifies the Contractor **in writing**, regarding comments and conceptual approval or rejection of the proposal. If it is decided that a Final Proposal submission is not required in order to implement, then proceed to 12 below.

7. Contractor — If the proposal is conceptually approved, the Contractor shall submit 7 copies of the final proposal to the Resident Engineer in accordance with the contract specifications. Depending on the details provided in the initial submission, the Contractor may submit the required shop drawing at this time. Prior to developing the shop drawing, the Contractor should discuss it with the Resident Engineer and the VE Unit.

8. **Resident Engineer** — The Resident Engineer and the Field Manager shall review the Final Proposal. If the Final Proposal's net savings warrant, 3 copies of the proposal will be sent to the VE Unit and 1 copy to the Project Manager along with any comments and/or recommendations. If it is determined that the net savings does not warrant implementation, or is not satisfactory in any other way, the Resident Engineer shall notify the Value Engineering Unit.

9. VE Supervisor — The VE Unit along with the Project Manager, will review the Resident Engineer's findings and determine whether or not further evaluation is necessary.
   - If the proposal warrants further evaluation, proceed to 10 below.
   - If the proposal is rejected, the VE Unit Supervisor will send a rejection memorandum to the Resident Engineer and the Project Manager. Proceed to 12 below.

10. VE Supervisor — The VE Unit will distribute the proposal as in step 3.

11. VE Supervisor — Upon receipt of comments or approvals, the VE Unit Supervisor will send a memorandum to the Project Manager and Resident Engineer indicating any comments, approval or rejection of the proposal. The VE Unit will also copy all Regional Construction Engineers for their

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information and use for future VE proposals.

12. **Resident Engineer**

The Resident Engineer shall notify the Contractor, **in writing**, the acceptance or rejection of the proposal. If the VE Proposal is approved, a separate Construction Order will be prepared in accordance with the Contract Specifications. This Construction Order will show the net savings of the proposal, all known cost effects and any item subject to change but not yet quantified. No VE work shall begin until a Supplementary Agreement is fully executed. For the VE Unit's records, the Resident Engineer shall document all final cost and quantity changes associated with a VE proposal on a VECP summary sheet (Attachment "A"). The Contractor will be awarded 50% of the agreed savings. This award will be paid upon completion of the VE work.

13. VE Supervisor

The VE Unit will initiate requests to change the Standard Specifications or Standard Details as to include any new procedures or technologies in future contracts.

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SECTION VI, SUBSECTION F-5

ATTACHMENT "A"

New Jersey Department of Transportation
Value Engineering Net Savings Summary Sheet

Route(s) _____ , Section(s) _____

Value Engineering Construction Proposal # _____

Description: _____

_____

_____

	Increased Contract Items	Quantity	Cost/Unit	Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				+

Total =+$

	VE Proposed Items	Quantity	Cost/Unit	Cost
1.				
2.				
3.				
4.				
5.				

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VE Proposed Items(Continued)	Quantity	Cost/Unit	Cost
6.			
7.			
8.			
9.			
10.			
		Total =+$	

Decreased Contract Items	Quantity	Cost/Unit	Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		Total =-$	

Additional costs to construction operations due to VECP (if applicable)

Total =+$

Savings to construction operations due to VECP (if applicable)

Total =-$

Total Net Savings =$

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2011

CONSTRUCTION PROCEDURE HANDBOOK

SECTION VI	SUBSECTION F-6	DATE
CONSTRUCTION OPERATIONS	QUALITY CONTROL AND QUALITY ASSURANCE RAISED PAVEMENT MARKER COORDINATOR	05/15/06

RESCINDED

1. The Resident Engineer and inspection personnel shall meet with the RPM Coordinator prior to actual construction of Raised Pavement Markers or Lens Replacement and BDC02S-01 shall be followed.

   This meeting shall be held to discuss Raised Pavement Marker installation and Lens Replacement. The Project Manager should be invited to the meeting.

2. During RPM installation, the Resident Engineer shall advise the RPM Coordinator of any changes in Raised Pavement Marker Quantities (including lens replacements).

3. Currently, the Raised Pavement Marker Coordinator is:

   Mr. John Semler
   Bureau of Traffic Engineering and Safety
   930 Lower Ferry Rd
   Building No. 8, Thiokol Building
   (609) 530 - 4668

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION F-7	DATE
CONSTRUCTION OPERATIONS	QUALITY CONTROL AND QUALITY ASSURANCE NEGATIVE HAUNCH	05/15/06

1. When negative haunch occurs, the design depth of the bridge deck is reduced where the bottom of the deck meets the supporting steel beam flange: this causes the deck at this location to be weaker than it should be (see attached sketch).

2. During installation of bridge deck forms, inspection personnel shall check the design depth of the bridge deck over the supporting steel beam flange to insure that negative haunch does not occur.

3. Any instance of negative haunch shall be brought to the attention of the Resident Engineer before the reinforcing steel is installed. If there is a serious negative haunch problem, the Bureau of Structural Engineering is to be notified.

4. Depending on the degree of disparity, the situation shall be corrected either by reinstalling the forms if there was an error in layout or by adjusting finish grade, with the concurrence of the Project Manager. The deck placement shall not occur until this has been resolved to the Department's satisfaction.

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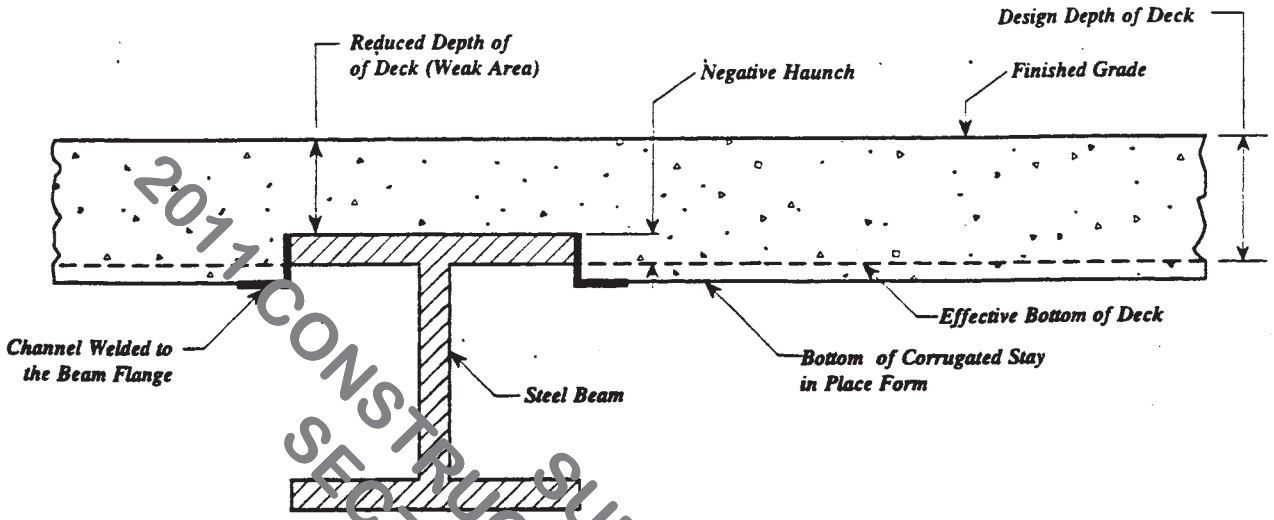
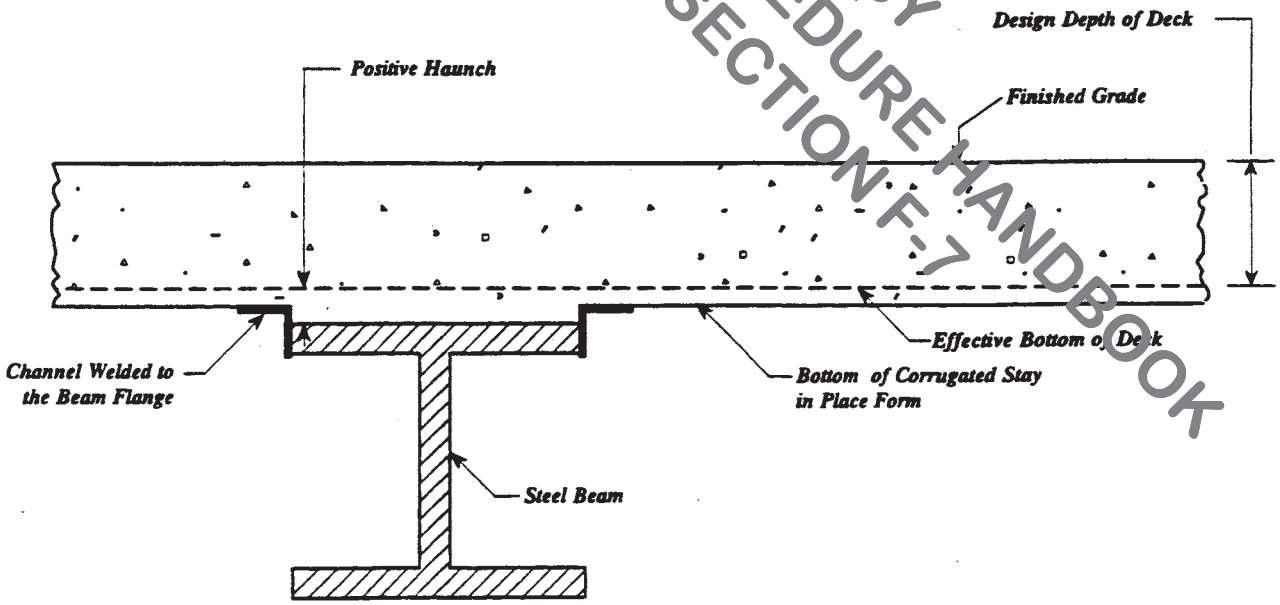


NEGATIVE HAUNCH (Not Desirable)



POSITIVE HAUNCH (Desirable)

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION F-8	DATE
CONSTRUCTION OPERATIONS	QUALITY CONTROL AND QUALITY ASSURANCE LANDSCAPE INSPECTION	[illegible]/1[illegible]/06

Landscape and Urban Design is responsible for inspection of landscape items covered in Sections 801-813 of the Specifications. Construction is responsible for landscape items covered in Section 814 of the Specifications.

Section	Description	Inspection
801	Selective Thinning	Landscape Personnel
802	Selective Clearing	" "
803	Trimming Existing Trees	" "
804	Tree Removal	" "
805	Preparation of Existing Soil	" "
806	Topsoiling	" "
807	Turf Repair Strip	" "
808	Fertilizing and Seeding	" "
809	Topsoil Stabilization	" "
810	Sodding	" "
811	Mulching	" "
812	Mowing	" "
813	Planting	" "
814	Nonvegetative Surfaces	Construction Personnel

1. Construction is responsible for:

   a. Giving Landscape and Urban Design a minimum 48-hour notice to schedule work (inspection and sampling).

   b. Informing the Contractor that there is an average 30-day turn around from the time landscape material is sampled and delivered to the laboratory to the time the laboratory results are returned.

   c. Preparing and checking the DC-30 As-built records for all landscape items.

   d. Ensuring that Landscape and Urban Design Inspection time charges are NOT recorded on the ACES Weekly reports for "Man Hours Used By Activity Group".

2. Landscape and Urban Design is responsible for:

   a. Progress and pay DC-29a daily reports of field activities and to verify pay and as-built quantities against the Resident Engineer's records on a monthly basis (not necessary at estimate time). These quantities should agree with the Landscaper's As-builts.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F-8

b. Certifying delivery and acceptability of landscape materials and determining the acceptability of the stand of grass.

c. Topsoil sampling statewide for both on-site and off-site materials.

d. Dropping off samples to the NJDOT laboratory receiving room with the necessary LB-14 forms and LB-88 envelopes filled out properly.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F-8

1. Field Managers in the Regions shall personally observe and report a minimum of three (3) construction activities, one of which will be a review of the environmental commitments and maintenance thereof every month on FHWA Full oversight and Federally funded NHS (National Highway System) projects they supervise. On federally funded non-NHS projects and all Trust Fund (100% State) projects, the above shall be performed every three (3) months. The inspections shall begin within one (1) month of the start of actual construction and continue through Substantial Completion.

   NOTE: All Trust Fund and Major Access projects on the Interstate System will be inspected as if it is a Federally funded NHS project.

2. The construction activities selected will be inspected to insure they are being constructed in accordance with the plans, specifications, and good construction practices. Any deficiencies noted shall be brought to the attention of the Resident Engineer or his staff immediately so that corrective action can be taken.

   The inspections shall include but not be limited to the following:

   a. Visual observations to assess the quality of construction and workmanship.

   b. Dimensional checks to verify compliance with plan dimensions or specification limits.

   c. Work zone safety checks in reference to traffic control plan compliance and/or changes with any problem areas.

   d. Review documents to verify material acceptability. Compare test results with specification limits; check source approvals, certifications, and compliance reports.

3. Other key areas to be reported over the life of the project include:

   a. Contract Administration

      1) Project Documentation - adequacy of reports and project diary in describing critical events and corrective actions.

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2) DBE goals and trainees - compliance, accomplishments, problems and complaints.

3) Major construction orders and time extensions.

4) Potential claims.

b. Design plans and specifications

- Constructability problems.
- Major changes.

c. New materials or construction techniques

d. Follow up

- Outstanding issues from previous inspections.
- Resolutions to problems previously reported.
- Corrective actions taken to eliminate unsatisfactory work.

4. A Field Manager Inspection Report Form DC-152 (Attachment "A") will be completed within five (5) working days of the inspection. The following are guidelines for completing the DC-152:

a. Reports will be numbered sequentially for each project.

b. The heading should be accurately completed.

1) The quality and progress of work of the activities inspected should be indicated as either satisfactory or unsatisfactory.

2) Time elapsed and work completed shall be percentages as shown on the most current DC-24, Weekly Progress Report. When there is a considerable gap between percentages, provide an explanation under "Findings and Recommendations". (e.g. time elapsed 50%, work completed 20%)

3) Subcontractor is to be indicated only when the activity is constructed by a subcontractor.

4) Identify the activities inspected; one (1) form is used to report all activities observed.

5) Include names of other Department or consultant employees in company with you during the inspection.

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c. The "Description of Activities" section is for the written narrative of the construction activities observed. The "Remarks" section should be the Field Manager's findings and should include any recommendations (if applicable). Any "Remarks" made are to be directed primarily towards those items of construction observed during the inspection. However, any other deficiencies observed should be noted and action taken or recommended should be documented.

   Comments as to the overall acceptability of both the plans and specifications should be addressed to the Project Manager and to the designer that visits the project.

   The Field Manager will sign and date the report at the end of the narrative. If additional pages are required they will be numbered as sheet __ of __, in the upper right-hand corner.

d. The original Field Manager Field Inspection Report, DC-152, will go to the Resident Engineer for his files, copies will be sent to:

   Project Manager
   Regional Construction Engineer
   Manager, Bureau of Construction Engineering, E & O Bldg., 1st Floor
   Director, Construction Services and Materials
   Division Administrator, FHWA (See note)
   Quality Management Services, E & O Bldg., 5th Floor

   NOTE: The DC-152's may be neatly handwritten. They are to be submitted as noted for each active project. In addition, the DC-152 for all Interstate Projects regardless of oversight requirements and also all Alternate Procedure projects shall be sent to the FHWA.

2011 CONSTRUCTION PROCEDURES HANDBOOK
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SECTION VI, SUBSECTION F-9

ATTACHMENT "A"

DC-152 11/01

Report No. _____	NEW JERSEY DEPARTMENT OF TRANSPORTATION **PROJECT SUPERVISOR FIELD INSPECTION REPORT**	SHEET _____

ROUTE & SECTION OR DESCRIPTION	REGION NO.	FEDERAL PROJECT NO.

TYPE OF PROJECT ALTERNATE PROCEDURES NHS ☐ NON – NHS ☐	OTHER FEDERAL AID ☐	NO FEDERAL AID ☐

RESIDENT ENGINEER	DATE OF INSPECTION	INSPECTION MADE BY

QUALITY OF WORK	PROGRESS OF WORK	TIME ELAPSED	WORK COMPLETED

ACTUAL START DATE	CURRENT COMPLETION DATE	CONTRACTOR	SUBCONTRACTOR

CONSTRUCTION ACTIVITIES OBSERVED

IN COMPANY WITH

DESCRIPTION OF ACTIVITIES

FINDING AND RECOMMENDATION

SUPERCEDED BY
2011 CONSTRUCTION PROCEDURES HANDBOOK
SECTION VI, SUBSECTION F-9

The Resident Engineer will notify the Manager, Structural Evaluation and Bridge Management, in writing, the scheduled opening/reopening date of each structure included in the contract. This notice will be sent to:

Manager, Structural Evaluation & Bridge Management
Engineering and Operations Building, 5th Floor
P. O. Box 600
Trenton, New Jersey 08625-0600

The Structural Evaluation and Bridge Management Unit is responsible for the biennial safety inspection of the State's bridges as mandated by the Federal National Bridge Inspections Standards (NBIS). The NBIS regulations require that a new or reconstructed bridge be inspected within 90 days of being opened or reopened to traffic. This notice will allow this inspection to be conducted timely.

If the new or rehabilitated bridge deck consists of an overlay with Latex Modified Concrete (LMC) or other overlay material, a delamination detection survey to verify bonding between the first and second course construction on bridge decks as required under Subsection 518.06 shall be performed by the Resident Engineer. The Resident Engineer shall advise the Contractor of the contract requirements and schedule the survey.

The delamination detection survey shall be performed using the chain drag method. The chain drag device to be used shall be obtained from the Regional Construction Engineer.

This procedure consists of dragging a series of chain segments over the surface and listening for the type of sound produced. A clear ringing sound will be produced when dragged over nondelaminated layers and a "dull" or "hollow" sound over delaminated layers. When a delamination is detected a hammer or steel rod may be used to determine the limits of the defective area. Corrective action shall be taken in accordance with Subsection 518.06 and the areas retested for soundness.

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Upon completion of the delamination detection survey and any corrective action work completed, a report shall be prepared by the Resident Engineer to the Regional Construction Engineer. This report shall include the following information:

- Bridge location and description
- Date of survey(s)
- Results

If delamination is detected also include:

- Corrective Action taken
- Results of retesting
- A scaled map of the deck surface plotting the areas corrected.

A copy of this report shall also be sent to the following.

- Bureau of Construction Engineering
- Project Manager
- Structural Evaluation and Bridge Management

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SECTION VI, SUBSECTION F-10

SECTION VI	SUBSECTION F-11	D T
CONSTRUCTION OPERATIONS	QUALITY CONTROL AND QUALITY ASSURANCE TEMPORARY TRAFFIC STRIPES AND MARKINGS	5/06

It has been observed that when latex or alkyd temporary stripe is used on intermediate pavement layers due to stage construction, stripes that are in place greater than 14 days appear to have insufficient visibility and reflectivity.

Therefore, the use of long life traffic stripes shall be considered for temporary stripes for stage construction detours and diversionary roads. Justification for use shall be based on cost considerations, site conditions and length of time the stripes or marking will be in place.

Long life traffic lines used as temporary stripe shall have a wet film thickness application rate of 10± 1 mils and standard glass beads applied at a rate of 33kg to 44kg (15 to 20 lbs.) per 3.785 liters (gallon). Placement of long life traffic lines shall be performed when the ambient temperature is 2°C (35°F) and rising.

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION F-12	DATE
CONSTRUCTION OPERATIONS	QUALITY ASSURANCE CONCRETE SITE TESTING	07/17/06

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Whenever Regional Materials personnel are unable to conduct the on-site testing of concrete, Construction personnel will be responsible for some of the testing. All personnel conducting the on-site concrete testing are to have successfully completed the ACI Certification "Concrete Field Testing Technician Grade 1" or the NJDOT "In-house Concrete Certification" course.

The following procedure is an adaptation of the Bureau of Materials Procedure Number 1, "Field Inspection and Testing of Portland Cement Concrete" dated September 1, 2000.

1. PROCEDURE

   a. Resident Engineer's office will notify the Regional Materials Office by telephone or FAX no later than 2:00 PM [illegible] the list of concrete orders through the entire next State business day. This list shall include time, location, concrete supplier and plant, quantity of concrete, class of concrete, type of concrete additives being used (water reducers, retarders, etc.), if additional cylinders are needed (3 & 7 day tests), item no. and description and any other project specific information.

   b. The Materials team leader will rank the concrete pours in his area in order of priority and decide which pours Materials will cover.

   c. The Materials team leader will notify the Resident Engineer's office by 3:00 PM which concrete pours Construction will be responsible for the next day, the lot numbers assigned and if there is going to be a NJDOT concrete plant inspector.

   d. <u>If Materials personnel are responsible</u> for on-site testing, Construction needs to take no further action.

   e. <u>If Construction personnel are responsible</u> for on-site testing, the following guidelines are to be followed. Testing will conform to random sampling procedure when concrete strength specimens are to be molded.

   f. By 8:00 AM the day after the pour, the Resident Engineer's office will notify the Materials Team Leader of pours covered (lot #'s), number of cylinders made, exact location of the cylinders to be picked up and FAX the LB-201 to the Materials Team Leader.

   NOTE: COMMUNICATION BETWEEN THE RESIDENT ENGINEER'S OFFICE AND THE MATERIALS TEAM LEADER IS EXTREMELY IMPORTANT TO COORDINATE THE OPTIMUM INSPECTION AND TESTING OF CONCRETE POURS.

2. FORMS:

LB-125 - Portland Cement Concrete Proportions (Completed Sample)	Attachment "A"
LB-201 - Portland Cement Concrete-Inspection/Testing	Attachment "B"
LB-296 - Notice of Non-Complying Material	Attachment "C"
LB-326 - Cylinder Data Card	Attachment "D"
Random Sampling Plan	Attachment "E"

3. CONSTRUCTION ASSIGNMENT PROCEDURES

The Resident Engineer shall be responsible for providing the certified Engineer or Technicians with the following:

a. Time, location, approximate quantity, class and type of mix for each pour.

b. The pertinent information from Form LB-125.

c. Telephone numbers for the Materials Team, the Regional Materials office and the concrete supplier.

d. A random sampling schedule for each pour for which concrete cylinders are to be made.

e. The pertinent information including specifications for air entrainment and slump tests, type of mixing, time limitations and revolutions allowed.

f. The equipment and appropriate forms needed to properly accomplish his/her duties.

4. SPECIAL NOTE ON CONCRETE POURS UNDER 21 CUBIC YARDS (16 CM):

The Resident Engineer has the right to waive strength testing (cylinders) for lots consisting of fewer than three truckloads or batches, or containing 21 cubic yards (16 cubic meters), or less. This is in accordance with Note 4 of Table 914-4. This does not mean that small pours should never be tested. Resident Engineers should use judgment in exercising the right to waive testing. If the Resident Engineer decides to waive the concrete field testing, the Engineer/Technician should have the concrete testing equipment and applicable information available, if the need arises during the concrete pour. Following are guidelines for when small pours should be covered:

a. If there are on-going small pours on the project, some of those pours must be covered. You may want to cover one or two per week if every day there is a 10 cubic yard (8 cubic meter) pour.

b. If the item is a pay adjustment item, it should be covered regardless of the size of the pour. This often becomes an issue with parapets and diaphragms.

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c. If there have been problems with failing material on the project or from a certain supplier, the Resident Engineer should advise the Regional Materials Engineer of the problem and consider covering all pours.

d. If the inspector suspects a problem with the material, he will perform air and slump testing and/or take cylinders for strength testing. Testing is needed for rejection, if applicable.

It is very important that proper sampling rates are maintained on our projects. On Federally funded projects, if we do not properly sample and test the materials, funding will be withheld. The Department does not want to have a lower level of quality on State funded projects so the same sampling rates and criteria are used on these projects as well.

5. SAMPLING FRESHLY MIXED CONCRETE – Reference AASHTO T-141

a. Apparatus

Concrete Receptacle (wheelbarrel)
Square Tipped Shovel
Concrete Scoop
Slump Cone and funnel
Tamping Rods (1-small 5/8" diameter for cylinders and 1-large 5/8" diameter for air meter and slump)
Strike off bar
Flat, moist non-absorbent rigid surface
Ruler
Air Content Meter, Type
Concrete Thermometer
Brush or Sponge
Pointed Trowel
Rubber or rawhide mallet
Gallon plastic bucket
Molds, 4" x 8" cylinder molds and coverings when strength tests are required.

b. Documentation

1. Assure that the concrete truck has been approved.

2. Check concrete ticket for information required by Section 405.08 of the Standard Specifications.

3. Check to insure the concrete ticket has been signed by the NJDOT plant inspector (if there is one).

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c. Random Sampling and Timeliness of Tests

Use random sampling plan to determine necessary trucks to be tested for compressive strength. (See Attachment "E")

1. The size of the sample shall be a minimum of one cubic foot (28 liters). Smaller samples are permitted for routine air content and slump tests.

2. Sampling from stationary mixers, revolving drum truck mixers, or agitators. The sample shall be taken after at least one-quarter cubic yard (0.2 cubic meters) of concrete has been discharged unless specified otherwise. Sample by repeatedly passing a receptacle through the entire discharge stream or by completely diverting the discharge into a sample container. The sample should not be obtained until all water has been added.

3. Tests are to be run within specified time limits.

IMPORTANT: While slump and air entrainment tests are being performed, discharge from the truck being tested shall be halted!

4. Re-mixing the Sample

The sample shall be transported to the place where testing is to be performed and shall be re-mixed the minimum necessary to insure uniformity. The sample specimen shall be protected from sunlight and wind during the period between sampling and testing.

6. SLUMP TEST – Reference AASHTO T-119

a. Reporting Results

Notify Contractor personnel of the test results. If the slump does not comply with the specification, Construction personnel are to take the appropriate action and then notify the plant inspector. Complete Form LB-296 (if applicable) and Form LB-201.

7. AIR CONTENT - Reference AASHTO T-152, AASHTO T-196

a. Checking Accuracy of Meter

Calibration test must be made as frequently as necessary to ensure that the correct air contents are being indicated on the pressure gage air content scale. (Materials Team's responsibility). Additional checks should be made when air content results are questionable.

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b. Reporting Results

Notify Contractor personnel of the test results. If the result of the air test does not comply with the specification, Construction personnel are to take the appropriate action and then notify the plant inspector. Complete Form LB-296 if applicable and complete Form LB-201.

8. MOLDING CONCRETE SPECIMENS – Reference AASHTO T-23

Note: Care should be taken to insure that the seal is not embedded into the point where it will be covered by flow of the mortar.

a. Reporting Results

Complete Form LB-201 and Form LB-326. Original report and cylinder data cards shall accompany specimens. The Materials Team is responsible to insure the specimens are delivered to the laboratory. All original forms must have original signatures.

b. Marking Specimens (Materials Team's responsibility)

After removing specimens from molds, specimens shall be marked with black waterproof ink for identification. The identification must include job title (Route and Section number), seal number, and date made. Indicate lot number, class of concrete, and day of test, i.e., 3-day, 7-day, 28-day, etc.

c. Transporting Specimens (Materials Team's responsibility)

1. Procedure: AASHTO T23

NOTE: Extreme care should be taken when transporting specimens. Specimens shall be placed in the transporting vehicle in such a manner as to prevent damage by rolling or jarring. Under no circumstances should specimens be stacked.

d. Distribution of Forms

Form	Distribution
LB-201	1. Original with LB-326 to Laboratory 2. Materials Field Office File 3. Resident Engineer (If Requested)
LB-296	1. Original - Bureau of Materials 2. Resident Engineer 3. Regional Materials Office 4. Regional Construction Engineer 5. Materials Field Office

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11. INSTRUCTIONS FOR FILLING OUT CONCRETE TESTING FORMS

LB-201 PORTLAND CEMENT CONCRETE-INSPECTION/TESTING (Attachment "B")

ITEM ON FORM	EXPLANATION
top of page	
Type of Mixing	central, transit from LB-125 (Attachment "A")
Age To Be Tested	28 days or as needed
Proposed Use (Type of Const.)	wall, deck, etc.
Pay Item Qty.	
Class Concrete	class of concrete delivered to job site as assigned by Materials Team Leader (may be different from "Class Concrete" a higher class concrete than the item calls for may be used, but not a lower class concrete)
Lot No.	
Mix Design ID	first truck ticket from plant
Cement, Fine Agg., Coarse Agg. Sources	from LB-125 for Mix Design ID and also on first truck ticket from plant
Exact Location of Pour	structure #, station, etc.
right side of page	
Laboratory Serial Numbers	leave this area blank
Non-Pay Adj. / Pay Adj.	check one as appropriate
REPORTS TO	fill in the names for: Resident Engineer Regional Materials Office (2) Contractor Supplier
the following items are filled in for each load tested	
Time Loaded	time clock stamp on truck delivery ticket
Mixing Rev. / Total Rev.	transit mix - from counter on truck
Total Water Plant & Job site	from truck ticket and water meter on truck

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Maximum Water Allowable	from LB-125
Sample From (Truck No.)	check delivery ticket to confirm
Air Test By, Slump Test By,	tester's initials
Cylinders Molded By	tester's initials
Quantity Represented	cubic yards (CM) on truck
Seal Nos. 1 & 2	# from seals placed in cylinders
Slump	to nearest ¼ inch (5 mm)
A.E. Cont. (% corr.)	entrained air result after correction is subtracted, (correction factor is available from Regional Materials office)
A.E. & Chem. Admixture & Dosage Rate	from truck ticket, (note if dosage is per 100# cement or per cubic yard)
Plant Inspector	ticket is signed, or "none"
W/C Ratio (Water to Cement Ratio)	lbs (kg) of water / lbs (kg) of cement; gallons (liters) of water / bags of cement (94# /bag)

Only "Remarks" and signature as "Person(s) Performing Test(s)" should be filled in below this line.

Note: Items not listed are self-explanatory.

LB-296 NOTICE OF NON-COMPLYING MATERIAL (Attachment "C")

This form is to be completed and given to the Resident Engineer within 24 hours of rejection of material. If the MATERIALS DISTRIBUTION is skipped in order to include the Resident Engineer's comments in the initial distribution, add "Materials Team file" to the CONSTRUCTION DISTRIBUTION list. Items not specifically addressed are self-explanatory.

ITEM ON FORM	EXPLANATION
Report No.	from Materials Team Leader (consecutive numbering on an annual basis)
Inspector's Name	inspector who rejected the material
Type Material, Use and Location of Inspection	class of concrete, type of construction, station or structure,etc.
Reason for Noncompliance	note test results, quote specification, etc.

Persons Notified	names of persons t[illegible] of the non-complying materi[illegible]ding affiliation, exam[illegible]hn James, Resident Engine[illegible] NJDOT; John Smith-Contra[illegible]'s foreman; etc.

LB-326 CYLINDER DATA CARD (Attachment "D")

This form is used to submit 28-day b[illegible]ak cylinders [illegible]d 14-day break [illegible]MC cylinders to the Bureau of Materials lab in Ewing. [illegible] is not [illegible]d f[illegible] cylinder[illegible]re not molded. It is not used for early break cylinde[illegible]s as they are b[illegible]n in the [illegible]egional labs (submitted only on LB-201). Fill in only t[illegible]e ite[illegible]s listed be[illegible].

ITEM ON FORM	EXAM[illegible]E / EXPLANATION
Project	"Ro[illegible]e [illegible]8 Section 4D, 5D & 6C"
Lot No.	"[illegible]"
Date Cast	[illegible]J601" is June 6, 2001
Date to be Tested	[illegible]4-01" is 28 days after above date
DP #	
Supplier ID #	

The following inform[illegible]ation is entered ac[illegible]oss the page, one line per set (2) of cylinders molded, slump test [illegible]nd air test

Seal No.	seal no. from molded cylinders, two seal nos. per line
Slump	report slump as recorded on LB 201
Air	report air as recorded on LB 201
Item	item no., as needed
Qu[illegible]tity	" 1 ", for each item no. listed
Con[illegible]nts:	fill in when applicable

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Master/ MD LB-125

New Jersey Department of Transportation
Portland Cement Concrete Proportions
Region South Materials

Date 1/9/2006

PAGE 1

Producer & Location:	R. E. Pierson - Bridgeport, Logan, Vineland, and Mt. [illegible] NJ
Fine Aggregate Producer & Location	R. E. Pierson Materials, Bridgeport NJ
Coarse Aggregate Producer & Location	Hanson Aggregates, [illegible]nn Mills Pa.
Cement Brand, Type, & Location	Lehigh Type I, Eva[illegible]ille Operations, (formerly Allentown)

Aggregate Data as Established by the [illegible]oncrete Supplie[illegible] Mix Design

AGGR.	SIZE	Dry Rodded Weight	ABS.	SS[illegible] SP. GRAV.	F.M.	LA	ASR
Fine		105	0.7	2.6[illegible]			0.2
Cor. Agg.	# 57	101 Gneiss	0.4	2.81		22	

SPECIFIED MATERIAL [illegible] BIC YARD BATCH

Class Concrete & Serial No.	Cement (LBS)		Pounds of Aggregate (SSD) Fine Aggregate MAT.		Coarse Aggregate # [illegible]		MAX. Water Gals.	Design Water Gals.	Aggregate Correction Factor %
A a/e R408204	**658**		**120[illegible]**		**[illegible]**		**35.0**	**32.8**	**0.4**
[illegible]/e R408207	**564**		**1[illegible]**		**1[illegible]0**		**33.0**	**31.8**	**0.3**
C a/e R408475	**517**		**1[illegible]0**		**1850**		**33.0**	**30.7**	**0.4**
S a/e Tremie	**658**		**12[illegible]**		**1750**		**45.6**	**34.9**	**0.4**

Admixtures & Manufacturers Recommended Dosage

Manufacturer	Location	Admixture	Type	Product
Axim	Mid[illegible]anch OH	Catexol AE 260		Air Ent. Admixture
Axim	Mi[illegible]ranch OH	Catexol 3000 GP	A	Water Reducer
Axim	M[illegible]branch O[illegible]	Catexol 1000 R	D	WR & Retarder
Axim	[illegible]iddlebranch [illegible]H	Catexol 1000 N	A	Water Reducer
Axim	[illegible]iddlebran[illegible]	Catexol SP M	F	High Range WR
Axim	[illegible]iddlebra[illegible]	Catexol 1000 SP MN	F	High Range WR

NOTE: See Tables [illegible]1 and 914-2 for type of construction and Project's Special Provisions for the mix de[illegible]ns and admixtures listed above.

Copies To: Bureau [illegible] Materials
Region South Materials
Plant (2)
Team

PREPARED BY

Edward J Powell
Region South Materials

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Form LB-201 -2001

SAMPLE

NEW JERSEY DEPARTMENT OF TRANSPORTATION

Division of Construction Services and Materials

PORTLAND CEMENT CONCRETE-INSPECTION/TESTING

DP#

Report No.

Project:		Federal Project #	Region
Contractor and Location			Laboratory Serial Numbers
Supplier and Plant Location			
Age to be Tested	Date Made	Type Mixing	
Proposed Use		Item	
Total Cubic (Meters) Yards Placed		Pay Item Qty	
Class of Concrete	Lot No.	Mix ID #	
Cement Source and Type			
Cement Replacement Type and Source			
Fine Aggregate Source and Location			
Coarse Agg. Source and Location			
Exact Location of Pour			

Time Loaded						
Time Start to Unload						
Time Discharge Complete						
Total Rev's / Mixing Rev's						
Total water (agg's, plant, jobsite) (L) (GALS)						
Sample from (location) Truck's						
Air Meter No.						
Air Test by (AASHTO T-152)						
Slump Test by (AASHTO T-119)						
Cylinders Molded by (AASHTO T-23)						
Quantity Represented (M^3) (yds^3)						
Quantity Rejected (M^3) (yds^3)						
Seal No.'s 1						
Seal No.'s 2						
Slumps (mm) (inches)						
Air Temps.						
Concrete Temps. (ASTM C-1064)						
E. A. Cont. (% Corr.)						
W/C Ratio						
E. A. Admixture & Dosage Rate						oz per 100 lb cement
Chemical Admixture and Dosage Rate						oz per 100 lb cement
Chemical Admixture and Dosage Rate						oz per 100 lb cement
Chemical Admixture and Dosage Rate						oz per 100 lb cement
Plant Inspector						

Reports To:

Date Received At Lab:		Date Tested			Age Tested:	
Lab Serial Numbers	1					
	2					
Cylinder Diameter	1					
	2					
Maximum Load - Pounds Force	1					
	2					
Compression (Mpa) (PSI)	1					
(AASHTO T-22) (Mpa) (PSI)	2					
Avg. Compressive Strength (Mpa) (PSI)						
Type of Break						
Avg. Comp. Lot Strength (Mpa) (PSI) =			Standard Dev.=			Q =

Pay Adj.	Non Pay

Remarks: Cylinder Curing and Storage Temperature (first 24 hours)

High_____ F/C Low_____ F/C

DISPOSITION: _____ **PPA=**

Person Performing Test _____

Reviewed By _____

Title _____

Signed _____

Bureau of Materials

Regional Laboratory
Resident Engineer
Materials Field Office

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Form LB-296
11/89

NEW JERSEY DEPARTMENT OF TRANSPORTATION
Bureau of Materials
NOTICE OF NONCOMPLYING MATERIAL

INSPECTOR'S NAME:

TYPE MATERIAL, USE AND LOCATION OF INSPECTION

ITEM NO.	QUANTITY	TIME OF INSP.	WEATHER	TEMPERATURE

ROUTE OR PROJECT NAME | FEDERAL PROJECT NO.

REGION | MATERIAL SUPPLIER AND LOCATION

REASON FOR NONCOMPLIANCE WITH CONTRACT (Explain in full; notify specification, location, location by station and offset, truck number, weight, volume, lot number or area involved.)

DISPOSITION OF MATERIAL

REMARKS: (Document here any observations, remarks of instructions given and by whom with respect to this material.) If additional space is needed use back of this form.

PERSONS NOTIFIED:

PREPARED BY: | TITLE:

MATERIAL DISTRIBUTION: Bureau of Materials, Regional Materials Engineer, Regional Construction Engineer, Supervising/Project Engineer, Resident Engineer, and File.

RESIDENT ENGINEER'S COMMENTS:

RESIDENT ENGINEER'S SIGNATURE: _____ DATE: _____

CONSTRUCTION DISTRIBUTION: Bureau of Materials, Regional Materials Engineer, Regional Construction Engineer, Supervising/Project Engineer, and File.

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ATTACHMENT "D"

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Form LB-326 M 1/98

NEW JERSEY DEPARTMENT OF TRANSPORTATION
Bureau of Materials Engineering and Testing
METRIC

Cylinder Record
152.4 mm x 304.8 mm
101.6 mm x 203.2 mm

DP No. (1–6)
Lot No. (7–13)
Re-Test (14)
Pre-stress (15)

Project
Date Cast (16–21)
Date Tested (22–27)
Supplier (28–37)
Admix. (38–42)
Date to be Teste[illegible] By

Test	Lab Ser No	Seal No	Load (N)	Str (MPa)	Lab Ser No	Seal No	Load (N)	Str (MPa)
1	43–48			49–53	54–58			59–62
2	71–76			77–81	82–87			87–90
3	99–104			105–109	110–114			115–118
4	127–132			133–136	138–142			143–146
5	155–160			161–165	166–171			171–174
6	183–188			189–193	194–199			199–200

Test	Slump (mm)	Air
1	63–67	68–70
2	91–95	96–98
3	119–123	124–126
4	147–151	152
5	175–179	180–182
6	201–202	203–205

Item	Quan.	Item	Quan.
206–208	209–214	215–218	219–225
226–227	228–234	235–238	239–245

Comments:

ATTACHMENT "E"

SAMPLE SELECTION TABLE

1	2	3	(4)	(5)	6	7	8	9	(10)	11	12	13	(14)	15	16	(17)	18	19	20
(21)	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

RANDOM NUMBER TABLE

57	72	88	24	86	25	9	15	20	31	[illegible]	71	[illegible]	84	3	27	64	6	34
69	45	65	90	16	48	81	73	74	[illegible]	47	22	[illegible]	8	[illegible]	37	75	68	100	3
67	78	36	87	76	26	13	23	[illegible]	2	19	[illegible]	49	58	[illegible]	61	91	99	54	94
95	56	89	80	30	70	18	85	[illegible]	92	[illegible]	[illegible]	35	3	39	44	38	41	50	21
53	START 2	42	66	97	60	93	[illegible]	(14)	51	[illegible]	43	[illegible]	(5)	28	11	(17)	63	32	52
70	29	40	62	14	45	[illegible]	[illegible]	11	[illegible]	32	27	[illegible]	41	(21)	71	55	9	23	57
31	48	15	54	22	76	[illegible]	33	56	[illegible]	53	[illegible]	[illegible]	64	96	60	36	(4)	82	65
85	33	46	92	89	[illegible]	[illegible]	90	[illegible]	70	8	[illegible]	47	7	34	80	50	74	39	77
67	12	100	51	44	[illegible]	98	[illegible]	[illegible]	49	[illegible]	[illegible]	38	58	73	75	91	25	88	10
52	59	42	18	68	37	94	[illegible]	79	[illegible]	[illegible]	97	81	86	24	16	87	84	5	93
76	85	46	73	52	94	[illegible]	[illegible]	20	[illegible]	69	86	53	77	84	18	97	24	9	57
91	62	33	31	39	19	[illegible]	42	[illegible]	[illegible]	37	75	48	26	99	96	3	30	74	2
95	13	21	88	90	[illegible]	[illegible]	23	[illegible]	28	51	43	54	58	83	8	65	59	63	41
10	45	5	44	36	[illegible]	68	[illegible]	[illegible]	29	100	56	87	6	82	64	4	17	81	67
93	16	34	66	[illegible]	[illegible]	[illegible]	[illegible]	40	14	60	92	1	50	55	89	22	72	35	12

END

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INSTRUCTIONS

1. In the Sample Selection Table, cross out all numbers that are greater than the lot size. (Number of trucks per lot.)

2. Divide the remaining numbers into as many approximately equal subgroups as there are samples to be drawn. (Pay adjustment: Class A = 6, B = 5, C = 4; Non-pay adjustment: Class A = 3, B = 2, C = 1.) In the event of less truck loads delivered than samples called for, only one sample will be taken per truck and therefore there will be be less samples than called for.

3. Using the Random Number Table, select a single sample from each subgroup, by arbitrarily picking a starting point and proceeding in any direction until a truck from each subgroup is selected.

ATTACHMENT "E"

SAMPLE SELECTION TABLE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	[illegible]	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	[illegible]	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	[illegible]	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	[illegible]	98	99	100

RANDOM NUMBER TABLE

57	72	88	24	86	25	9	15	20	31	[illegible]	59	[illegible]	[illegible]	33	[illegible]	64	6	34
69	45	65	90	16	48	81	73	74	4	[illegible]	79	[illegible]	62	[illegible]	[illegible]	68	100	3
67	78	36	87	76	26	13	23	77	[illegible]	[illegible]	[illegible]	[illegible]	82	[illegible]	[illegible]	99	54	94
95	56	89	80	30	70	18	85	40	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	41	50	21
53	2	42	66	97	60	93	46	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	63	32	52
70	29	40	62	14	45	69	61	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	9	23	57
31	48	15	54	22	76	35	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	4	82	65
85	33	46	92	89	3	26	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	74	39	77
67	12	100	51	44	43	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	25	88	10
52	59	42	18	68	37	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	84	5	93
76	85	46	73	52	94	32	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	24	9	57
91	62	33	31	39	19	49	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	30	74	2
95	13	21	88	90	11	47	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	59	63	41
10	45	5	44	36	27	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	17	81	67
93	16	34	66	80	25	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	72	35	12

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F-12

INSTRUCTIONS

1. In the Sample Selection Table, cross out all numbers that are greater than the lot size. (Number of trucks per lot.)

2. Divide the remaining numbers into as many approximately equal subgroups as there are samples to be drawn. (Pay adjustment: Class A = 6, B = 5, C = 4; Non-pay adjustment: Class A = 3, B = 2, C = 1.) In the event of less truck loads delivered than samples called for, only one sample will be taken per truck and therefore there will be be less samples than called for.

3. Using the Random Number Table, select a single sample from each subgroup, by arbitrarily picking a starting point and proceeding in any direction until a truck from each subgroup is selected.

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION F-13	DATE
CONSTRUCTION OPERATIONS	QUALITY CONTROL AND QUALITY ASSURANCE CONTRACTOR'S ACI CERTIFIED INSPECTORS	05/15/06

In accordance with Specification Subsection 106.03 Materials, Inspections, Tests and Samples, the Contractor shall appoint sufficient personnel, certified by the NJACI as Concrete Construction Technologists, or personnel certified by ACI as Concrete Transportation Construction Inspectors, to monitor and report daily operations for concrete placement. Documentation of the training and certification of the Contractor's personnel shall be provided to the Engineer prior to the start of concrete operations. This documentation will be reviewed for completeness and placed in a file labeled "Contractor Personnel Required Certifications".

The following requirements shall apply for daily concrete placement quantities greater than 21 cubic yards (16 cubic meters) and for all cast-in-place structural concrete placements regardless of quantity. The Resident Engineer will provide the following forms to the Contractor at the Preconstruction Conference (CPH Sec. III-A): Form DC-183 (Attachment "A"), Concrete Placement Certification, Form DC-184 (Attachment "B") and Concrete Post-placement Certification, Form DC-185 (Attachment "C").

The Contractor's on-site certified personnel shall be responsible for monitoring and reporting the placement of concrete at all times throughout the duration of the Project, on the forms provided. The Contractor's certified personnel shall be present prior to the start of each concrete placement, and shall remain in attendance until all operations associated with the placement have been completed. If the Contractor schedules multiple concrete placements at the same time the Contractor will be required to supply the corresponding number of ACI Certified Inspectors. These changes in the Specifications must be discussed with the Contractor at the Preconstruction Conference (refer to CPH Sec III-A) and the at PRE-CONCRETE PLACEMENT MEETING (refer to CPH Sec VI-A).

The following are the NJDOT Construction's responsibilities for projects placing concrete. The name of the Contractor's certified inspector is to be included on all DC-29 inspection reports for concrete pay items including the time present.

1. Concrete Pre-placement Certification (Form DC-183); Attachment "A"

   The Contractor's ACI Certified Inspector shall submit to the Resident Engineer or designated representative, a fully completed and signed concrete pre-

placement certification (Form DC-183) prior to the release of the concrete from the plant. The NJDOT inspector shall verify that the checklist is accurate and complete before affixing approval signature. This DC-183 form is to be attached to the DC-29, recording the concrete placement. If any corrective actions were needed before obtaining the NJDOT Construction inspection approval signature, the DC-29 report shall note this and the corrective work that was required.

2. Concrete Placement Certification (Form DC-184); Attachment "B"

   The Contractor's ACI Certified Inspector shall be present prior to the start of each concrete placement and shall remain in attendance until all operations associated with the placement have been completed. The Contractor's ACI Certified Inspector is responsible for monitoring placement of the concrete to insure that the concrete is placed in accordance with NJDOT standards and is to certify on the concrete placement certification form (Form DC-184) compliance with these requirements. This report is to be submitted within one working day upon completion of the concrete placement. The DC-184 is to be attached to the NJDOT Construction Inspection DC-29 payment report for the concrete placed. No payment is to be made until this DC-184 report is received. If any corrective actions were needed before obtaining the NJDOT Construction approval signature, the DC-29 report shall note this and the corrective work that was required. If the NJDOT inspector is in disagreement with any aspect of the Contractor's ACI signed checklist it is to be noted on the checklist and on the DC-29 report.

3. Concrete Post-placement Certification (Form DC-185); Attachment "C"

   The Contractor's ACI Certified Inspector shall be responsible for monitoring the placed concrete during the required curing duration in accordance with the NJDOT Specifications and is to certify on the concrete placement certification form (form DC-185) compliance with these requirements. The DC-185 is to be submitted to the Resident Engineer within one working day upon completion of the required curing duration. If any corrective actions were needed before obtaining the NJDOT Construction approval signature, the NJDOT inspectors DC-29 daily progress report shall note this and the corrective work that was required. This form is to be filed in the respective concrete pay item folder after review for completeness. If the NJDOT inspector is in disagreement with any aspect of the Contractor's ACI signed checklist it is to be noted on the checklist and on the DC-29 report.

PROVIDED

ATTACHMENT "A"

Form DC-183 05/01

CONCRETE PRE-PLACEMENT CERTIFICATION

PROJECT: _____ Tracking # _____
LOCATION _____ (Same Pre through Post Certification)
ITEM # _____ DESCRIPTION
DATE OF POUR
WORK PERFORMED BY ____ PRIME _____ SUBCONTRACTOR NAME
WEATHER CONDITIONS AIR TEMPERATURE _____ SURFACE TEMPERATURE _____

RESCINDED

PRE-PLACEMENT CHECKLIST		YES	NO	NA
1	IS SUBGRADE SUFFICIENTLY MOIST?			
2	ARE REBAR CLEARANCES AS PER PLAN REQUIREMENTS?			
3	IS REBAR TIED IN ACCORDANCE WITH SPECIFICATIONS?			
4	WAS EPOXY REBAR COATING CHECKED FOR DINGS AND SCRATCHES? AND REPAIRED?			
5	IS FORMWORK MORTAR TIGHT, RIGID AND SURFACES SMOOTH?			
6	ARE CURING PROVISIONS IN PLACE FOR COLD/HOT WEATHER CONCRETING?			
7	IS CONCRETE CYLINDER CURING BOX/WATER BATH ON SITE AND CLOSE TO POUR?			
8	ARE CURING MATERIALS/EQUIPMENT ON SITE (FOGGING EQUIPMENT, POLYETHYLENE, CURING COMPOUND, BURLAP ETC)? SPECIFY TYPE			
9	HAS A DRY RUN BEEN DONE WITH FINISHING MACHINE TO CHECK CLEARANCES AND GRADES? (DECK ONLY)			
10	IS THERE SUFFICIENT PERSONNEL/BACKUP EQUIPMENT ON SITE?			

_____ _____
CONTRACTOR'S SIGNATURE TIME/DATE NJDOT SIGNATURE TIME/DATE

(both signatures must appear prior to release of concrete from the plant)

ATTACHMENT "B"

Form DC-184 05/01

CONCRETE PLACEMENT CERTIFICATION

PROJECT: _____ Tracking # _____
LOCATION _____ (Same Pre through Post Certification)

ITEM # _____ DESCRIPTION
DATE OF POUR
WORK PERFORMED BY ____ PRIME _____ SUBCONTRACTOR NAME
WEATHER CONDITIONS AIR TEMPERATURE _____ SURFACE TEMPERATURE____

	PLACEMENT CHECKLIST	YES	NO	NA
1	HAS FORMWORK STAYED MORTAR TIGHT, RIGID AND PLUMB?			
2	WERE REBAR CLEARANCES MAINTAINED?			
3	IS CONCRETE OF THE PROPER CLASS, COMPOSITION AND PROPORTIONS?			
4	IS WATER/CEMENT RATIO WITHIN LIMITS?			
5	IF WATER WAS ADDED TO MIX, WHY? EXPLAIN:			
6	HOW WAS THE CONCRETE PLACED? (PUMP, BUCKET, TRUCK ETC.) SPECIFY _____			
7	WAS THE CONCRETE DROP LESS THAN FIVE FEET? (FOR UNCONFINED DROPS)			
8	WAS THE PLACEMENT RATE SPECIFIED MAINTAINED?			
9	WAS CONCRETE CONSOLIDATED PROPERLY?			
10	WAS CONCRETE SURFACE FINISHED TO REQUIRED STANDARDS?			
11	WAS PROPER CURING TECHNIQUE (SPECIFIED ON THE PRE-PLACEMENT CERTIFICATION) UTILIZED?			
12				

RESCINDED

_____ _____
CONTRACTOR'S SIGNATURE DATE NJDOT SIGNATURE DATE

Form DC-185 05/01

CONCRETE POST-PLACEMENT CERTIFICATION

PROJECT: _____ Tracking # _____
LOCATION _____ (Same Pre through Post Certification)
ITEM # _____ DESCRIPTION
DATE OF POUR
WORK PERFORMED BY ____ PRIME _____ SUBCONTRACTOR NAME
WEATHER CONDITIONS AIR TEMPERATURE _____ SURFACE TEMPERATURE

	POST-PLACEMENT CHECKLIST	YES	NO	NA
1	WERE CURING TEMPERATURES MAINTAINED? (ATTACH LOG)			
2	WERE SPECIFIED CURING DAYS MET? (ATTACH LOG)			
3	WERE FORMS STRIPPED AT SPECIFIED DATES AND CONCRETE RUBBED IN ACCORDANCE WITH SPECIFICATIONS?			
4	HAS ANY CRACKING OCCURRED? IF YES, DESCRIBE ON ATTACHED SHEETS.			
5	HAS ANY SPALLING OCCURRED? IF YES, DESCRIBE ON ATTACHED SHEETS.			
6				
7				
8				
9				

RESCINDED

_____ _____
CONTRACTOR'S SIGNATURE DATE NJDOT SIGNATURE DATE

File: ACI Form 5-30-01

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION F-14	DATE
CONSTRUCTION OPERATIONS	QUALITY ASSURANCE HOT MIX ASPHALT CORING SAMPLES	05/15/06

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F-14

1. REQUEST FOR CORING SAMPLE LOCATIONS:

Refer to the Contract's Specifications Subsection 404.23 "Core Samples". Upon completion of a lot(s) of Hot Mixed Asphalt (HMA) the Resident Engineer will fax the limits of the lot(s) to Bureau of Materials Coring Section (FAX 509-530-5339) on forms (Attachment "A" and "B") provided at the pre-paving meeting. Lot definitions for HMA are in Section 404.20 Air Voids Acceptance Plan and for Superpave HMA are in Subsection 406.12 Air Void Acceptance Plan. Test strip coring requirements are listed in Subsection 404.18 "Compaction" of the Contract Specifications. The Resident Engineer is to also indicate on the forms the areas not to be cored:

- Near loop detectors, furnish accurate field locations.
- Within 100 feet (30 meters) of a bridge.
- Within 2 feet (0.6 meters) of unconfined pavement edge.
- On a transverse or longitudinal joint.
- Within 25 feet (7.5 meters) of a manhole or inlet.
- In a pavement transition area.
- Within 50 feet (15 meters) of an intersection or commercial driveway remaining open to traffic during construction.

Core locations for the lot will be returned by fax to the Resident Engineer within 24 hours (1 working day).

2. CORING, HANDLING AND DELIVERY TO THE LABORATORY:

The Contractor shall obtain acceptance cores at the provided locations in the presence of the Engineer. The Engineer may change the core location if there is a physical obstruction, a safety problem or the core falls in an area not to be cored as noted in paragraph 1. If the core must be relocated, it should be within the same

general area with the same offset and the new location should be noted on the sample location sheet and the LB-286 card. Cores will be measured and marked with the number and assigned a core letter. The core cards (LB 286) will be properly filled out by the Engineer and included with the cores, placed in a lockable, sealed box for delivery by the Contractor. The sealed boxes with the cores shall be delivered to the Pavement Density Room in the Bureau of Materials Laboratory in Ewing, NJ. For lots containing a test strip and the first production lot, cores shall be taken no sooner than 12 hours after completion of paving and delivered no later than 48 hours after completion of the paving lot. For all other lots, cores shall be taken no sooner than 12 hours after completion of paving and delivered no later than six working days after completion of the paving lot.

3. CORING RESULTS:

Core results for each lot will be returned in a timely manner to the Resident Engineer for distribution to the Contractor. Requests for recoring shall NOT be submitted unless the Resident Engineer, or the Contractor through the Resident Engineer can show some substantial error occurred or an unusual situation existed during the original coring. If additional cores are required due to test results on a lot of HMA paving, new locations will be requested as stated in paragraph 1 above. The additional cores shall be taken within 10 days of the return of initial core results and delivered as stated in paragraph 2 above.

4. FINAL CORE SUMMARY:

When paving is completed, the Resident Engineer will notify the Coring Section and provide Rolling Straight Edge results for inclusion in the Final Core Summary (FCS). The FCS, including the applicable pay adjustments/pay factors per the specifications, will be compiled by the Coring Section and sent to the Resident Engineer. Upon receipt of the FCS, the Resident Engineer will have five days for review and comment prior to distribution by the Bureau of Materials. (Refer to CPH Section VII-F)

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F-14

ATTACHMENT "A"

New Jersey Department of Transportation
Bureau of Materials Engineering and Testing

FAX

Date Sent: _____

To:	**(CORING)**	**From:**	
Fax:	(609) 530-5339	**Fax:**	
Phone:	(609) 530-2311	**Phone:**	
Re:	Paving Limits for Core Sampling Plan (Core Layout)		
Project:		**Job #:**	

LOT #		
SURF	LEVEL	BASE

ITEM #	HMA MIX

LOT SIZE	
M	TONS

IF SURFACE LIFT, CORE FOR:

AIR VOIDS and THICKNESS _____ **AIR VOIDS ONLY** _____

Fill in Plan Thickness below if coring for THICKNESS is in addition above.

PLAN SURFACE THICKNESS _____ **PLAN TOTAL THICKNESS** _____

If SHOULDERS, is this FULL DEPTH CONSTRUCTION or RESURFACING ?

FULL DEPTH _____ **RESURFACING** _____

Date Paved: _____

Route / Road Paved: _____

AREA	
SM	SY

LANE	START STATION	END STATION	WIDTH

Please Check if ☐ Last Lot of the Job Mix
☐ Last Lot of the Completion of the Project

Attach additional pages if needed for additional paved areas.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F-14

ATTACHMENT "B"

New Jersey Department of Transportation
Bureau of Materials Engineering and Testing

FAX

Date Sent: _____

To: (CORING) **From:** _____
Fax: **Fax:** _____
Phone: **Phone:** _____
Re: Core Results Distribution

Project: _____ **Route:** _____ **Job #:** _____

1) Prime Contractor	
Address	
Phone #	Fax #

2) Paving Contractor	
Address	
Phone #	Fax #

3) HMA Supplier (A)	
Address	
Phone #	Fax #

4) HMA Supplier (B)	
Address	
Phone #	Fax #

SIGNED: _____ Resident Engineer

SIGNED: _____ Authorized Prime Contractor Representative

Distribution: Regional Materials Engineer

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION F-14

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION G	DATE
CONSTRUCTION OPERATIONS	REQUESTS FOR SERVICES REND[illegible] FROM OTHER NJDOT UNITS	05/15/06

RESCINDED 10/04/2022

1. BREAKAWAY COUPLINGS

   a. In accordance with contract specificati[illegible]kaw[illegible] couplings will be made available to the contractor upon written reque[illegible]he[illegible]sident Engineer.

      Upon receipt of the written request[illegible]nt E[illegible]gineer shall send[illegible]e c[illegible]ractor a letter of authorization for the [illegible]drawa[illegible] the breakaway coup[illegible]gs [illegible]n[illegible] Department stockroom located in [illegible]n #[illegible]099 Parkway Ave[illegible] Trent[illegible]ew Jersey. The memorandum sh[illegible]inclu[illegible]ute, section and [illegible]of ea[illegible]type required. (See Attachment "A")

      NOTE: The couplings[illegible]p between 8:30 [illegible]nd 3:[illegible]. Monday through Friday, except holi[illegible]

      Send a copy of the [illegible]randum of authorization t[illegible]M[illegible]ger, Bureau of Equipment and [illegible]e Ma[illegible] Bureau of Mat[illegible] Atte[illegible] Project Engineer Material Inspe[illegible].

2. REGIONAL TRA[illegible]C EN[illegible]EER, REGIONAL [illegible]AINTE[illegible]CE AND ELECTRICAL OPERATIONS

   a. The [illegible]sid[illegible]ineer is responsible [illegible]t[illegible]e services from the Regional Traffi[illegible]nee[illegible] Regional Maintenance [illegible]an[illegible]ctrical Operations to accomplish c[illegible]truction[illegible]ct activities for which the [illegible]ac[illegible]or is not responsible.

      [illegible]A r[illegible]est[illegible]or services should [illegible]be [illegible]ed for any work to be performed by DOT [illegible]s [illegible]n the project c[illegible]nt[illegible]provi[illegible] for that work to be performed by the [illegible]t.

      The Resident Engine[illegible]t an[illegible]ipate, as far in advance as possible the need for [illegible]ic control device[illegible]elec[illegible]wo[illegible] and other work or services to be performed by DOT forces. The Re[illegible]nt En[illegible]er will then notify the Project Manager.

   d. If the Project M[illegible]ger co[illegible] with the Resident Engineer that the contract requires DOT forces to [illegible]work or services, the Resident Engineer shall make a written request to the [illegible]pro[illegible] unit or person, i.e. Maintenance, Design, and/or Regional Traffic Engineer, etc.

3. OTHER UNITS

a. For planned changes in traffic patterns (detou diversionary roads), the Resident Engineer shall notify and request servic of the Regional Traffic Engineer approximately one (1) month in advanc e te tive date of the change. This date shall be finalized fifteen (15) wor days establishing detours and ten (10) working days prior to establishing ers ary s.

b. Requests by the Contractor for detours w e n ovided for in the contract plans shall be handled according to provisions of epartmental Poli 052 (at the expense of the Contractor) unles rmi that there was ov ght in the plans and a detour is determine be ne ary for the constructi f t or t.

c. For emergency situations t t req diate changes i patte refer to CPH VIII-B paragraph 1.d.

d. For work involving traf g signs, regulato nd dire l signs, traffic stripes and/or barricade or which do not come u rov s of any of the above, requests w e ma the Regional Traffic ineer.

e. For work which does me under the provi o e above, and which involves Ma nce fo , requests shall a minimum of one(1) month advance n e to the egional Maintenance ine th h the Executive Director of ional rations.

f. For involv ighway lighting r ests ich e to be handled only by State Fo s be made by the Proj nage to the Manager, Bureau of Traffic Si a Engineering, 60 day n ice. The Bureau of Traffic Signal & Safety Engi ering should provide rder to the Manager, Bureau of Mainten Engineering, 30 in ance to have the work performed. The M ager, Maintenance Eng em ill determine if the work can be performed by ate ces or by the cont r, and ke arrangements to have work completed by ested time.

E: For all Fed ed FHWA projects, the Resident Engineer shall secure tentative approval fr FHW s addressed in CPH Section IV-A prior to having any work performed by S Forc Any Force Account work performed by State Forces other than cons ction e g costs, needs to be approved by the FHWA.

RESCINDED 10/04/2022

ATTACHMENT "A"

NEW JERSEY DEPARTMENT OF TRANSPO[illegible]
MEMORANDUM

TO: Supply Support Technician I
Bureau of Equipment
Trenton

FROM:
Resident Engineer
Route Section

PHONE:

DATE:

SUBJECT: Authorization for [illegible]rawa[illegible]eakaway Coupling[illegible]

The _____ is authorize[illegible] ob[illegible]n from the Department of Transportation stockro[illegible]located Building No. 1, 999 [illegible]ark[illegible]nue, Trenton, New Jersey, breakaway coup[illegible]as r[illegible]ested.

The couplings m[illegible]e picked up between 8:30 a[illegible]nd 3:[illegible]p.m., Monday through Friday, except holidays.

The coupli[illegible]require[illegible]s follows:

_____ Breakaw[illegible]Coup[illegible]Type I (Base Type 1 & 2)

_____ Breaka[illegible]y [illegible], Type II (Base Type 3, 4, & 5)

_____
Resi[illegible]Engineer

c: Manager, Bureau of E[illegible]om
Manager, Bureau of Materials Attn: Project Engineer Materials Inspection

RESCINDED
10/04/2022

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION G-1	DATE
CONSTRUCTION OPERATIONS	QUALITY ASSURANCE/QUALITY OVERSIGHT INSPECTIONS CONDUCTED BY OTHER NJDOT UNITS	5/06

Various NJDOT units will be conducting inspections of construct throughout the State as part of their quality assurance/quality oversi function.

Upon completion of their inspection, the lead unit w ident o discuss or be given a draft copy of a written repo s time t ident neer will have the opportunity to have their input con idere lusion i port.

The lead unit responsible for the quality assu uality gh ction shall send copies of their report to the respective R Con gineer, the Bureau of Construction Engineering a Direct Consti Services and Materials.

NOTE: If there is a life-threatening s or a p for serious injury, these units have the authority to direct the Contract media the operation/project and immediately notify the Resi er.

RESCINDED

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION H	DATE
CONSTRUCTION OPERATIONS	TRAFFIC SIGNALS	5/15/09

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION H

In accordance with Subsection 702.05, a traffic signal system is considered as a separate entity, and maintenance and operational responsibility for the signal may be accepted by the Department prior to Completion. Before permitting any work on a traffic signal system, the Resident Engineer must review Section 700 of the contract specifications to ensure the appropriate specifications for traffic signal maintenance are in place. The Resident Engineer shall obtain assistance from Police Traffic Directors to handle traffic control if the integrity of the existing system is impaired. (Refer to CPH VIII-D).

As it pertains to this document, the Traffic Engineers from the Bureau of Traffic Signal and Safety Engineering (T.S.S.E.) Operations:

1. Existing Traffic Signals (Interim Traffic Signal System)

   a. Maintenance Responsibility During Construction

      1) The Resident Engineer will contact the Regional Electrical Engineer/ Construction who initiates an EL-9, which directs the Regional Electrical Maintenance Supervisor to arrange for an on-site inspection prior to the Contractor assuming maintenance responsibility of the traffic signal. The EL-9 also directs the Regional Electrical Maintenance Supervisor to turn the signal over to the contractor for maintenance. If the traffic signal is under the maintenance jurisdiction of another agency, the Resident Engineer will contact the appropriate agency and coordinate the Contractor's assumption of signal maintenance with the agency.

      2) When the Contractor first enters a Signal Controller Cabinet or performs any work on an existing traffic signal, the Contractor assumes responsibility for maintenance of the system until maintenance is formally assumed by the Department (or other agency).

      3) When the work on a signal has begun, the Resident Engineer will notify the Contractor by letter of its responsibility for traffic signal maintenance in accordance with Section 700 of the contract specifications. The notice will document the traffic signal location and the date when the Contractor has assumed traffic signal responsibility. A copy of this letter shall be sent to the attention of the Manager, Traffic Engineering and Investigations (T.E.I.)

      4) After the assumption of maintenance, the Contractor shall be responsible for

inspection of the traffic signal system in accordance with Section 700 of the contract specifications. The Contractor Maintenance Traffic Signal Inspection Report [FORM EL-16, GREEN ORIGINAL AND GREEN COPIES], supplied to the Contractor by the Resident Engineer (Attachment "A"), shall be filled out at the time the Contractor assumes maintenance responsibility, at any time the Contractor modifies the traffic signal and during the "every two months" inspection. Copies of the completed EL-16 shall be given to the Resident Engineer, who will send a copy to the Manager of Traffic Engineering and Investigations. The Contractor shall also place a copy of the EL-16 in the controller cabinet. If the Contractor responds to a system failure or vehicular knock down he shall fill out a Contractor Maintenance Emergency Call Record [EL-11 GREEN ORIGINAL AND GREEN COPIES Attachment "B"] which is supplied to the Contractor by the Resident Engineer. Distribution is the same as for the EL-16.

5) The Resident Engineer will notify the local municipal police department with the appropriate jurisdiction by letter that the Contractor is maintaining the traffic signal. In addition the notice will include the Contractor's name and telephone number for emergency contact purposes.

2. Temporary Traffic Signal Turn-On

a. When a temporary traffic signal system is ready to be activated, the Resident Engineer will request an inspection by the Designer and the Regional Electrical Engineer/Construction. The Resident Engineer shall provide a minimum 10 working days notice for this inspection.

NOTE: If the Contractor requests a Traffic Control / Staging change not shown in the contract documents, that impacts an existing or new traffic signal layout, a traffic signal and electrical Change of Plan must be prepared to address this situation 3 days prior to the Traffic Signal Turn-On. This plan should be prepared by the Contractor and approved by the Designer.
If the pavement markings or signs cannot be installed prior to or at the time of the inspection due to conflicts with existing pavement markings or signs still functioning, a plan needs to be worked out with the Contractor to address this problem prior to the day of the Traffic Signal Turn-On. This plan should be discussed with the Design Consultant and the Regional Electrical Engineer/Construction to determine the actual time of the turn-on.

b. If the traffic signal and all associated signs and pavement markings are found to be acceptable, it will be turned on. Note if the temporary traffic signal is installed at an intersection, which did not have an existing traffic signal, the traffic signal will be placed on flashing mode for a period to be determined by the Area Traffic Engineer, and then placed on full operational mode. After the traffic signal has been turned on the Contractor is responsible for inspecting the signal every two months and following the procedures outlined in paragraph 4) of "Existing Traffic

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Signals" above.

c. The Resident Engineer will notify the local municipal police department with the appropriate jurisdiction by letter that the temporary traffic signal has been installed and is being maintained by the Contractor. In addition, the notice will include the Contractor's name and telephone number for emergency contact purposes.

3. Traffic Signal Turn-On/ Acceptance

a. Acceptance of Traffic Signals under State Jurisdiction

1) All work related to a Traffic Signal must be completed prior to the initiation of the preliminary inspection. This includes not only the electrical components, but also all the signing and striping for the intersection. When all of the work for traffic signal system for an intersection has been completed, the Resident Engineer shall contact the Regional Electrical Engineer and coordinate an preliminary inspection.

2) The Regional Electrical Engineer or his designee shall provide the Resident Engineer with a set of redlined asbuilt electrical plans for the intersection. The Resident Engineer will forward these plans to the Design Consultant with a request for the Traffic Signal Asbuilt CADD files and a print copy of the Traffic Signal Asbuilt plans. The Design Consultant is required to make any necessary field measurements for the entire intersection, including any existing facilities. The Design Consultant should be able to provide the CADD file and the asbuilt plans within three working days for an intersection. The Resident Engineer should contact the Project Manager if the Design Consultant does not provide a timely submission.

3) The Regional Electrical Engineer/ Construction is responsible for the following:

- Inspecting the electrical work required for the Traffic Signal Turn-On.
- Contacting T.S.S.E. to confirm that the traffic signal agreement, if required, is in place. Under no circumstances will a traffic signal be turned on without an executed agreement. The execution of a Traffic Signal Agreement may take many months. Accordingly, the Resident Engineer and the Regional Electrical Engineer should make inquiries regarding the status of any required Traffic Signal Agreements in early stages of the project.
- Contacting T.S.S.E. to confirm the timing directive has been generated and available for the Acceptance Inspection

4) Prior to arranging a formal Traffic Signal Acceptance Inspection, the Resident Engineer will perform a preliminary inspection of the traffic signal system with the Traffic Engineer-T.S.S.E., and the Regional Electrical Engineer/

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Construction, the purpose of which is to identify and correct any major deficiencies prior to arranging a full inspection with all interested parties. This inspection can be held prior to receiving the CADD file from the Design Consultant. Any design deficiencies identified by this preliminary inspection will be handled as per steps 3.a.6) through 9) in this subsection.

5) For new traffic signals installed on roads under traffic, the traffic signal shall be set on flashing mode for a period of 3 to 5 days (or as determined by the Traffic Engineer-T.S.S.E prior to the Traffic Signal Acceptance Inspection. Unless required for staging purposes, the signal is set to operational mode (green, yellow, red) only when the signal is formally accepted. The traffic signal shall not be permitted to remain in flashing mode for a period longer than authorized by the Traffic Engineer T.S.S.E.

6) Upon receipt of the Traffic Signal Asbuilt CADD file and print copy of the Traffic Signal Asbuilt plans, the Regional Electrical Engineer and the Resident Engineer will review the asbuilt print for accuracy with the asbuilt field conditions. This should include both newly constructed and existing electrical facilities signing & striping. If any revisions or corrections are necessary the asbuilt file must be returned to the Design Consultant for correction. The asbuilt print must be re-submitted and re-reviewed by the Regional Electrical Engineer and Resident Engineer. When the Traffic Signal Asbuilt print is acceptable, the Resident Engineer shall forward the CADD file to T.S.S.E. Subsequently, T.S.S.E will generate the Traffic Signal Plan for signature by the Manager of T.S.S.E. –> **this is a correct statement, but not required as part of the construction procedures to occur.**

7) After the Traffic Signal Plan has been generated, Resident Engineer will arrange for a Traffic Signal Acceptance Inspection. The notice will indicate the project and provide 10 working days notice. (See Attachment "C") The following parties will be notified:

Field Manager
Project Manager
Regional Construction Engineer
Contractor (the Contractor shall also have a technical representative from the Controller Manufacturer attend)
Electrical Subcontractor (if applicable)
Traffic Engineer- T.S.S.E
Regional Electrical Engineer/Construction
Regional Electrical Maintenance Supervisor
FHWA Area Engineer (all Full Oversight projects)

8) If there are any deficiencies noted at the Traffic Signal Acceptance Inspection, the Resident Engineer will prepare a Memorandum of Record compiling all identified deficiencies noted by any of the parties. The Resident

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Engineer and the initiator of the noted deficiency(ies) shall agree on whether the identified deficiency(ies) is either a Design or Construction issue. The Project Manager will assist, if necessary.

9) The Resident Engineer will prepare a memorandum to the Project Manager listing all design deficiencies and any disputed deficiencies.

10) The Project Manager will review the list and attempt to resolve disputed items with the initiating unit. The Project Manager will advise the Resident Engineer of any design deficiencies that should be corrected under the contract.

11) The Resident Engineer will notify the Contractor by letter of any required corrective action. Upon completion of the corrective work, the Resident Engineer will again arrange for a Traffic Signal Acceptance Inspection. All parties noted in step 3 above for this subsection will be re-notified.

12) The following is required to be given to the Regional Electrical Maintenance Supervisor at the traffic signal location:
   a. Copy of the Traffic Signal Electrical As-built Plans - provided by the Resident Engineer
   b. Timing Directive - provided by Traffic Signal and Safety Engineering
   c. Controller Program Sheet - provided by the Contractor
   d. Cabinet Diagram - provided by the Contractor
   e. Manufacturer's Warranties - provided by the Contractor
   f. Other equipment - additional equipment may be required to be provided by the Contractor (e.g. transfer relays, manuals, etc.) by the Supplementary Specifications

13) If the traffic signal is acceptable, the Resident Engineer will secure the necessary signatures on a Certificate of Traffic Signal Acceptance. (See Attachment "D")

14) The Resident Engineer will maintain a file of all Traffic Signal Acceptances for the project. A copy of the Certificate of Traffic Signal Acceptance will be sent to the Regional Construction Engineer, Traffic Engineer-T.E.I., Regional Electrical Maintenance Supervisor, and the Contractor.

NOTE: Assumption of maintenance by the Department is considered as a Partial Acceptance as described by Subsection 105.21 and not as Final Acceptance as described by Subsection 105.23.

15) The Resident Engineer will notify the Contractor by letter that the manufacturer's/fabricator's/supplier's warranties are effective as of the date of Traffic Signal Acceptance. The notice will specify the traffic signal location and the date of Traffic Signal Acceptance. (See Attachment "E")

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16) The Resident Engineer will notify the local municipal police department with the appropriate jurisdiction by letter that Regional Electrical Maintenance is maintaining the traffic signal. Any previous notice of emergency contact concerning the traffic signal should be rescinded.

b. Acceptance of Traffic Signals under Local Jurisdiction Constructed in Capital Program Management Projects.

1) All work related to a Traffic Signal must be completed prior to the initiation of the acceptance inspection. This includes not only the electrical components, but also all the signing and striping for the intersection. When all of the work for traffic signal system for an intersection has been completed, the Resident Engineer shall contact the Regional Electrical Engineer and coordinate an acceptance inspection.

2) The Regional Electrical Engineer or the designee shall provide the Resident Engineer with a set of red-lined asbuilt electrical plans for the intersection. The Resident Engineer will forward these plans to the Design Consultant with a request for the Traffic Signal Asbuilt .DGN files and a print copy of the Traffic Signal Asbuilt plans. The Design Consultant is required to make any necessary field measurements for the entire intersection, including any existing facilities. The Design Consultant should be able to provide the CADD files and the asbuilt print within three working days for an intersection. The Resident Engineer should contact the Project Manager if the Design Consultant does not provide a timely submission.

3) The Regional Electrical Engineer/ Construction is responsible for the following:
   - Inspecting the electrical work required for the Traffic Signal Turn-On.
   - Contacting T.S.S.E. to confirm that the traffic signal agreement, if required, is in place. Under no circumstances will a traffic signal be turned on without an executed agreement. The execution of a Traffic Signal Agreement may take many months. Accordingly, the Resident Engineer and the Regional Electrical Engineer should make inquiries regarding the status of any required Traffic Signal Agreements in early stages of the project.
   - Contacting T.S.S.E. to confirm the timing directive has been generated and available for the Acceptance Inspection – Applicable only if the traffic signal is to be State maintained.

4) Prior to arranging a formal Traffic Signal Acceptance Inspection, the Resident Engineer will perform a preliminary inspection of the traffic signal system with the Traffic Engineer-T.S.S.E., the Regional Electrical Engineer/ Construction and the engineering representative from the Local County or Municipality, which will assume the maintenance responsibility. The purpose of this is to

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identify and correct any major deficiencies prior to arranging a f[illegible]spection with all interested parties. Any design deficiencies ide[illegible] by this preliminary inspection will be handled as per steps 3.a.6) th[illegible] 9) of this subsection.

NOTE: T.S.S.E. will provide the Traffic Engineer-T.E[illegible] with authorized copies of the As-built traffic plan and timing directives. Under no circumstances will the signal be turned on without the authorized Local Traffic Signal (L.T.S.) plan.

5) For new traffic signals installed on roads [illegible]ew traffic, the traffic signal shall be set on flashing mode for a period of 3 to [illegible] days (or as determined by the Traffic Engineer-T.S.S.E.) prior to the Traffic Signal Acceptance Inspection. The signal is set to operational mode (green, yellow, red) only when the signal is formally accepted. The traffic signal shall not be permitted to remain in flashing mode for a period longer than authorized by the Traffic Engineer-T.S.S.E.

6) When the Contractor has completed a traffic signal, and all traffic signs and striping necessary for the intersection have been completed, the Resident Engineer will arrange for a Traffic Signal Acceptance Inspection. The notice will indicate the project and provide 10 working days notice. (See Attachment "C") The following parties will be notified:

   Field Manager
   Project Manager
   Regional Construction Engineer
   Contractor (the Contractor will have a technical representative from the Controller Manufacturer attend)
   Electrical Subcontractor (if applicable)
   Traffic Engineer-T.S.S.E.
   Regional Electrical Engineer/Construction
   FHWA Area Engineer (all Full Oversight projects)
   County or Municipal Engineer (as applicable)

5) If there are any deficiencies noted at the Traffic Signal Acceptance Inspection, the Resident Engineer will follow steps 3.a.5) through 8) of this subsection.

6) The following is required to be given to the Local Jurisdiction's representative at the traffic signal turn-on:

   a. Copy of the Traffic Signal's Electrical and Traffic As-built Plans - provided by the Resident Engineer
   b. Timing Directive - provided by Traffic Signal and Safety Engineering

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c. Controller Program Sheet - provided by the Contractor
d. Cabinet Diagram - provided by the Contractor
e. Manufacturer's Warranties - provided by the Contractor
f. Other equipment - additional equipment may be required to be provided by the Contractor (e.g., transfer relays, manuals, etc.) by the Supplementary Specifications

7) If the traffic signal is acceptable, the Resident Engineer will secure the necessary signatures on a Certificate of Traffic Signal Acceptance. (See Attachment "F") The Resident Engineer will transmit a copy of the Certificate of Traffic Signal Acceptance to the Traffic Engineer, T.S.&S.E.

8) If a jurisdictional agreement for the traffic signal is not in effect, acceptance from the local agency will not be possible. Under this circumstance, the traffic signal will not be turned on; the traffic signal heads will be securely covered. The Resident Engineer will notify Traffic Signal & Safety Engineering that the signal was completed and that a jurisdiction agreement with the local agency is not in effect.

9) The Resident Engineer will maintain a file of all Traffic Signal Acceptances for the project. A copy of the Certificate of Traffic Signal Acceptance will be sent to the Regional Construction Engineer, Bureau of Traffic Engineering and Investigations, Local Jurisdiction, and the Contractor.

NOTE: Assumption of maintenance by the Department is considered as a Partial Acceptance as described by Subsection 105.22 and not as Final Acceptance as described by Subsection 105.23.

10) The Resident Engineer will notify the Contractor by letter that the manufacturer's/fabricator's/supplier's warranties are effective as of the date of the Traffic Signal Acceptance. The notice will specify the traffic signal location and the date of Traffic Signal Acceptance. (See Attachment "E")

NOTE: Additional warranties may be required in accordance with Subsection 109.14.

11) The Resident Engineer will notify the local municipal police department with the appropriate jurisdiction by letter that the traffic signal is being maintained by the accepting agency. Any previous notice of emergency contact concerning the traffic signal should be rescinded.

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ATTACHMENT "A"

Form EL-16C 3/03

New Jersey Department of Transportation

CONTRACTOR TRAFFIC SIGNAL INSPECTION REPORT

LOCATION: _____
State Route Number and Local Street | Municipality | County | Job No.

CONTROLLER: _____ **MONITOR:** _____
Make | Serial No. | Make | Serial No.

DATE: _____ **DATE TESTED:** _____
This Inspection | Previous Inspection

CHECK ITEMS THAT WERE INSPECTED: **NOTE: USE REVERSE SIDE TO SKETCH LOCATION(S) OF LAMPS REPLACED, SIGNALS FOCUSED, VISORS REPLACED, ETC.**

- ☐ HIGHWAY LIGHTING UNITS, LAMPS REPLACED ☐
- ☐ FIXTURES, HANGERS, SAFETY CHAINS
- ☐ VISORS
- ☐ CABINET, FAN, FILTER
- ☐ POLES, MAST ARMS, PEDESTAL AND HARDWARE
- ☐ FOCUS ☐ RAY DIRECTORS
- ☐ LAMPS — NUMBER REPLACED ____
- ☐ PEDESTRIAN CONTROLS
- ☐ FOUNDATIONS, JUNCTION BOXES, SERVICE CONDUIT
- ☐ LOOP DETECTORS ☐ MICROWAVE SENSORS
- ☐ CONTROLLER RELATED CONTROL EQUIPMENT
- ☐ FLASHING DEVICES AND CIRCUITRY
- ☐ INSTRUCTION PLATES & SIGNS
- ☐ SIGNAL AHEAD SIGN
- ☐ FLASHING RAILROAD AND SPECIAL CONTROLS

TIMING DIRECTIVE NO. IN FORCE _____

TEMPORARY TIMING IN FORCE AUTHORIZED * BY _____

TIMING FOUND IN ACCORDANCE WITH: DIRECTIVE NO. _____ ☐ YES ☐ NO *

AUTHORIZED TEMPORARY TIMING ☐ YES ☐ NO *

TIMING ADJUSTED IN ACCORDANCE WITH: DIRECTIVE _____

TEMPORARY TIMING AUTHORIZED BY* _____

CURRENT PATTERN IN OPERATION @ TIME OF INSPECTION

FREE _____ PLAN # _____ CYCLE _____ OFFSET _____ , SPLIT _____

***INDICATE BELOW TIMING FOUND OR ANY TEMPORARY AUTHORIZED TIMING**

Location (Phase)	Green	Yellow	Red	Green Arrow	Arrow Clearance	Walk	Pedestrian Clearance

OFFSET:

REMARKS:

I CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM IS CORRECT AND THAT THE EQUIPMENT ON THE ABOVE JOB WAS INSPECTED ON:

DATE: _____ TIME: _____

CONTRACTOR: _____ S. S. # _____
(Print)

SIGNATURE: _____

Copy: Resident Engineer; Manager, Traffic Engineering & Investigations; Controller Cabinet

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ATTACHMENT "B"

Form EL-11C 3/03

NEW JERSEY DEPARTMENT OF TRANSPORTATION
REGIONAL ELECTRICAL OPERATIONS
CONTRACTOR EMERGENCY CALL RECORD

Job No. _____ Today's Date _____

Location: _____

State nature of trouble exactly as reported to you: _____

Trouble reported to you by: _____ Date & Hour _____

1 WHAT YOU FOUND WHEN YOU ARRIVED AT THE INTERSECTION

Indicate the nature of the trouble or damaged equipment: _____

Did you check the signal timing? ☐ yes ☐ no

Was the signal timing as per the directive in force? ☐ yes ☐ no

If "yes," give the directive number & date: _____

If "no," indicate below the timing which you found: *

Location (Phase)	Green	Yellow	Red	All Red	Green Arrow	Arrow Clearance	Walk	Pedestrian Clearance
						OFFSET:		

2 WHAT YOU DID AT THE INTERSECTION (Complete only if repairs or timing alterations were required)

Indicate all equipment removed, repaired, replaced or installed: _____

Did you restore the timing to conform to the directive in force? ☐ yes ☐ no

If "yes," give the directive number & date: _____

If "no," indicate below the TEMPORARY timing which you installed.

Location (Phase)	Green	Yellow	Red	All Red	Green Arrow	Arrow Clearance	Walk	Pedestrian Clearance
						OFFSET:		

Temporary timing authorized by: _____ (Indicate supervisor"s name, temporary timing directive number & date, or your name, whichever applies)

Time Started: _____ Time Finished: _____

Your signature: _____ Reviewed & Approved by: _____

* If it is more convenient to describe timing in words, do so on reverse. (Complete reverse side)

Copy: Resident Engineer, Manager, Traffic Engineering & Investigations, Controller Cabinet

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ATTACHMENT "B"

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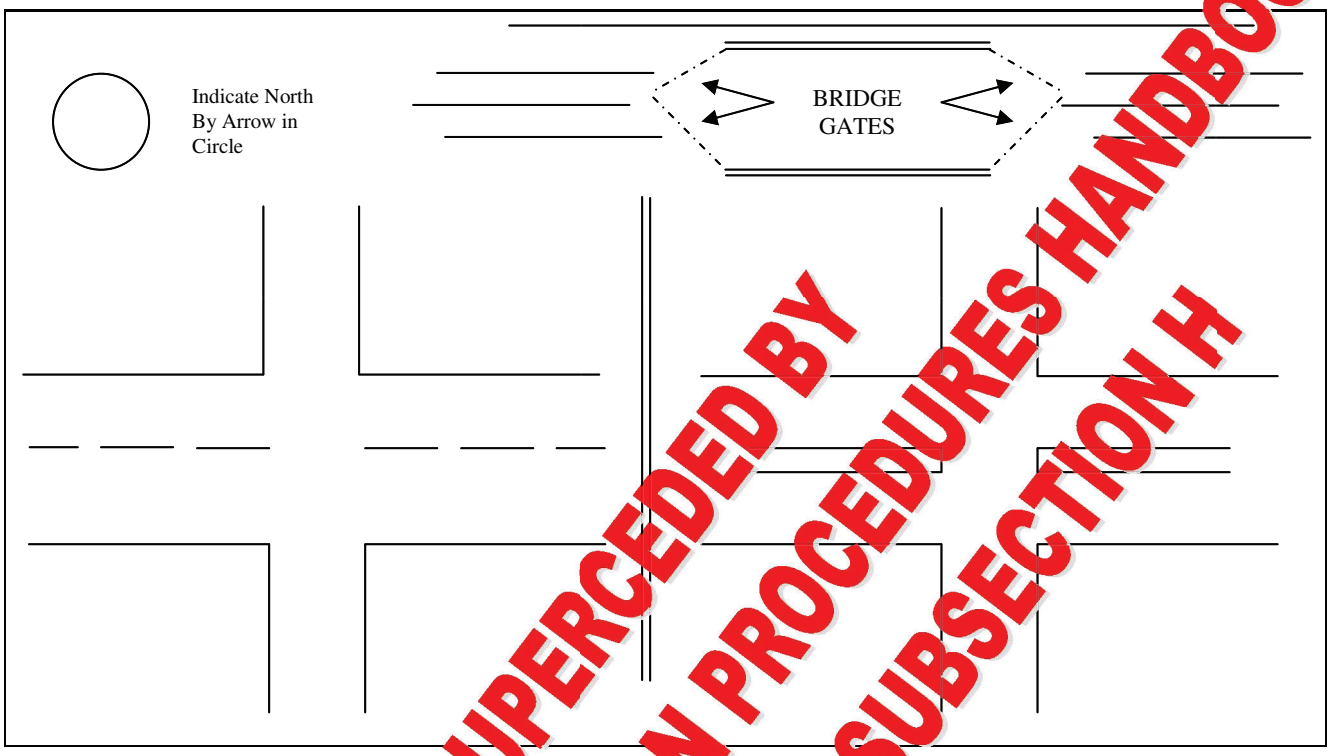
Use the sketch below (or draw your own) to indicate the location of the trouble or damaged equipment:



Your Sketch:

Use this space for any additional information, which you believe, may be important and/or use for explanation of timing:

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ATTACHMENT "C"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
MEMORANDUM

To: Interested Parties

From: Lewis Morris
Resident Engineer

Date: March 16, 2009

Phone: (201)-555-0000

Subject: Route 1 Contract Numb[illegible]990580
Federal Project No. : M[illegible]OS(000)
Traffic Signal Inspection

A Traffic Signal Inspection [illegible] signals a[illegible] following [illegible]tions on the subject project is scheduled for April 1, [illegible]02.

The intersection [illegible] Rt. 1 and [illegible]ruce Stre[illegible]
The intersec[illegible] Ramp [illegible] Hudson S[illegible]et

The traffic signal will be acti[illegible]ed.

Please call my office to c[illegible] the rec[illegible]f any corrective action lists transmitted.

Interested Parties: [illegible] 3.a.4) for listing.

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ATTACHMENT "D"

New Jersey Department of Transportation
Certificate of Traffic Signal Acceptance

Project Name: _____

Federal Project No.:_____

Traffic Signal Location: _____

County:_____ Town/Municipality:_____

Date of Traffic Signal turned on Flash: _____ NA (__)

Date of Traffic Signal Acceptance Inspection: _____

check one: __ New Traffic Signal __ Revised Traffic Signal

I certify that to the best of my knowledge, information and belief, based on the results of observations and inspections, that the noted traffic signal has been constructed in accordance with the terms and conditions of the Contract.

Regional Electrical Engineer/Construction: _____ Date: _____

Traffic Engineer: _____ Date: _____

Regional Electrical Maintenance Supervisor: _____ Date: _____

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ATTACHMENT "E"

SUPERCEDED BY
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March 16, 2009

Prime Contractors, Inc.
101 Generic Road
Urban City, NJ 07000

Attn: William Livingston

Re: Rt. Contract Number 0959905801
Federal Project No.: M-OOOS(000)
Traffic Signal Manufacturer's Warranty

Dear Sir:

Provided herewith is a copy of the Certificate of Traffic Signal Acceptance for the traffic signal placed at the intersection of Rt. 1 and Spruce Street and the traffic signal placed at the intersection of Ramp C and Hudson Street.

The manufacturer's, fabricator's and supplier's warranties on the noted traffic signals are to be enforced from April 1, 2002, the date of the Traffic Signal Acceptance. In accordance with Subsection 109.14, you may be required to undertake litigation to enforce any warranty.

Sincerely,

_____
Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
File

ATTACHMENT "F"

New Jersey Department of Transportation
Certificate of Traffic Signal Acceptance

Project Name: _____

Federal Project No.:_____

Traffic Signal Location: _____

County:_____ Town/Municipality:_____

Date of Traffic Signal turned on Flash: _____ NA (__)

Date of Traffic Signal Acceptance Inspection: _____

check one: __ New Traffic Signal __ Revised Traffic Signal

As the representative of _____ I hereby accept the ownership and maintenance responsibility for the subject traffic signal.

_____ Date: _____
(*signature*)

_____
(print name)

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION I	DATE
CONSTRUCTION OPERATIONS	TORT CLAIMS	05/15/06

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Preface

A tort is a civil wrong against a person or property for which damages may be claimed as compensation. A tort claim is different from contractual claims made by the Contractor. Contractual claims are to be handled in accordance with the dispute resolution procedure as per Subsection 107.02. (See CPH Section IV-C)

Note: The terms "CLAIM" and "NOTICE OF CLAIMS" are reserved for written requests on Department of Treasury Forms filed with the Department of Treasury. They have special significance under the New Jersey Tort Claims Act (Title 59, Chapter 1, et seq.) and improper use of the term may prejudice later defenses if a claim is actually filed. Verbal and written communication of a tort other than on the specific forms are to be referred to as a tort inquiry.

1. Tort Inquiries

   a. Inquiries to the Regional Construction Office

      1) The Regional Construction Engineer will assign someone to coordinate tort inquiry investigations and responses.

      2) If a citizen inquires about recovering damages for property loss and/or, personal injury resulting from road conditions, it must be determined if the incident occurred within the limits of a construction project. In accordance with Subsection 107.23, the Contractor is required to maintain insurance, until Final Acceptance. If the incident is within the limits of a construction project, the individual will be referred to the Resident Engineer.

      3) Additionally the individual will be informed that if the inquiry is not immediately resolved to their satisfaction, they should contact and file a claim with:

         New Jersey Department of Treasury
         Claims Service Section, Bureau of Risk Management
         P. O. Box 620
         Trenton, NJ 08625-0620
         Phone (609) 292-4347

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4) When referring someone to the Department of Treasury, Claims Service Section they should be instructed that their written request indicate as specific a location as possible, the name of Construction project and the name of the Contractor (if applicable). Also the milepost and /or intersections street should also be provided.

5) Department personnel should not engage in a discussion concerning the merit of any potential claim with the individual.

b. Inquiries to the Resident Engineer

1) If an inquiry is referred to the Resident Engineer, he/she will determine if the incident occurred within the limits of a Construction project.

NOTE: The Contractor and the Contractor's insurance is responsible for all tort claims within the limits of a project from the actual start date until the date of Final Acceptance regardless of cause, with the exception of Tort claims for accidents associated with snow or ice.

2) If the incident allegedly occurred within the project limits, the Resident Engineer will provide the individual with the name of the Contractor, the Contractor's telephone number, and the name of the Contractor's insurance company. The individual will be informed that if the inquiry is not resolved to their satisfaction, they should again contact the Resident Engineer. However, the Resident Engineer can only offer assistance in soliciting a prompt response from the Contractor, and should make it clear that the State is not in a position to judge the merits of the inquiry. The individual is to be advised that they may protect their rights by filing a claim through the Department of Treasury, Claim Service Section as noted in step 1.a.3.

3) If it was alleged that there were any road deficiencies, and verified by the Resident Engineer, the Resident Engineer will immediately direct the Contractor to perform any necessary road maintenance (e.g., repair pot holes, maintain traffic control devices).

2. Written Tort Inquires

Any written communication received from other than the Department of Treasury (or their third party claims administrators) inquiring about a tort against the Department or any of the Department's employees, regardless of the form submitted, shall be referred to the Department of Treasury, Claims Service Section.

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3. Tort Claims Forwarded from Claims Service Section

a. Regional Construction Office

1) The Regional Construction Engineer will assign someone to coordinate tort claim investigations and responses.

2) The Department of Treasury, Claims Service Section or the Department of Treasury's third party claims administrators (Scibal Associates) may send a letter requesting an investigation of a tort claim.

3) The Regional Tort Claim Coordinator will investigate and identify any claims for which the tort occurred within the limits of a Construction project, and forward applicable claims to the Resident Engineer. (See Attachment "A")

NOTE: The Contractor and the Contractor's insurance is responsible for all tort claims within the limits of a project from the actual start date until the date of Final Acceptance regardless of cause with the exception of tort claims for accidents associated with snow or ice on the roadway.

4) The Resident Engineer will respond directly to the requesting agency, confirming that the tort occurred within the limits of the Construction project. (See Attachment "B") The Resident Engineer will also provide a copy of the Contract and a copy of the Insurance Certificate, Form DC-175, applicable for the date in question. (Refer to CPH Section III D) A copy of the response will be forwarded to the Regional Tort Claims Coordinator.

5) If a claim can not be identified because of incomplete information, the Regional Tort Claims Coordinator will respond to the requesting agency accordingly. (See Attachment "C")

6) If a claim identified as not being associated with a Construction project administered by the Region, the Coordinator will respond to the agency accordingly and forward the letter to the Regional Maintenance Engineer. (See Attachment "D")

NOTE: Tort claims may be associated with projects administered by Regional Maintenance or Maintenance Engineering.

7) The Regional Tort Claims Coordinator will maintain a log noting the disposition of all tort claims and responses. (See Attachment "E") Responses to the requesting agency will be made within 15 days from their initial receipt by the Regional Office.

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4. Repair of Work Damaged by the Public

a. Upon advice from legal counsel, the Department interprets Subsection 107.22 "Risk Assumed by the Contractor," so that the Contractor is responsible for any damage to work performed under the contract until acceptance. The only exception to this rule is when the State affirmatively acts with willful intent to cause loss, damage and injury. Consequently, any work damaged due to traffic, must be repaired by the Contractor at no cost to the State. This does not apply to existing structures which have not been constructed under the contract. (e.g., The Contractor is responsible for repairing new or reset guide rail damaged by traffic, but is not responsible for damage to existing guide rail even though it is within the project limits.)

NOTE: The enforcement of Subsection 107.22 is not restricted to damage caused by motor vehicle accidents.

b. If existing structures become damaged prior to acceptance, the **Resident Engineer** will discuss the need to make repairs with the Field Manager and Project Manager. If it is determined to make repairs, the **Resident Engineer** will issue a Construction Order for the work. This work is federally not participating with the exception of certain FHWA Impact Attenuators.

c. If a police accident report is available, the Construction Order will note the accident location, the final cost of repairs, and make reference to the police accident report. A copy of the Construction Order along with a copy of the police accident report will be forwarded to the Bureau of Maintenance Engineering & Support. The Bureau of Maintenance Engineering & Support will record the information and pursue the cost recovery of the damages in accordance with their established procedures.

ATTACHMENT "A"

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NEW JERSEY DEPARTMENT OF TRANSPORTATION MEMORANDUM

To: Lewis Morris
Resident Engineer

From: Garret Wall
Regional Construction Engineer

Date: April 15, 2006

Phone: (201)648-3017

Subject: Tort Claim Investigation

Review the attached tort claim, and if the accident is within the limits of your project, respond directly to the requesting party. Attach a copy of the Contract Face Sheet and a copy of the Insurance Certificate for the project along with your response. Send a copy of your request to Ms. Crystal Bawl, Regional Tort Claim Coordinator.

If the accident is not within the limits of your project, respond directly to Ms. Bawl. If you can identify a possible alternative project or responsible party, it is requested that you inform Ms. Bawl of this information for further investigation.

Be reminded that the Contractor's insurance is required until Contract Acceptance, not contract completion.

c: file

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State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. BOX 600
TRENTON, NJ 08625-0600

JON S. CORZINE
Governor

KRIS KOLLURI, ESQ.
Commissioner

ATTACHMENT "B"

April 15, 2006

Scibal Associates, Inc.
Casualty Claims Administrators
PO Box 500
Somers Point, NJ 08244

Attn: Fred Piccari

Re:File No.: 189-007-P14445-421
Claimant: Leopold Bloom
D/A 10/13/05
Location: Rt. 1 South, Lyrecrompagne
Project: Rt. 1&9 Section 1A
Federal Project No. M-OOOS(000)

Dear Mr. Piccari:

The subject claim is within the limits of the Rt. 1&9 Sec. 1A project. The Contractor is Prime Contractor Co, Inc. 101 Generic Road, Urban City, NJ 07000. A copy of the Contract Face Sheet and the Insurance Certificate are provided herewith.

Sincerely,

_____
Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
Regional Tort Claims Coordinator
File

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State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. BOX 600
TRENTON, NJ 08625-0600

JON S. CORZINE
Governor

KRIS KOLLURI, ESQ.
Commissioner

ATTACHMENT "C"

April 15, 2006

Scibal Associates, Inc.
Casualty Claims Administrators
PO Box 500
Somers Point, NJ 08244

Attn: Fred Piccari

Re:File No.: 189-007-P14445-421
Claimant: Leopold Bloom
D/A 10/13/05
Location: Rt. 1 South

Dear Mr. Piccari:

The subject claim can not be identified as being within the limits of any construction project, because the noted location is not specific enough.

Sincerely,

_____
Garrett Wall
Regional Construction Engineer

c: file

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VI – SUBSECTION I

State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. BOX 600
TRENTON, NJ 08625-0600

JON S. CORZINE
Governor

KRIS KOLLURI, ESQ.
Commissioner

ATTACHMENT "D"

April 15, 2006

Scibal Associates, Inc.
Casualty Claims Administrators
PO Box 500
Somers Point, NJ 08244

Attn: Fred Piccari

Re:File No.: 189-007-P14445-421
Claimant: Leopold Bloom
D/A 10/13/05
Location: Rt. 1 South, Lyrecrompagne

Dear Mr. Piccari:

The subject claim is not within the limits of any contracts administered by Region West Construction on the date noted. By copy of this memorandum, this claim is being forwarded to Mr. Edward Angel, Regional Maintenance Engineer, Region West for investigation.

Sincerely,

_____
Garrett Wall
Regional Construction Engineer

c: Edward Angel - Regional Maintenance Engineer
file

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ATTACHMENT "E"

File No.	Claimant	Date of Accident	Location	Date of Request	Remarks	Response
180-006-P14550-421 170-456-P11458-421 180-897-P54367-421	Leopold Bloom Carol Bloom T. Rho	10/13/95 2/15/97 11/16/96	Rt. 1 & 9, Lyrecrompagne 80 W, Fort Lee Rt. 287	4/8/06 4/9/06 4/9/06	within limits of Rt. 1&9, Sec 1A no project - forwarded to Maintenance unidentifiable - location nonspecific	4/15/06 4/16/06 4/16/06

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION J	
CONSTRUCTION OPERATIONS	MONTHLY STATUS OF PERSONNEL REGIO SUMMARY FORM DC-114S	05/15/0

RESCINDED

1. The Bureau of Construction Engineering Manpower Mana t s generate a Monthly Status of Personnel Regional Summary Form DC ach Re n. The report will be forwarded to the Regional Constr Engine

2. Completion of the Report

   a) The Regional Construction Engineer's design update C-114s data and complete the Form DC-114S t ittal m dum ncludes the following additional information:

      1) A list of any personnel by t Regio have b ansferred into and/or from the Region inclu

      2) Personnel needs or ex which be bala within the Region.

      3) Explanations for any projec is b 90 days of the adjusted completion date adjus Constru Order approved.

      4) Any changes in nment of projects t Managers.

   b) The DC-114S shal include Regional Materials Staff total and correspon mati

3. The DC-11 nd tra l me shall be submitted to the Bureau of Construction wer Management staff in accordance with the annua bmitt d ed for this form and any special instructions cont the monthly distrib of the Turnaround form.

4. T npow agen will input all the data that is required to update the Mo Projects Report database.

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION K	DATE
CONSTRUCTION OPERATIONS	UTILITY COORDINATION	05/15/06

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1. Utility Agreements

   Utility Agreements Modifications (UAM) authorizing utility construction should be sent out to utility owners prior to Final Design Submission, and signed prior to project advertisement. The Project Manager will forward a copy of these documents to the Regional Construction Office no later than two weeks after the project is advertised.

   Upon receipt from the Regional Construction Office, the Resident Engineer will ensure that he or she has a Utility Agreement for each utility involved in the project. Furthermore, the Resident Engineer will review each Utility Agreement to ensure that Utility Agreements are compatible with Subsection 105.09 of the project's Special Provisions.

   The Resident Engineer will provide a copy of each Utility Agreement to the Contractor at the Preconstruction Conference.

   Utility work may be performed by any of the following:

   a. The utility owner (or a Contractor hired by the utility owner) performs the work at the utility owner's expense (by agreement). This work should be monitored to ensure construction methods are performed in a satisfactory manner (e.g. proper compaction) and to ensure that the placement of utilities does not conflict with proposed contract work.

   b. The utility owner (or a Contractor hired by the utility owner) performs the work and is reimbursed by the Department. In this case, the work will have to be monitored to the extent necessary to ensure that it is being performed in conformance with the Utility Agreements, as well as the project plans, specifications, quantities and materials. This should not normally require constant surveillance.

   c. Department's Contractor, under the terms of the project's contract, performs the work. A typical example is bridge conduits. On Federally funded projects, the Resident Engineer must also review the project agreement between the FHWA and the NJDOT to determine the extent of Federal funding. This project agreement is produced by the Bureau of Capital Program Coordination and is distributed to the Resident Engineer via the Regional Construction Office.

      This funding information must be placed by the Resident Engineer onto the DC-

174, Construction Order Cost Sharing Distribution form, when the first Construction Order is necessary. All work indicated as a betterment is performed at the utility owner's expense and the Department is reimbursed through billing by Accounting. The utility owner needs to be advised when utility work performed by the Department's Contractor is completed so the utility owner can inspect and approve the work.

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2. Utility Notification

Typically, contracts have placed the responsibility to provide the advance notice to the utility owners as indicated in the utility schedules on the Department. However, newer contracts may have this responsibility placed upon the Contractor. The Resident Engineer should review the contract specifications to determine who is responsible for providing notice. This should be fully discussed at the Utility Preconstruction Meeting.

If the Department has the responsibility for providing notification, upon receipt of the executed Utility Agreements Modifications, the Resident Engineer is to send written notification to the utilities listed in the Special Provisions informing them that construction is scheduled and that they should begin scheduling their work. The Resident Engineer should phone the utility contact representatives listed in the Special Provisions to verify that they are the correct contact and that the mailing address is correct. Inform the utility owners that a utility preconstruction meeting will be scheduled on or about (date).

NOTE -Advance Utility Work: The Field Manager should review the utility work and notice requirements during the project constructability reviews. If utility work needs to be performed in advance of construction, or if the advance notice needs to be sent in advance of construction, the Field Manager should contact the Project Manager and coordinate who (Project Manager, Field Manager, or Designer) will be responsible for the providing the utility owners with notice and when the notice should be sent. In some cases, funding must be secured in order to enable the Utility Agreement to be in place, which would precede sending the notice. ..

On projects where advance utility work is to be performed, and the Project Manager requests construction inspection, the Field Manager (or if assigned, the Resident Engineer) will schedule an advance utility preconstruction meeting.

3. Utility Preconstruction Meeting

The Resident Engineer will schedule a Utility Preconstruction Meeting to be attended by utility owner representatives, Field Manager, Project Manager (or Coordinating Authority), the Contractor. The meeting should be scheduled to be

held within two weeks after the Preconstruction Conference is held. The Resident Engineer will chair the meeting and will prepare and distribute the meeting minutes. The following topics should be discussed at the meeting:

Coordination

a) The general role of the Contractor and RE for notifying the utility owner.
   - Who is to supply the notice
   - Will the utility owner's representative act as the central contact for all of the utility's operations
   - The need for notices for subsequent stage work (and the need for Contractor guarantees that sites will be prepared for subsequent stage work)

b) The Contractor and utility owner's respective roles and responsibilities regarding coordination and scheduling of work as per Specifications Subsection 105.05
   - Lead requirements
   - Site preparation / vegetation clearing
   - Who is responsible for supporting poles
   - Coordinating concurrent operations – who gets to work where

c) Coordination of utility relocations between utility owners.
   - joint utility pole occupancy – application between utility owners when work can proceed, who is responsible for removing pole, New Jersey One Call
   - Coordinating concurrent operations – who gets to work where

d) Regular utility coordination meetings. (Consider holding these meetings jointly with adjacent project Resident Engineer to ensure work is properly prioritized).

e) Obtain the contact names and phone numbers within the utility company for various features of work. Also, obtain supervisor and manager contact information.

Schedule

a) Discuss the time frames for notice and work durations noted in the Special Provisions with the utility owners and determine these are still considered feasible by the utility owner.

b) Review utility restrictions on service interruptions. Gas, Water and Electric utilities typically place seasonal restrictions on service interruptions.

c) Ask the utility owners if there are any unique customer service interruption restrictions on the project. Sometimes, because of unique customer needs, the utility owner will restrict when a service outage will be permitted (e.g. nights, weekends, or a season).

d) Review the Contractor's intended work schedule, and how the contractor's schedule affects the utility owner's work schedule. This can be critical where Contractor site preparation or traffic staging is required for utility

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work. Typically, the Contractor's baseline progress schedule is not submitted at this time, and discussions will be of a general nature. Stress to the Contractor that the baseline progress schedule must include the appropriate time frame for notice, and any schedule restrictions.

e) If lane closures are required for utility work, discuss any limits on available working hours. If the Utility Agreement's available working hours do not match the project's available working hours (or if this was not included in the Utility Agreement) check with Traffic Operations to determine what restrictions will be required.

f) Review the status of Right-of-Way (ROW) acquisition. Is there sufficient ROW for guy wire. Can relocations be adjusted to eliminate the need for additional ROW.

g) Discuss any lead time for acquiring materials and coordination with the various utility owners.

h) Determine when utility owners can begin their work, taking into account preliminary or staging work that has to be performed by the Contractor first. Determine the site needs for the utility company (e.g. layout, clearing site/vegetation clearing, loading and access). Try to obtain a specific starting date for the utility owner, which is agreeable to both of them, and the Contractor.

i) Determine if the utility work is being performed by the utility owner's forces or by a Contractor to the utility owner.
   - If the work is being contracted out – determine when that work will be able to bid, and when the utility owner's contractor will be available to start work.
   - If the work is being performed by the utility owner's forces – determine what the expected crew size(s) and work schedule will be (e.g. how many days a week, how many shifts). This will be needed to assess work progress and if the utility owner has provided adequate resources.

Traffic Control and Safety

a) Will the utility owner rely on the Contractor's traffic control and safety set-up. (Even if it is not included in the Contractor's traffic control requirements, providing safety set-ups through the Contractor is frequently less costly, than the through the utility owner.)

b) If the utility owner is providing traffic control, it must conform to MUTCD requirements. The Resident Engineer and the utility owner should review the basic traffic control requirements (signs, taper, traffic control devices, spacing) to avoid having to remove the utility owner from the project site because of inadequate safety.

c) Review how lane closure requests will be coordinated. The utility owner must provide the Resident Engineer with sufficient notice. Lane closures by the utility owners and the Contractor must be coordinated.

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Budget and Invoicing

a) The utility owner and Resident Engineer need to agree on how the utility owner will notify the Resident Engineer of when they are working. This is particularly critical if the work is reimbursable to the utility owner by the Department so that DOT construction inspection personnel can keep accurate records. Remind the Utility Owners that starting work without notifying the Resident Engineer may affect their payment.
b) Review the billing procedure requirements. Utility owners must cooperate with the Resident Engineer. The Utility Company's billing must be able to identify material charges including salvage credits to the Resident Engineer's satisfaction. If betterments are being performed in conjunction with reimbursable work, resolve how the costs are to be separated.
c) Discuss with the utility company and determine if the utility agreement budget still considered reasonable by the utility company.
d) Request that the utility company periodically reviews the cost budget as the work progresses and informs the Resident Engineer as to if the work is reasonably within budget project costs.

Immediately after the holding the Utility Preconstruction meeting, the Resident Engineer and the utility owners representatives, should conduct a project site walk through meeting to review the existing utility locations and the proposed utility locations. This review may reveal conflictions or problems that were not addressed on the plans. Minor relocations may sometimes resolve these issues.

4. Utility Progress/Coordination Meetings

Depending upon the magnitude and complexity of a project's utility work, the Resident Engineer should hold periodic utility coordination meetings. Where there are more than one project in an area that strains a utility owner's resources, joint project coordination meetings should be considered.

On projects with significant utility work, Utility Progress/Coordination Meetings should be held monthly. However, when utility work is particularly critical, and coordination between parties is a factor, the Resident Engineer should hold these meetings every two weeks. The Resident Engineer will chair the meeting and will prepare and distribute the meeting minutes. The following topics should be discussed at the meeting:

Schedule

a) Review the Contractor's progress schedule and any impacts on utility relocation work
    - Contractor site preparation on schedule (e.g. layout, clearing site/vegetation clearing, grading and access)

- Any changes in the Contractor's schedule affect the utility owner's ability to meet previously estimated activity start or finish dates.
- When does the Contractor need an area of utility work to be completed.
- Have Change-of-Plan effect the utility owner's schedule.
- Contractor initiated changes, or Contractor delays that affect utility owner progress must be documented in detail, as these may be used not only to refute Contractor claims, but also hold the Contractor liable for increased utility work costs. Prior to approving Value Engineering proposals or requests for traffic control staging changes, the Resident Engineer should discuss potential impacts on utility work.

b) Review the utility owner's progress
- What is the status of the utility owner's contractor procurement
- What is the status of material procurement
- When will the utility owner expect to start work
- When is an area of utility work expected to be completed
- Is the utility owner deploying adequate resources. Can the utility owner work overtime (longer hours and weekends) additional shifts, or apply additional resources to improve progress.

Coordination

a) Coordinate with following utility forces that work -these may be other units within a utility company or other utility owners. (e.g. coordination between underground and aerial crews, conduit crews and splicing crews, copper cable and fiber optic, electric utility lines and telecommunication utility lines.
- Who will notify the following utility owners that the site is ready
- Can the following utilities begin work before the initial utility has completed an area
- Is any additional site preparation work by the Contractor needed.
- Is the NJ One Call current
- Some companies will not order cable until they can asbuilt the quantity of material needed. Are the facilities in place, to permit an asbuilt measurement. (This often can be done before the initial utility owner completes its work).

Changes

a) Discuss any utility field changes (See Field Changes for more discussion)
- Have any utility conflicts been encountered
- What is the status of any additional design
- Is a utility change order needed/ what documentation will be needed
- What is the status of a utility change order's approval
- How does this affect the project's progress schedule
- Does the utility field change affect the work of other utility owners

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Budget

a) Compare the total cost expended with the percent utility work completed, and review if the Utility Agreement budget is reasonable. If the utility owner identifies that a cost adjustment is necessary, have the utility owner submit a DC-150U explaining the cost adjustment. This should be done decreases as well as increases.
b) Are utility invoices being submitted in a timely manner.
c) If work at or near completion, request the utility owner submit a final invoice

Note: If the utility owner fails to start work, fails to meet the work duration schedules, or is otherwise not adequately responsive, the Resident Engineer should inform the Field Manager, the Project Manager, and the Bureau of Construction Engineering's Utility Liaison.

5. Layout

The Contractor is responsible for providing survey controls for utility owners during the project. If advance utility work is performed, utility layout is performed by the Design Consultant (or by the Department's Regional Design Survey unit for in-house designed projects). The Contractor should ensure that relocated utility facilities do not conflict with proposed construction, including any High Voltage Proximity Act conflicts.

6. Field inspection of Utility Work

For all utility work, construction inspection personnel should document on the labor (classification and hours) used on a daily basis on a DC-29a in sufficient detail to verify the utility invoices. Additionally, construction inspection personnel should confer with the utility representative and document approximate quantities of materials used. Reports should note conditions affecting the work of the utilities such as weather, plan changes, or if the Contractor is delaying the progress of utility work. Information relative to the disposition of materials taken out of service (i.e., abandoned, salvaged or disposed) should also be noted.

Representatives from both the NJDOT and the utility owner should mutually agree on how the work is going to be monitored, i.e., labor, materials (either incorporated into the work or taken out of service) at the end of each work day. (Utility owners sending daily time sheets to the Resident Engineer can be adequate). This is particularly important where betterment work is performed. The Resident Engineer and the utility owner must be able to separate costs for betterment work. On projects where betterment costs cannot be separated (typically because a percentage improvement has been negotiated) the Resident Engineer should contact the Project Manager to determine the cost basis for betterment work.

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Before permitting utility installation, the locations should be checked for present and future utility conflicts as well as other constructibility concerns through review of the layout by the Resident Engineer.

7. Field Changes

All changes in utility work and all adjustments to the Utility Agreement budget must be approved by the Department before making the change or exceeding the budget. When a change is identified, the utility owner shall request a change through the Resident Engineer and submit a signed DC-150U, Authorization for Utility Field Changes (see Attachment "A"), documenting the reasons for the change and providing a detailed cost estimate.

Changes may be the result of field conditions or a change in design preference. Typically, changes will be in one of three categories:

Minor Change

Minor changes are defined to be changes in detail of the relocation work as opposed to changes in the scheme of relocation. The addition or subtraction of a few feet of conduit or wire, as required by field conditions; the resetting of manhole covers and extension of manhole risers; the alteration in pipe/conduit cover; etc., normally fall into the minor change category.

Major Change

Major changes are defined as changes in the scheme of relocation. This may include relocation of additional facilities because of existing field conditions or resulting from a Department initiated Change-of-Plan or from a Contractor initiated change.

Budget Adjustment Changes

A budget adjustment change is defined as a request for additional funding that without any change in the utility work. Typically, this is required when a utility owner has failed to adequately estimate the costs for the agreed work. Budget adjustment changes -When a utility owner requests a

The Resident Engineer will review the request and verify the reasons for the change. The Resident Engineer is not expected to be able to discern the reasonableness of the associated costs; however, the Resident Engineer should require sufficient documentation to determine how the cost was developed. This is especially important when a request is submitted for multiple changes. The Resident Engineer's review should consider the following:

General

- Is the change required to complete the project.
- How does the change effect utility owner's schedule for the project

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utility work. Revised work durations should be requested.

- How does the change expected to effect the Contractor's progress schedule.

Cost Participation :

- Does the change include costs for a betterment (a non-reimbursable improvement). The Resident Engineer should discuss this with the Project Manager. In some cases there is a shared benefit, for which a participation basis may be negotiated.
- If changes are the result of Contractor initiated changes or actions, increased costs may be recoverable from the Contractor. The Resident Engineer should request a detailed explanation from the utility owner to document the cost increase attributed to the Contractor's actions. The Resident Engineer should discuss with issue with the Field Manager and the Project Manager to determine if it is appropriate to seek reimbursement.
- If changes are the result of a design error or omission may be recoverable from the Design Consultant. This may include unexpected conditions that should have been known through proper performance of Subsurface Utility Engineering. The Resident Engineer should request a detailed explanation from the utility owner to document the cost increase resulting from the error. (Additional costs incurred by the Contractor and paid by the Department may also be recoverable). The Resident Engineer should discuss the issue with the Field Manager and the Project Engineer to determine if it is appropriate to seek reimbursement.

If the Resident Engineer concurs with the need for the change, he or she will sign the DC-150U and forward it to the Project Manager. The Resident Engineer should receive a copy of the executed utility change order, and should follow up with the Project Manager to determine the utility change order's status. If the Resident Engineer has not received a copy of the utility change order within 30 days from when it was submitted to the Project Manager, the Resident Engineer will again contact the Project Manager to determine the change orders status.

5. Billing Procedure

Utility invoices are to be submitted and processed in accordance with the Department's "Procedures Governing Estimation of Costs, Requirements During Construction, and Billing the New Jersey Department of Transportation for Public Utility Work" dated April 1, 2003. Detailed requirements for utility invoices can be found in that document. Some important considerations are provided here in order to provide general guidance.

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Form and Documentation

The utility owner shall submit two copies of all invoices to the Regional Construction office. Invoices must be submitted on the Department's Payment Voucher (Vender Invoice) form PV (unless an alternate form has been approved by the Department). All supporting documents must be attached showing the necessary itemization and breakdown for labor, material, subcontractor costs, overhead, etc. (e.g. time sheets, certified time reports, material receipts, etc.) Refer to the Procedures Governing Estimation of Costs, Requirements During Construction, and Billing the New Jersey Department of Transportation for Public Utility Work" dated April 1, 2003 for detailed requirements.

The Resident Engineer will review the Invoice to verify that it is in accordance with the current Agreement budget, and that it has been filled out correctly. Check for the following (letters correspond to attached sample Invoice - Attachment "B"):

a. Project Description
b. Agreement number, Modification and/or each Change Order number, Department utility job number, and Federal Project number (if appropriate). Preliminary Engineering (PE) invoices shall also include the date of the letter authorizing PE funds. Master Agreement Projects shall include the Master Agreement number in this location.
c. Payee Reference Number and sequential number system.
d. Whether the invoice submitted is for **Construction** or **Preliminary Engineering (PE)**. Construction charges shall be invoiced separately from PE charges - Construction or Preliminary Engineering (PE) must be submitted separately.
e. Authorized ceiling amount for the Agreement, Modification and/or each Change Order. Each Agreement, Modification, and Change Order will identify a ceiling amount established for PE and CONSTRUCTION. Projects covered by Master Agreement Change Orders will only have authorized construction ceiling amounts for one or more Change Orders.
f. Amount being billed on the invoice submitted. A summary page showing how the amount was derived based on the billing categories appropriate to the Agreement. The summary shall clearly show how the Department's share of the total cost was computed.
g. Total amount previously billed prior to the invoice currently being submitted.
h. Total amount billed to date including this invoice. This amount cannot exceed the total authorized ceiling amount. **Invoices that exceed the authorized budget ceiling can not be processed.**
i. Percentage of work, relative to the authorized ceiling amount, completed for the billing period.
j. Percent billed to date relative to the authorized ceiling amount.

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Review and Processing

The Resident Engineer should review the invoice for substantial conformity with the Resident Engineer's records. The field inspection records are intended to provide a basis to substantiate labor hours charged, and the general scope of materials constructed. Because constant monitoring is cost prohibitive, intermittent monitoring is deemed acceptable. Consequently, it is understood that minor discrepancies are likely. General records should be able to document 90% of the labor hours, but this can vary depending upon the degree of inspection oversight performed.

If costs for a utility owner's contract are included, the Resident Engineer may request back up information documenting the contract. Where such contracts are negotiated on a confidential basis, the utility owner must document why the information cannot be provided and the invoice must include a certification that "The prices shown on the bills from the (name of contractor) are in accordance with the contract covering the period (from date to date) and are the same prices that the contractor would charge for similar work performed at (name of utility)'s expense.

The Resident Engineer's review is not a review of the rates (e.g. overhead, material or labor rates) applied, and the Resident Engineer's certification of services performed is understood to be limited to the responsibilities outlined in this procedure.

Approval for off-site work and engineering can be approved, providing the utility owner submits certified time sheets or a payroll certification for the charges.

Invoices for Preliminary Engineering are processed by the Project Manager. However, design work that occurs after the Utility Agreement authorization is executed, is considered Construction Engineering and should be charged on the CONSTRUCTION invoice. Since oversight is not performed on costs for Construction Engineering, if the Resident Engineer should confer with the Design Consultant to determine if the number of hours are considered excessive.

The utility owner must submit CONSTRUCTION invoices to the appropriate Regional Construction Engineer, for approval and processing. The Regional Construction office will be responsible for stamping the date received, recording the appropriate information and forwarding the payment invoice to the Resident Engineer so that it is received within 5 days of the date initially received by the Regional office. The Regional Construction office will maintain a log noting the status of all submitted utility invoices.

The Resident Engineer will have 30 days from the date the Regional Construction office initially received the invoice, to review and return the invoice to the Regional Construction office. The Resident Engineer will maintain a Utility Invoice Log

(Attachment "D"). The Resident Engineer must keep a copy of all invoices for the project. This file should also keep copies of correspondence relative to utility invoices.

After the invoice has been reviewed and if it is in agreement with project records for labor and materials, the initial reviewer shall sign and print his name on the backup documents regarding the invoice and on Form AC-1641. The Resident Engineer will sign, title and date the payment voucher for approval (see Attachment "B"). The attached Form AC-1641, Expense Distribution, shall be filled out and completed including the required signatures for Materials Received, Services Rendered and Approval then forwarded to the Regional office (see Attachment "C"). The Regional office will forward invoices to Accounts Payable for processing.

If an invoice is not in agreement with project records, the Resident Engineer is to notify the utility owner of the problem. If the problem cannot be rectified without a revised invoice or within the 30 days, the Resident Engineer will send the invoice back to the Regional Construction Engineer with a memorandum explaining why the invoice cannot be approved.

If a minor portion of the invoice is in dispute, the Resident Engineer may adjust the invoice to remove the disputed cost and process a reduced invoice for the amount that is not disputed. The disputed charge and the invoice totals should be "red-lined" and appropriately adjusted. The Resident Engineer must also inform the utility owner (an e-mail will suffice), and the Regional Construction office why the reduction was made. The utility owner may re-invoice for the disputed charge if it can later provide supporting documentation.

If an invoice dispute cannot be reconciled between the Resident Engineer and the utility owner, the issued should be referred to the Field Manager, and if necessary to the Regional Construction Engineer for resolution.

Upon receipt from the Resident Engineer, the Regional Construction office will, within 30 working days of the date initially received and stamped, record the appropriate information and forward the invoice to Accounting for payment, or respond back to the appropriate utility owner as to why the invoice cannot be approved with a copy of the transmittal letter to the Coordinating Authority.

The entire processing time from the receipt of the invoice in the Regional Construction office to the time it is forwarded to Accounting or returned to the utility owner will be 35 days or less.

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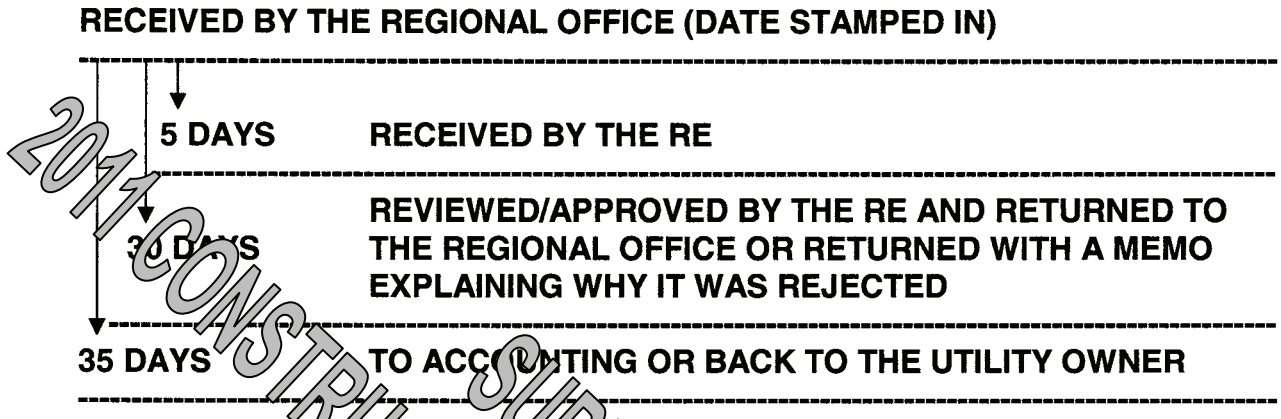

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6. Substantial Completion Notice and Final Invoice Limit

Upon substantial completion of the Department's contractor, the Resident Engineer will send to the utility owner a FINAL INVOICE REQUEST NOTIFICATION via certified mail requesting the utility owner to submit a final invoice. All invoices for costs incurred for relocation work shall be submitted to the Regional Construction Engineer within six months of this notice except:

- when the utility owner has not completed its work or
- when the utility owner has provided notice and is awaiting the Department's processing of a Utility Change Order to submit a final invoice.

When submitting final invoices, the utility owner shall clearly indicate the words **"Final Invoice"** on the face of the invoices.

Upon approval and processing of the final invoice, the Resident Engineer will notify the Project Manager that the Utility Agreement for that utility owner can be closed out.

ATTACHMENT "A"

Form DC-150U 5/03

NEW JERSEY DEPARTMENT OF TRANSPORTATION
AUTHORIZATION FOR UTILITY FIELD CHANGES

PROJECT: _____ SECTION: _____

LOCATION: _____ FEDERAL PROJECT NO: _____

UTILITY COMPANY: _____

UTILITY AGREEMENT NO: _____ TASK ORDER NO: _____

OR MASTER AGREEMENT NO: _____ CHANGE ORDER NO: _____

DESCRIPTION OF CHANGE IN UTILITY WORK (I.E., WORK NOT COVERED BY EXISTING UTILITY AGREEMENT NECESSARY TO PROGRESS THE STATE'S CONSTRUCTION PROJECT AND THE REASON FOR THE CHANGE:

UTILITY COMPANY ESTIMATE TO NEAREST $1,000: _____ ☐ INCREASE ☐ DECREASE

THE CHANGE IN UTILITY WORK AND COST ESTIMATE HAVE BEEN DISCUSSED WITH AND APPROVED BY:

N.J.D.O.T. UTILITY ENGINEER _____ on _____

N.J.D.O.T. PROJECT MANAGER _____ on _____

FHWA AREA ENGINEER _____ on _____
(Major Changes on Full Oversight Projects Only)

WE AGREE THE ABOVE WORK IS NEEDED:

RESIDENT ENGINEER: *(Signature)*	(Print)	Date
UTILITY COMPANY REPRESENTATIVE: *(Signature)*	(Print)	Date

C: Coordinating Authority
Utility company contact person (named in the Project Specifications)
Regional Construction Engineer
Project Manager
FHWA on Full Oversight Project

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ATTACHMENT "B"

STATE OF NEW JERSEY **PAYMENT VOUCHER** (VENDOR INVOICE)	DOCUMENT TC	DOCUMENT AGY	DOCUMENT NUMBER	BATCH TC	BATCH AGY	BATCH NUMBER	ACTG PER	F
	PP START MO	PP START DY	PP START YR	SCHED PAY MO	SCHED PAY DY	SCHED PAY YR	CHK CAT	OFF LIAB	F A	RF TY	CK FL	(A) VENDOR ID NUMBER
PO#	PV DATE											221151770

CONTRACT NO.	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)	(C) TOTAL AMOUNT

(D) PAYEE NAME AND ADDRESS

Statewide Utility Company
357 Atlantic Way
Re[illegible], New Jersey 08625

(E) SEND COMPLETED FORM TO:

New Jersey Department of Transportation
Attn: Regional Construction Engineer
Region _____ Construction
Road Street Address
Some City, NJ _____

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VI, SUBSECTION K

(F) PAYEE DECLARATIONS

I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS. THAT THE SERVICED GOODS OR SERVICES >> >> >> HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.

James J. Monroe
PAYEE SIGNATURE

Manager, Billing Department — PAYEE TITLE

4/1/03 — BILLING DATE

LINE NO	REFERENCE CO	REFERENCE AGY	REFERENCE NUMBER	REFERENCE LINE
1				
2				
3				

(G) PAYEE REFERENCE

[c] **423-UTIL-7654-02**

	FUND	AGCY	ORG CD	SUB-ORG	APPROPRIAT	ACTIVITY CD	OBJECT CD	SUB-OBJ	REV SRCE	SUB-REV	PROJECT/JC
1											
2											
3											

	RPT CT	BS ACT	DT	DESCRIPTION	QUANTITY	AMOUNT	ID	PF	T
1									
2									
3									

ITEM NO	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
[a]	**Route 1 Bridge over Culvert, Contract # 00598462, From S[illegible]ad to Another, Mercer County, Relocation of Utility Facilities**				
[b]	**Authority: Agreement: UECA-2-1-Bridge over Culvert-98462** **Mod: UAM-01-2-1-Bridge over Culvert-98462** **C.O.: CCO-02-2-1-Bridge over Culvert-98462** **Utility Job # : 0462701 PUR**				
[d] CONST	[e] Authorized Ceiling	Total Billed as of 4/1/03 [h]	[g]	Total Previously Billed	[f] Billed This Invoice
Agmt.	$20,000.00	$20,000.00		$20,000.00	$ - 0 -
UAM#1	60,000.00	25,000.00		21,000.00	4,000.00
CCO#2	~~12,000.00~~	~~8,000.00~~		~~3,000.00~~	~~5,000.00~~
	$92,000.00	$53,000.00		$44,000.00	$9,000.00
	Percentage of Work Completed this Invoice: 12 %		[i]		
[j]	**Percentage Billed to Date: 58 %**				

(K) CERTIFICATION BY RECEIVING AGENCY: I certify that the above articles have been received or services rendered as stated herein.

Signature

Title — Date

(L) CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just and payment is approved.

Authorized Signature

Title — Date

ATTACHMENT "C"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
Division of Accounting

EXPENSE DISTRIBUTION

(1) TRANSACTION CODE S/C	(2) FISCAL YEAR	(3) TRANSACTION DATE	(4) DOCUMENT NUMBER

SEQ #1		SEQ. #2		SEQ. #3		SEQ. 4#		SEQ. #5	
(5) INTERNAL REQ. ID	(6) CLOSE REQ.	(5) INTERNAL REQ. ID	(6) CLOSE REQ	(5) INTERNAL REQ. ID	(6) CLOSE REQ	(5) INTERNAL REQ. ID	(6) CLOSE REQ	(5) INTERNAL REQ. ID	(6) CLOSE REQ

SEQ. #	(7) JOB NUMBER	(8) FUNCTION CODE	(9) SUB. JOB NUMBER	(10) PARCEL NUMBER	(11) AGREEMENT ID	(12) SUSP. COND. HOLD	(13) BC ACCTC. UNIT	(14) AMOUNT	

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(15)	CONTACT	NAME:	TELEPHONE	TOTAL		

	SEQ. #1		SEQ. #2		SEQ. [illegible]		SEQ. [illegible]		SEQ. #5	
	(16)	(17)	(16)	(17)	(16)	(17)	(16)	(17)	(16)	(17)
REIMBURSABLE MILES	EXPENSES OFFICIAL	EXPENSES MISC.	EXPENSES OFFICIAL	EXPENSES MISC.	EXPENSES OFFICIAL	EXPENSES MISC.	EXPENSES OFFICIAL	EXPENSES MISC.	EXPENSES OFFICIAL	EXPENSES MISC.
REIMBURSABLE AUTO EXPENSE										
SUNDRIES										

Materials Received and/or Services Performed — By _____ Date _____

Recommended For Approval — By _____ Date _____

Prices & Computations

Verified By _____ Date _____

Audited By _____ Date _____

Recorded By _____ Date _____

ATTACHMENT "D"

UTILITY INVOICE LOG

UTILITY COMPANY: _____

INVOICE					REMARKS
NO.	DATE RECEIVED	Amount Requested	Amount Approved	DATE SENT OUT	*Indicate Any Reasons for Rejection or Reduction*

State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. BOX 600
TRENTON, NJ 08625-0600

RICHARD J. CODEY
Acting Governor

JACK LETTIERE
Commissioner

ATTACHMENT "E"

June 20, 2005

New Jersey Amalgamated Utility Company
Corporate Plaza Tower
Newark, New Jersey 07000

Attention: Charles Olden

Re: Final Invoice Request Notification
UAM-01-2-Rt 1 Sec. 1A 0500999
Route 1 Section 1A
Federal Project No.: [illegible]000)

Sir:

In accordance with the Article 5 of the above referenced utility agreement, kindly be advised that the Route 1 Section 1A project is substantially complete, and you are requested to submit all invoices for this project within six months from the receipt of this notice. In no event will the State reimburse your company for costs not included in invoices submitted after that date. When submitting your Final Invoice the invoice should clearly indicated "FINAL BILLING" on the face of the invoice.

Sincerely,

_____
Walter Edge
Resident Engineer

c: William Franklin, Regional Construction Engineer
Josiah Hardy, Project Manager
file

CERTIFIED MAIL RETURN RECEIPT REQUESTED _____

2011 CONSTRUCTION PROCEDURES HANDBOOK
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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION L	DATE
CONSTRUCTION OPERATIONS	PROCESSING CONSULTANT INSPECTION INVOICES	2/26/10

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VI, SUBSECTION L

1. Properly submitted consultant invoices should be submitted to Accounts Payable within 25 days of being received by the Region. Upon receipt by the Region, all consultant invoices shall be date stamped.

2. The consultant is required to submit one original invoice and two copies to the Regional Consultant Coordinator. The Region shall log the receipt of the invoice and forward it to the Resident Engineer. If the Resident Engineer is a consultant, the Region shall forward invoices to the Field Manager, and the Field Manager shall be responsible for the below noted actions directed toward the Resident Engineer.

3. The Resident Engineer will review the invoice, and verify the following:
   a. Direct salary costs do not include unauthorized personnel
   b. Direct salary costs are based on salary rates approved by the Regional Consultant Coordinator
   c. Hours for straight time and overtime agree with the Resident Engineer's records[1]
   d. Direct expense costs were authorized and reasonable
   e. Overhead costs are based on rates approved by the Regional Consultant Coordinator
   f. Fixed fee costs are based on the fixed fee rate approved by the Regional Consultant Coordinator, multiplied by the direct salary cost
   g. Fixed fee costs for the consultant and subconsultants are within the amount budgeted[2] for fixed fee in the respective firm
   h. Audit costs provide satisfactory documentation
   i. Cost calculations are mathematically correct
   j. Total costs for the consultant and subconsultant are within the total amounts budgeted[2] for the respective firm

   Note 1: Costs for off site activities, such as computer analysis, shall be simply checked that the hours are reasonable for the activity performed.

   Note 2: Amounts budgeted refers to the amount budgeted for the agreement for the project. For multiple project agreements, each project will have a specific budget. For Term Agreements, each task order will have a specific budget.

4. If the invoice is not properly prepared, the Resident Engineer will reject the invoice. The Resident Engineer should call the Consultant Project Manager and explain the reason for the rejection, and return the rejected invoice to the Regional Consultant Coordinator with a memo explaining the basis for the rejection. Invoices can not be altered for any changes to the invoice amount on the Payment Voucher form (PV). Changes to the PV form can be made to correct format errors (e.g. correcting the agreement number). As invoices are subject to prompt payment requirements, which start as soon as the invoice is initially received by the Region, waiting for consultants to make corrections may result in the Department paying interest if the invoice is not formally resubmitted.

5. If the invoice is properly prepared, the Resident Engineer will sign the Payment Voucher, complete and sign the AC-1641, complete, and forward it to the Regional Consultant Coordinator. A copy of the invoice must be retained by the Resident Engineer for the project files.

   Note: For work associated with project specific agreements, or for federal term agreement task orders, the job code number is the CE job code number for the project. For state funded term agreement task orders, the job code number is the number that is set-up for the term agreement. For federally funded agreements or task orders, the function code is Y525, and for state funded agreements the function code is Y536.

6. The Regional Consultant Coordinator will review the package, and sign the AC-1641. The Regional Consultant Coordinator will also review the package to ensure it conforms to the requirements noted on the Contract Manager checklist. The Regional Consultant Coordinator will then forward the invoice, AC-1641, and Contract Manager checklist to Accounts Payable.

7. The Region will log the status of the invoice, noting when the invoice was rejected and returned to the consultant, or when it was transmitted to Accounts Payable.

2011 CONSTRUCTION PROCEDURES HANDBOOK
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STATE OF NEW JERSEY

PAYMENT VOUCHER
(INVOICE)

MACSE DOCUMENT NUMBER

ACTG PER | FY

PV DATE

PP START MO	PP START DY	PP START YR	SCHED PAY MO	SCHED PAY DY	SCHED PAY YR	CHK CAT	OFF LIAB	F A	RF TY	CK FL	(A) VENDOR ID NUMBER

Agreement Date (B)	Agreement No. (B)	Contract ID # (B)	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (H)	C TOTAL AMOUNT
09	2010BCM123A	10 91231		70,000.00

(D) PAYEE NAME AND ADDRESS

(E) SEND COMPLETED FORM TO:
New Jersey Department of Transportation
Region North Construction
200 Stierli Ct
Mt. Arlington, NJ 07856

(F) PAYEE DECLARATIONS
I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS. THAT THE DESCRIBED GOODS OR SERVICES >>> >> HAVE BEEN DULY RENDERED AND THAT NO BILL HAS BEEN GIVEN FOR RECEIVED ON ACCOUNT OF SAID ACCOUNT.

PAYEE SIGNATURE

Jane C. Doe
Project Services Accounting Mgr. 1/11/10
PRINT PAYEE NAME/ TITLE DATE

LINE NO	REFERENCE O/R	REFERENCE A	REFERENCE TAO/ERA #	REFERENCE LETTER	(G) PAYMENT REFERENCE NUMBER
1					37-CN-00
2					
3					

	FUND	AGCY	ORG CODE	ACCOUNT	ACTIVITY CODE	PROJECT CODE	CFS PROJECT #	REPT CATEGORY
1								
2								
3								

	ACCOUNTS PAYABLE REFERENCE	AMOUNT	I/D
1			
2			
3			

COST INCURRED DATES (H)	CONTRACT DESCRIPTION (H)		AMOUNT (I)
12/8/09 – 1/08/10	Consultant Construction Inspection on:	Rt. 1 Sec 1A, UPC #98	10,000.00
		Rt. 2 Sec 2B, UPC#98	000.00
		Rt. 3 Sec 3C, UPC#99	00
	Contract Ceiling = 1,000,000.00	Rt. 4 Sec 4D, UPC#97129	0,000.00
	Previously Billed to Date = $0.00		
	Billed this Invoice: $70,000.00		
		TOTAL	70,000.00

CERTIFICATION BY RECEIVING AGENCY: I certify that the above services have been rendered in accordance with the contract agreement.

Signature

Joe Resident 1/15/10
Print Name/Title Date

CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just and payment is approved.

Authorized Signature -Accounting

Print Name/Title Date

PV (C) 6/08

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VI SUBSECTION L

Contract Manager Checklist
Submit to Accounting Operations (A/O) with
Payment Voucher PV-C and Expense Distribution AC-1641

Verified/Approved by Contract Manager/ Accounting Operations		A/O	Comments, if rejected by A/O
☐	Appropriate original signature and dates are in correct fields on Payment Voucher **(PV-C)** and Expense Distribution **(AC-1641)**.	☐	
☐	Summary sheets detailing Basic, Extra Work and Sub-consultant costs by contract item have been provided. **(Attached to PV-C)**	☐	
☐	Supporting documentation has been provided when required by Contract Agreement or Contract Manager. **(Attached to PV-C)**		
☐	Monthly progress reports have been provided by consulting firm and reviewed. **(Attached to PV-C)** NOTE: A/O will include in the review for Fixed Price Contracts only.		
☐	Vendor Name agrees with Executed Contract and/or Official Name Change with approved Department action. **(PV-C)**	☐	
☐	Agreement Date and Agreement Number correct. **(PV-C)**	☐	
☐	Contract ID Number correct. **(PV-C)**	☐	
☐	Fully executed funding action (FAD-12, CCM, Task Order) referenced in Payment Voucher has been entered into CP05/10, and the action is available to Agreement Manager and/or Accounting Operations. **(Do not forward as attachment with PV-C)**	☐	
☐	Request for payment does not exceed the Basic Agreement Ceiling and/or the ceilings on an Extra Work Modification, Task Order and related Fixed Fee ceilings.	☐	
☐	Job Number is active and correct. **(AC-1641)**	☐	
☐	Function Code is active and correct. **(AC-1641)**	☐	
☐	Agreement ID Number is active and correct. **(AC-1641)**	☐	
Verified/Approved by Accounting Operations Only			
	Vendor ID number is correct and Name and Address agree with Treasury. **(PV-C)**	☐	

Contract Manager Print Name/Date

Accounting Operations Processor Name/Date

CM-Checklist 6/08

1. **Contractor's Performance Report, Form DC-83:** A Form DC-83 (Attachment "A") shall be completed for the Prime Contractor [which includes any work performed by subcontractor(s)] by the Resident Engineer from the contract start date until successful completion of the project. This will be the only Contractor's Performance Report which shall be prepared once the Executive Director of Regional Operations signs the Certificate of Completion, Form DC-20. The Regional Construction Engineer will advise the Resident Engineer once the Executive Director of Regional Operations has signed the DC-20. The Resident Engineer shall complete and submit the Final DC-83 to the Regional office within five (5) working days of being notified of the DC-20 signing. The Final DC-83 shall cover all work on the project including all Subcontractors. The Regional Construction Engineer shall process the DC-83 to the Bureau of Construction Services, Procurement upon acceptance of the project.

   a. The DC-83 report shall be completed in accordance with the following procedure:

      1) Project: If the project is using computer estimates or certificates, include the estimate file number (EEP#).

      2) Contractor: On the first line, indicate the name of the Contractor as shown on the project documents (do not include the address). If the Contractor is a Joint Venture, on separate lines indicate the name of each Contractor in the Joint Venture. Check the appropriate block indicating the ratee is the Contractor. Insert the Contractor vender identification number in spaces 6 to 19 in the left margin. The vender identification number will be provided by the Manager, Bureau of Construction Services on the Notice to Proceed for Prime Contractors.

      3) Period: Check the appropriate block indicating the report is the final report.

      4) Ratings: Objectively evaluate the ratee on each question which is appropriate or applicable to the ratee during the rating period. If the question is not appropriate or applicable, indicate "NA" in the block. Use the attached guidelines for the ratings. If the question is appropriate or applicable, indicate a rating of 09, 07, 05, or 03. All ratings must include an explanation in the remarks section. Prior to completing the DC-83 for work types under #6 - Landscape and #7 - Electrical, the Resident Engineer will consult with the appropriate electrical or landscape personnel for their input concerning performance.

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5) Information: Check appropriate block "Yes" or "No" and include an explanation for any "No" response in the remarks section.

6) Remarks: Remarks must be included for **ALL** ratings, and "No" responses. Any other remark which may be beneficial in evaluating relative compliance and performance should be included.

b. The Resident Engineer shall complete the DC-83 utilizing the attached work type codes Attachment "B" and rating guidelines Attachment "C". The Resident Engineer is required to maintain substantiating information for all Contractor's ratings. The Resident Engineer shall maintain an active DC-83 file for the current rating period. This file should contain all negative/positive documentation of the Contractor's performance. This should include copies of DC-29a's, field diary entries, letters to the Contractors, reviews conducted by other units, etc. All ratings of 5 or 3 require substantiating documentation that the Contractor has received at the time of the event.

This file should be used to complete the DC-83's and then filed with the Resident Engineer's copy of the DC-83 at the end of each rating period, for future reference. A new active DC-83 file should be established for the next rating period.

c. The completed reports shall be forwarded to the Field Manager within three (3) working days after the end of the rating period.

d. Within two (2) working days of the end of the rating period and upon written request, a Contractor may review their rating prior to submittal.

e. The Field Manager will review and sign the DC-83 and include any pertinent comments. At this time, with these two signatures on the DC-83, a copy will be mailed by the Resident Engineer to the principal officer of the Company. This copy is to be mailed to the Contractor's home office. Attachments "D" and "E" are example copies of the Resident Engineer's cover letter to forward the DC-83 performance evaluation to the contractor. The original DC-83 will then be forwarded to the Regional Construction Engineer.

f. The reports shall be forwarded to the Regional Construction Engineer within five (5) working days after the end of the rating period.

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g. The Field Manager will assure that supporting documentation for all ratings is present in the contract files. The supporting information shall not be sent to Construction Services unless a direct request is made.

h. The Regional Construction Engineer, Regional Maintenance Engineer, Manager, Bureau of Maintenance Engineering and Manager, Bureau of Electrical Engineering will forward to the Manager, Bureau of Construction Services, Procurement a typewritten list of all Contractors and subcontractors, by Route and Section and/or Job Description, who have performed a sufficient amount of work to receive a rating. This list, which is independent of the DC-83's, should be forwarded within one (1) week after the close of the rating period.

i. The Regional Construction Engineer Manager, Bureau of Maintenance Engineering or Manager, Bureau of Electrical Engineering will review the Contractor's completed DC-83 reports, and state in a transmittal memorandum to the Bureau of Construction Services, Procurement that the Contractors' DC-83's was reviewed.

j. The DC-83's shall be forwarded to the Bureau of Construction Services, Procurement within ten (10) working days after the close of the rating period.

k. The Regional Construction Engineer will make Regional Personnel and Resident Engineers available to meet with a Contractor who wishes to review a rating given by the Resident Engineer.

l. The Manager, Bureau of Construction Services, Procurement will review the completed DC-83's and initial them in the section titled "Bureau Use." This review will include the Contractor Code.

m. The Manager, Bureau of Construction Services, Procurement will forward the completed DC-83's to OTIS no later than forty-five (45) working days after the close of the rating period.

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SUPERCEDED BY
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ATTACHMENT "B"

WORK TYPE CLASSIFICATIONS

* 1. GRADING - Work involving earthwork and drainage as defined in 1a, 1b, and 1c below:

1a Clearing - This work shall consist of clearing the site of trees and vegetation, removal of bridges, structures, culverts, sidewalks, curbs and gutters, pipes, manholes, inlets, and other conflicting structures.

1b Drainage - This work shall consist of the construction of storm drains for surface drainage, underdrains and subbase outlets, inlets, manholes and miscellaneous type chambers.

1c Earthwork - This classification shall consist of the necessary clearing, excavation, placement and grading of various materials for embankment. This classification shall also include the placement and grading of unbound roadway subbase materials.

* 2. PAVING - Work involving pavements as outlined in 2a, 2b, 2c, and 2d below:

2a Apply Bituminous Material - This work shall consist of furnishing and placing of liquid bituminous and cover materials.

2b Paving Bituminous - This work shall consist of construction of various courses of bituminous concrete and the final preparation of the underlying material.

2c Paving Concrete - This work shall consist of constructing a surface course of portland concrete mix, with or without reinforcement, to include the installation of required expansion and/or contraction joints, surface texture finish, and the final preparation of the underlying material. The underlying material can include concrete base course.

2d Bituminous Concrete Curb - Work consists of using a self-propelled automatic machine or any paver with proper attachments to place bituminous concrete curb.

* MAJOR CATEGORY NOT RATABLE

SUPERCEDED BY 2011 CONSTRUCTION PROGRAM SECTION VI, SUBSECTION M

* 3. GRADING & PAVING - This work shall consist of a combination of grading and paving (Bituminous and Concrete) as defined in:

3a Grading & Bituminous Paving - This work shall consist of a combination of grading and bituminous paving as defined in 2b above.

3b Grading & Concrete Paving - This work shall consist of a combination of grading and concrete paving as defined in 2c above.

4. BRIDGE - This work shall consist of the construction of bridges and related demolition, viaducts, trestles, culverts, headwalls, retaining walls, abutments, piers, deck slabs and similar structures of steel, concrete, timber, etc. and the following:

4a Bridge Fender Systems & Bulkheads - This work shall consist of construction and repair of timber, concrete and steel bulkheads, fender systems and dolphins.

4b Bridge Repair - This work shall consist of the removal and disposal of loose and disintegrated concrete, scarification of existing concrete bridge decks prior to repair and demolition, injection of an epoxy adhesive for sealing cracks and any and all bridge related repair including concrete, timber, reinforcement steel, and structural steel.

4c Caissons - This work shall consist of the construction of watertight chambers used in construction work under water or as a foundation.

4d Erection of Bridge Railing - This work shall consist of the furnishing and erection of metal railing and fences on bridges.

4e Erection of Iron & Steel and/or Pre-Stressed Concrete and/or Protective Coating of Structural Steel - This work shall consist of the furnishing, fabricating, erection and painting of structural members for bridges as well as miscellaneous structures.

4f Erection of Permanent Forms - This work shall consist of placing metal deck forms to remain in place.

* MAJOR CATEGORY NOT RATABLE

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4g Foundation Excavation - This work shall consist of excavation for the construction of piers, walls, abutments, box culverts and other structures.

4h Latex Modified Overlay - This work shall consist of the construction of latex modified concrete overlay.

4i Miscellaneous Structures - This work shall consist of construction of culverts of less than 5'-0" feet span; concrete headwalls and other similar structures.

4j Noise Barriers - This work shall consist of the erection of pre-fabricated panels and framing to form noise barriers.

4k Painting - This work shall consist of the cleaning and painting of structural steel and metal surfaces on existing bridges and other structures.

4l Pile Driving - This work shall consist of furnishing and driving of various types of piles.

4m Reinforcing Steel - This work shall consist of furnishing and placement of various types of reinforcing steel bars.

4n Sandblasting - This work shall consist of the use of approved methods and equipment in the sandblasting of various items such as structural steel.

4o Sign Structures - This work shall consist of furnishing, assembling, and installing sign structures and supports.

4p Soil & Rock Anchors - This work shall consist of furnishing soil rock anchors, and construction of structures utilizing these systems.

4q Welding - This work shall consist of the welding of shear connector studs and all related structural steel welding.

4r Bridge Approach and Transition Slabs - This work shall consist of placing reinforced concrete approach and transition slabs adjacent to bridge locations where designated.

4s Bridge Parapets - This work shall consist of placing reinforced concrete parapets and pylons on bridges or other structures.

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4t Earth Retaining Structures - This work shall consist of installing earth retaining structures made of reinforced concrete or other earth retaining systems.

4u Hydrodemolition - This work type shall consist of utilizing high pressure water jets to clean and scarify concrete surfaces. Integral parts of this work type include obtaining written permission from the local water authority company, having supervision certified by the equipment manufacturer onsite, and filtering and processing or hauling runoff water and debris in accordance with local and state regulations.

* 5. HEAVY HIGHWAY - This work type classification shall consist of a combination of Grading, Paving and Bridge as defined in work types 1, 2, 3 and 4. Firms holding Heavy Highway may do work in all work type classification except Landscape. Prior to the start of work, proof of licensing is needed for those work type classifications requiring special licensing.

* 6. LANDSCAPE - This classification shall consist of all work involving Landscape Architectural considerations as outlined in 6a, 6b, 6c, 6d, 6e, and 6f below:

6a Chemical Vegetation Control - This work shall consist of using chemicals to remove unwanted growth or to regulate same.

6b Grubbing - This work shall consist of removing vegetation and roots from a prescribed area.

6c Mowing - This work shall consist of the cutting of grass to a prescribed length in a prescribed area.

6d Planting - This work shall consist of furnishing, delivering, and planting trees, shrubs, vines and ground cover plants.

6e Topsoiling and Seeding - This work shall consist of the preparation and placement of approved topsoil stripped from the site of the project and the furnishing, preparation and placement of topsoil required in excess of that obtained from stripping, furnishing and placing of seed mixtures and grain seed, fertilizing and mulching and furnishing and placement of slope boards as required.

* MAJOR CATEGORY NOT RATABLE

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6f Tree Trimming & Removal - This work shall consist of the selective removal of trees and the removal of all defective or undesirable limbs and repair of all injuries or wounds on existing trees.

7. ELECTRICAL - This classification consists of work involving traffic signals, highway lighting and sign lighting, as described in 7a, 7b and 7c below. Specific licensing required.

7a Highway Lighting & Sign Lighting - This work shall consist of furnishing and installing complete multiple type highway lighting and sign systems.

7b Movable Bridge Installations - This work shall consist of furnishing and installing complete electrical and mechanical systems.

7c Traffic Signals - This work shall consist of furnishing and installing completely wired traffic signal systems.

* 8. GENERAL CONCRETE - Work involving placing concrete mixtures as outlined in 8a, 8b, 8c, 8d, and 8e below:

8a Concrete Median Barrier Curb - This work shall consist of the construction of concrete barrier curb.

8b Concrete Repairs - This work shall consist of concrete repairs to existing concrete construction items such as: curbs and headers, sidewalks, culverts under five feet, headwalls, etc.

8c Curbs, Sidewalks and Miscellaneous Concrete Work - This work shall consist of the construction of concrete curbs, sidewalks, islands, and other incidental concrete work.

8d Sawing, Sealing, and Curing - This work shall consist of sawing, cleaning, and sealing of joints and cracks on concrete and bituminous pavements.

8e Paving Concrete Base - This work shall consist of constructing a base course of a portland concrete mix, with or without reinforcement, and the final preparation of the underlying material.

* MAJOR CATEGORY NOT RATABLE

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* 9. MISCELLANEOUS - This classification encompasses various specialty categories of work generally associated with highway construction. Those classified under miscellaneous will be identified by their particular work specialty.

a. Boring
b. Core Drilling
c. Engineering
d. Erection of Steel Plate Pipe and Drainage, Metal Bin type Retaining Walls
e. Bus Shelters
f. Grouting
g. Natural Stone Masonry
h. Rigging
i. Asbestos Removal (specific licensing required)
j. Trenching
k. Erection of Ornamental Steel
l. Railroad Track Work
m. Large Diameter Pipes 3 or more feet in diameter
n. Cathodic Protection
o. Diving
p. Sewage Disposal
q. Tunneling
r. Mechanical Construction, Plumbing, Heating, Ventilating and Air Conditioning
s. Subsurface Investigation and Test Borings
t. Rehabilitation/repair of existing Pipeline and Conduit by the inversion and curing of Resin impregnated tube, and/or structural repairs using injection and curing of Resin impregnated materials
u. Subsurface Investigation and Location by the Vacuum Excavation Method
v. Cleaning Existing Drainage Pipe and Structures
w. Truck Scale Installation

10. DEMOLITION - This work shall consist of demolition of buildings within the right-of-way.

11. DEWATERING - This work shall consist of the removal and disposal of water within existing pipe systems, and the control of surface and ground water during construction.

12. DREDGING - This work shall consist of the removal of earth in wet areas.

13. FENCING - This work shall consist of the construction of new fence and gates, and the removal and resetting of existing fence.

* MAJOR CATEGORY NOT RATABLE

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14. REST AND SERVICE BUILDINGS - This work shall consist of the construction of buildings and appurtenances, rest areas, and service buildings.

15. GUIDE RAIL - This work shall consist of the installation, resetting or rehabilitation of guide rail and end treatments.

16. IMPACT ATTENUATORS INSTALLATION - This work shall consist of furnishing, assembling and placement of both impact modules or cells to form a total barrier configuration. This classification shall also include the replacement, repair or rehabilitation of impact attenuators.

17. STANDARD PAVEMENT MARKINGS - This work shall consist of the placement and removal of standard pavement markings such as paint and recessed or raised reflective markers.

18. LONG LIFE PAVEMENT MARKINGS - This work shall consist of the placement and/or removal of pavement markings and stripes made of material such as epoxy, thermoplastic, and preformed tape.

19. PNEUMATIC MORTAR OR GUNITE - This work shall consist of pneumatically applying a course of mortar or gunite on steel or concrete surfaces.

20. SAND DRAINS & SAND FILL - This work shall consist of placing sand drains by mandrel and hollow shaft auger methods and associated sand embankment.

21. PERMANENT SIGNS - This work shall consist of the furnishing, assembling, and erection of permanent signs and delineators.

22. UNDERGROUND UTILITIES - This work shall consist of furnishing, installing, replacement and relocation of various types of conduit and piping for underground utilities.

23. WATERPROOFING - This work shall consist of the preparation and application of a waterproofing compound.

24. MAINTENANCE & PROTECTION OF TRAFFIC - This work shall consist of furnishing, placing, cleaning, and maintaining construction signs and other traffic control devices in accordance with plans and specifications.

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25. MILLING - This work shall consist of the removal or cold milling and profiling of existing portland cement concrete or bituminous pavement.

26. BLASTING - This work shall consist of furnishing a fully qualified and licensed blaster using standard explosives and incidental materials to drill and blast in designated areas.

27. REMOVAL OF PETROLEUM PRODUCTS, DEBRIS, AND HAZARDOUS MATERIAL-
This work consists of removal and disposal of petroleum product using pumping equipment that will provide maximum protection without endangerment to health, life or property; as well as the removal and disposal of debris and hazardous material.

28. HEALTH AND SAFETY PLAN - This work shall consists of submitting an acceptable health and safety plan for the removal of hazardous material from the job site in accordance with contract specifications and subsequent monitoring to assure compliance through the life of the contract.

29. SAMPLING AND ANALYSIS - This work shall include the sampling and analysis of soil, ground water, and stockpiled material to determine the degree and type of contamination in accordance with rules and regulations of the New Jersey Department of Environmental Protection.

30. DESIGN SERVICES (FOR SUBCONTRACTING ONLY) - This work shall include providing a detailed set of design drawings which conform in all respects to N.J.D.O.T. design manuals and standards based upon the criteria outlined in the contract documents. Design drawings must be developed and signed by a Professional Engineer licensed by the State of New Jersey. In addition, the firm must be cost basis approved by N.J.D.O.T. A copy of the cost basis approval letter must be submitted with application.

31. MODIFIED DESIGN BUILD - This classification shall consist of a combination of Grading, Paving, and Bridges as defined in work type codes 1, 2, 3, and 4, and Design of Highway & Bridge Projects.

32. COMPUTERIZED ARTERIAL TRAFFIC CONTROL SYSTEMS - This work shall consist of furnishing and installing a complete computerized arterial or multi-arterial traffic signal control system, which will be interconnected to a traffic operations center through a fiber optic or other communications media.

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33. INTELLIGENT TRANSPORTATION SYSTEMS - This work shall consist of furnishing and installing a complete and operational Intelligent Transportation System which will utilize computer software, through fiber optic communications, or other communication media, to analyze traffic conditions and activate on demand intelligent traffic surveillance, incident detection and incident management subsystems.

34. SYSTEM INTEGRATOR - This work shall consist of the successful installation, completion, testing and integration of the various systems and subsystems of computerized traffic signal control project or an intelligent transportation systems project as outlined in other computerized/Intelligent Transportation System Classifications and various system components.

35. RUMBLE STRIPS - This work shall consist of making transverse saw cut grooves perpendicular or radial to the existing lane striping in accordance with the contract documents.

36. REHABILITATION OF MOVABLE BRIDGE HOUSES -
This work shall consist of the complete renovation and related demolition for the exterior and interior of the operators and machinery houses. This work includes, but is not limited to the installation of doors, windows, insulation, floor tiles, partitions, metal lockers, electrical wiring, plumbing and electrical fixtures, siding, roof repair, painting safety railing, walkways and ladder enclosures.

37. MACHINE SWEEPING - This work shall consist of removal of dirt, debris and other road waste from the roadway surface in areas where the pavement meets curb, barrier curb or berm, by use of mechanical sweeper.

38. CORRECTIVE ACTION WORK - This work will include all work on the Resident Engineer's corrective action inspection list to prepare the project for final acceptance.

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ATTACHMENT "C" RATING GUIDELINES

RATING QUESTION #1

09 The Contractor has given the work constant and continuous attention to facilitate the continuous progress of the work and required NO direction from the Resident Engineer or Authorized Representative.

07 The Contractor has complied with required direction from the Resident Engineer or Authorized Representative.

05 The Contractor has complied with required direction after repeated notifications from the Resident Engineer or Authorized Representative.

03 Contractor complies only upon written order of suspension (Subsection 108.15).

RATING QUESTION #2

09 This Contractor has no documented work site safety, environmental, or clean up violations. This Contractor always provided for a safe and clean work site, including compliance with all environmental permits.

07 This Contractor has documented violations. These violations were immediately corrected upon notification by the Resident Engineer. This Contractor always provided a safe and clean work site, including compliance with all environmental permits.

05 This Contractor has documented violations. These violations were corrected after repeated notifications by the Resident Engineer. This Contractor required direction in providing a safe and clean work site, including compliance with all environmental permits.

03 This Contractor has numerous documented violations. Only upon written order of suspension from the Resident Engineer were the violations corrected. This Contractor improved work site safety and cleaned up the work site and/or permit violations only after repeated direction by the Resident Engineer.

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RATING QUESTION #3

09 The Contractor has provided a superintendent or alternate who is thoroughly experienced in the type of work being performed, has a thorough understanding of the contract provisions, is on the site when work is in progress, and is always available for Resident Engineer's direction including attendance at scheduled project meetings.

07 The Contractor has provided a superintendent or alternate who is experienced in the type of work being performed, is familiar with contract provisions, is on the site when work is in progress, and is always available for Resident Engineer's direction including attendance at scheduled project meetings.

05 The Contractor has provided a superintendent or alternate who is experienced in the type of work being performed and is familiar with contract provisions. The superintendent or alternate is not always on the site when work is in progress, or is not always available for Resident Engineer's direction or to attend project meetings.

03 The Contractor has provided a superintendent or alternate who is not experienced in the type of work being performed and demonstrates a limited (or no) knowledge of contract provisions. The superintendent or alternate is not always on the site when work is in progress or is not always available for Resident Engineer's direction or to attend job meetings.

RATING QUESTION #4

For Classification #24 - Maintenance and Protection of Traffic

09 The Contractor always provided for public safety and convenience, following the Traffic Control Plan and/or Nighttime Operations plans, without being reminded.

07 The Contractor has documented violations. These violations were immediately corrected upon notification by the Resident Engineer. This Contractor always provided for public safety and convenience.

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05 This Contractor has documented violations. These violations were corrected after repeated notifications by the Resident Engineer. This Contractor required direction in providing for public safety and convenience in accordance with Traffic Control Plans and/or Nighttime Operation Plans.

03 This Contractor has numerous documented violations. Only upon written order of suspension from the Resident Engineer were the violations corrected. This Contractor provided for public safety and convenience only after repeated direction by the Resident Engineer for compliance with Traffic Control Plans and/or Nighttime Operation plans.

N/A This Contractor's work did not require the Maintenance and Protection of Traffic or Nighttime Operations.

For Classification '39' - Corrective Action Work

09 This Contractor reviewed his work prior to the Resident Engineer's review, and no corrective work was required at the time of the Department's inspection.

07 The Contractor completed all corrective work within ten (10) working days of transmittal of the corrective action list by the Resident Engineer.

05 The Contractor completed corrective work between ten (10) and twenty (20) working days of transmittal of the corrective action list by the Resident Engineer.

03 The Contractor took longer than twenty (20) working days to complete corrective work. Resident Engineer was required to give repeated direction to get work completed.

N/A Corrective action inspection not conducted during this period.

For All Other Work Types

09 Documented evidence of high quality work that is in accordance with the plans and specifications.

07 No documented evidence of numerous deviations from the plans and specifications. Any deviations corrected upon notification by the Resident Engineer as per Subsections 105.05 and 105.16.

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05 Documented evidence of numerous deviations from the plans and specifications. All deviations corrected as per Subsections 105.05 or 105.16.

03 Documented evidence of deviations from the plans and specifications. Workmanship and finished product is unacceptable, requiring removal and replacement, or penalty for leaving work in place more than fifteen percent (15%).

RATING QUESTION #5

09 This Contractor adhered to the progress schedule, early start dates, including updates. Adjusted the schedule when conditions changed without a reminder.

07 This Contractor adhered to the progress schedule.

05 This Contractor adhered to the progress schedule only when reminded to do so in accordance with Subsection 108.04.

03 This Contractor did not adhere to the progress schedule even when reminded to do so repeatedly in accordance with Subsection 108.04.

RATING QUESTION #6

A. EEO and Affirmative Action Compliance

09 This Contractor has no documented violations of the NJDOT EEO and Affirmative Action Specifications.

07 This Contractor has documented violations of the NJDOT EEO and Affirmative Action Specifications. These violations were immediately corrected upon notification by the Department.

05 This Contractor has documented violations of the NJDOT Specifications relating to EEO and Affirmative Action. These violations were corrected only after repeated notification by the Department. This Contractor required direction in complying with the EEO and Affirmative Action Specifications.

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03 This Contractor has numerous documented violations of the EEO and Affirmative Action Specifications, requiring written warning of sanctions and/or the issuance of a show cause notice.

B. DBE Program Compliance - This is regarding federal-aid projects only.

09 This Contractor has no documented violations of the approved NJDOT DBE Program.

07 This Contractor has documented violations of the approved NJDOT DBE Program. These violations, including but not limited to not meeting the DBE goal or not demonstrating a good faith effort to meet the goal, were immediately corrected upon notification by the Department.

05 This Contractor has documented violations of the approved NJDOT DBE Program. These violations were corrected only after repeated notification by the Department. This Contractor has required direction in complying with the approved NJDOT DBE Program.

03 This Contractor has numerous documented violations of the approved NJDOT DBE Program, requiring written warning of sanctions and/or the issuance of a show cause notice.

C. Training Program Compliance

09 This Contractor has no documented violations of the NJDOT Training Special Provisions.

07 This Contractor has documented violations of the NJDOT Training Special Provisions. These violations were immediately corrected upon notification by the Department.

05 This Contractor has documented violations of the NJDOT Training Special Provisions. These violations were corrected only after repeated notification by the Department. This Contractor required direction in complying with the NJDOT Training Special Provisions.

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03 This Contractor has numerous documented violations of the NJDOT Training Special Provisions, requiring written warning of sanctions and/or the issuance of a show cause notice.

D. Labor Standards/Wage-Rate Compliance

09 This Contractor has no documented violations of the NJDOT Contract Specifications relating to Labor Standards/Wage-Rate Compliance.

07 This Contractor has documented violations of the NJDOT Contract Specifications relating to Labor Standards/Wage-Rate Compliance. These violations were immediately corrected upon notification by the Department.

05 This Contractor has documented violations of the NJDOT Contract Specifications relating to Labor Standards/Wage-Rate Compliance. These violations were corrected only after repeated notification by the Department. This Contractor required repeated direction from the Department in complying with the NJDOT Contract Specifications relating to Labor Standards/Wage Rate Compliance.

03 This Contractor has numerous documented violations of the NJDOT Contract Specifications relating to Labor Standards/Wage Rate Compliance, requiring written warnings or sanctions.

E. Employment Discrimination - Sexual Harassment Complaints

09 This Contractor has no documented violations of the NJDOT EEO Special Provisions and/or the NJDOT Special Contract Provisions for Investigating, Reporting and Resolving Employment Discrimination - Sexual Harassment Complaints.

07 This Contractor has documented violations of the NJDOT EEO Special Provisions and/or the NJDOT Special Contract Provisions for Investigating, Reporting and Resolving Employment Discrimination - Sexual Harassment Complaints. These violations were immediately corrected upon notification by the Department.

05 This Contractor has documented violations of the NJDOT EEO Special Provisions and/or the NJDOT Special Contract Provisions for Investigating, Reporting and Resolving Employment Discrimination- Sexual Harassment Complaints. These violations were corrected only after repeated notification

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by the Department. This Contractor has required direction in complying with the NJDOT EEO Special Provisions and/or the NJDOT Special Contract Provisions for Investigating, Reporting and Resolving Employment Discrimination-Sexual Harassment Complaints.

03 This Contractor has numerous documented violations of the NJDOT EEO Special Provisions and/or the NJDOT Special Provisions for Investigating, Reporting and Resolving Employment Discrimination-Sexual Harassment Complaints, requiring written warning of sanctions and/or the issuance of a show cause notice.

RATING QUESTION #7

For All Items (A-F)

09 Submissions made on time, and in accordance with the contract and/or progress schedule without a reminder from Resident Engineer.

07 Submissions made 0 to 10 days after due date. Reminders from the Resident Engineer required occasionally.

05 Submissions made 0 to 20 days after due date. Constant reminders required by the Resident Engineer to comply.

03 Submissions over 20 days late and/or only after repeated reminders from the Resident Engineer including warnings of non-payment or other sanctions.

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ATTACHMENT "D"

Mr. John Doe (Name of the Contractor's Financial Officer)
A-Z Construction Company
123 Main Street
Anywhere, New Jersey 08153

Attention: Mr. John Doe

Dear Mr. Doe:

Enclosed is your rating for the six/three month period ending _____ . This is for your information only.

Sincerely,

(Resident Engineer's Name)

c: Field Manager
Regional Construction Engineer

Enclosure

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION M-1	DATE
CONSTRUCTION OPERATIONS	CONSULTANT EVALUATION SYSTEM	05/1[illegible]

1. Consultant Evaluation

   A Consultant Evaluation System has been established that will provide a means to obtain performance data, and to afford Consultants an opportunity to improve their services. In addition, the ratings for past performance will be taken into account during Department review of the Expressions of interest for new Agreements. Work performance will be evaluated every 6 months by the Consultant Contract Manager (CCM) or Contracting Unit for all prime consultants having contracts with the Department. Subconsultant work will not be rated independently but will be included in the prime Consultant's rating.

   a. The Division of Construction Services and Materials will be the CCM or Contracting Unit for Task order Agreements providing Construction Inspection Services. Project Management will be considered the CCM or Contracting Unit for Project specific Agreements providing Construction Inspection or Design Services. In either case, the Resident Engineer (Project Field Manager if the Resident Engineer is a consultant) will rate the consultant every 6 months for their performance while the project is under construction. Hereinafter, the rater will be called the Resident Engineer (RE).

2. Rating Criteria

   a. The rating period starts when an Agreement is approved or a modification is approved that initiates a new phase of work. The first rating period will end on March 31st or September 30th. Thereafter, a consultant will be evaluated every 6 months until the project is completed.

      Subsequent rating periods will start with either April 1st or October 1st and will end either September 30th or March 31st.

   b. Prior to beginning work the rating criteria and forms will be discussed to assure understanding by all parties. Projects utilizing the services of a consultant. Consultants providing Construction Inspection Services will be rated in 2 categories; **Overall Quality (90%)** and **Project management (10%).** See Attachments "A" and "B" for the rating category standards and sample forms.

Superseded by Construction Procedure Handbook 2011 Section VI Subsection M-1

3. Procedure

a. The Department's CCM or Contracting Unit will submit a Consultant Evaluation Project Information Form (PIF) (Attachment A) to the Division of Procurement, Bureau of Professional Services when an agreement is approved or a modification is approved that initiates a new phase of work. Submission of the Project Information Form (PIF) notifies Professional Services that the evaluation period is to begin and identifies the Department Unit(s) involved in rating the Consultant during the life of the agreement.

b. Once a Consultant is brought on board a prequalified Construction Inspection Services, the RCC will establish 2 additional files in the Project Standard Filing System. They are: 1) Consultant Evaluation System (CES) – Current Documentation and 2) Consultant Evaluation System – Ratings (similar to the required DC-83 rating files). Any positive and/or negative documentation (letters, meeting minutes, etc...) should be sent to the Consultant Project Manager as the event occurs with a copy placed in the current documentation file. Approximately 1 month prior to the end of the rating period, the Professional Services Unit will issue a reminder to the CCM or Contracting Unit that a rating period will be ending on March 31st or September 30th.

c. At the end of the rating period, the Resident Engineer will review the information in the Consultant Evaluation System – Current Documentation file. Follow the specific instructions on page 4 of this Section to fill out the Excel Spreadsheet available from the Regional Consultant Coordinator (RCC) that will generate the Consultant's rating. Remember, all ratings of "1", "5" and "n/a" are to be explained on separate, attached sheet(s).

d. Once the rating forms are complete, the Resident Engineer shall contact his Project Field Manager to review and sign the package within 10 working days of the end of the rating period. The Field Manager shall deliver the original completed forms and three (3) copies to the Regional Consultant Coordinator.

e. The Regional Consultant Coordinator (RCC) will review all submitted ratings for completeness. The RCC will also compile ONE composite rating for Term Agreements that had more than one active task during the rating period by filling out a DC83(c).

Superseded by Construction Procedure Handbook
2011 Construction Procedure Handbook Section M-1

f. The RCC will assemble all Consultant Inspection Rating packages received and will transmit the original plus one copy to the Division of Procurement/Professional Services Unit, a copy to the Bureau of Construction Engineering, and will maintain a copy in the Regional Office for a minimum of two years after the end of the rating cycle. The Division of Procurement/Professional Services will transmit a copy of the ratings to the individual Consultants.)

Note:

Attachment "A" - Sample ratings sheets will be utilized to generate the Consultant Construction Inspection Ratings.

Attachment "B" - Lists the guidelines (definition of a "1" thru "5") for the CM ratings and for the staff.

Superseded by
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Note: the directions below will also be contained in the Excel spreadsheet.

Instructions to Raters:
Make sure that you read the separate guidelines that will assist you in determining what a "1" thru a "5" mean for each item.
ONLY ENTER INFORMATION ON EACH SHEET THAT IS SHADED IN BLUE.

1. Fill out all portions of the **Cover** sheet that are shaded in blue. If not applicable, type "n/a".

2. Enter "1" thru "5" for each question on the **PM Rating** sheet in the blue boxes. Use the guidelines for your answers that are on the PM Guidelines sheet. Enter an "X" in the N/A column for each item that is not applicable to rating the project management of the firm. You must explain all "1", "5" and "n/a" ratings on a separate sheet. The rating will be automatically generated. Do not WRITE or TYPE anything else on this sheet.

3. Enter "1" thru "5" for each item that is applicable to your field staff on the **Staff Rating sheet**. Use the guidelines for your answers that are on the Staff Guidelines sheet. If you have any categories that are "n/a" put an X in the n/a column.
You must explain all "1" and "5" on a separate sheet.

Note: Environmental and Traffic questions pertain to ALL staff on your project. There should generally NOT be an "X" in the "n/a" column for those items.
Note: if you do not have either a Lead Designer or a Consultant RE (or Engineer), every item will be marked with an "X" in the n/a column for that section of the rating sheet. The rating will be automatically generated as an average of all of your graded items.

4. On the **CES** sheet, fill in Rating Period, Year, Cycle, Rating Type, and remarks. If you need to attach separate sheets for remarks, print "see attached" in the remarks boxes. (Fill in all the blue boxes on this sheet.)

5. Sign the blue boxes on the CES sheet after printing out.

6. Remarks are MANDATORY, even if you are rating the consultant as a "5". You may put them on sheet CES or on a separate sheet of paper, if needed. A brief remark is needed for n/a's.

7. Send 4 signed copies of all four sheets to the Regional Invoice Coordinator. Assemble them in the following order: Cover, pm rating, staff rating. Do not send the copies of the rating guidelines. You may keep them for your use for the next rating cycle.

Note: there is NO NEED to print these out in color; black print is fine.

Superseded by 2011 Construction Procedure Handbook Section VI Subsection M-1

ATTACHMENT "A"

Project Description: Maint Roadway Repair 747

Contract Agreement Type: Consultant Construction Inspection

Consultant: Acme Engineers

Consultant Agreement #: 2005BCE792 UPC#: 946222 Agreement

Consultant Project Manager: Jane Smith Rating Period: Apr 1 - Sep 30 Year: 20[illegible] CYCLE: 15

Structural Evaluation Federal Proj. No. State Job No. Group

ON System:

OFF System:

Division/Unit: Co[illegible]ces and Materials, [illegible] Construction

Department's Project Manager: John Rater
Print Name Signature & Date

Department's R[illegible]'s Supervisor: Joe Reviewer
Print Name Signature & Date

Discipline: C[illegible]nspection Rating Type: [illegible]inal
(enter "month" or "final" above)

Category Rating Weighted Category

Schedule

Schedule Comments:
(enter NOTHING here)

Quality 3.5 90%

Quality Comments:
Write Comments here or attach a separate sheet of paper.

Project Management 3.4 10%

Project Management Comments:
Write Comments here or attach on separate sheet of paper.

Total Weighted Category Rating: 3.49

Extra Comments:

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ATTACHMENT "A"

CONSULTANT EVALUATION
PROJECT INFORMATION FORM
DIVISION OF PROCUREMENT / BUREAU OF PROFESSIONAL SERVICES

Date: **8/18/2005**

Project: **Maint Roadway Repair 747**
(Route and Section or Project Description)

CE Job #: **1234567**

Federal Project # (or "State") **state**

Consultant Firm: **Acme Engineers**

Consultant Project Manager: **John Smith**

Vendor ID: **22-1111111**
(see your invoices)

Agreement #: **2005BCE792**

Agreement Date: **5/3/2005**

Modification #: **n/a**

Agreement Contract Amount: **$1,000,000.00**

UPC No: **96222**

Rater's name: **John Rater**
(If consultant RE, rater is the Field Manager; if State RE, rater is the RE)

Rater's Supervisor name: **Joe Reviewer**

- ☐ Design
- ☐ Planning
- ☑ Construction Inspection
- ☐ Structural Evaluation and Bridge Maintenance
- ☐ Maintenance

EQUIPMENT RATING UNIT:
Construction Services and Materials

Distribution:
- ☐ Bureau of Professional Services
- ☐ Regional Construction Engineer
- ☐ Bureau of Construction Engineering
- ☐ Consultant Project Manager

Note: Send ALL copies to the Regional Consultant Coordinator, and the Region will distribute copies as necessary. Make a copy to keep for your own files, if you so desire.

Superceded by 2011 Construction Procedure Handbook Section VI Subsection M-1

ATTACHMENT "A"

DC-181 July 2006

NEW JERSEY DEPARTMENT OF TRANSPORTATION
CONSTRUCTION ENGINEERING/INSPECTION CONSULTANT PERFORMANCE
PROJECT MANAGEMENT

Project: Maint Roadway Repair 747
Consultant: Acme Engineers
Proj. Mgr: Jane Smith

Rating Period: Apr 1 - Sep 30
Rater: John Rater
(Rater is the STATE R.E. for the project, or the F.M. consultant R.E.)

Answer the following for the Project Management of the Consultant FIRM, not the individual MANAGER.

	Consultant Project Management	RTG 1 - 5	Enter if n/a
1	Project was staffed as per agreement.	5	
2	Trained personnel, familiar with CPH and inspection and reporting procedures, were provided.		
3	The Project Manager monthly inspections and reviews were performed correctly and promptly. (Contact Regional Consultant Coordinator for input on this category)		
4	Invoices were submitted correctly and promptly.		
5	The Agreement budget and expenses have been properly managed.	4	
6	The Cost Proposal and Agreement have been properly handled. (Contact Regional Consultant Coordinator for input on this category).	3	
7	Responds to requests for information and telephone or email inquiries from NJDOT. (Contact Regional Consultant Coordinator for input on this category)	3	
8	Asbuilts are completed in accordance with the CPH Manual (Sect 7, Subsect H).		x
9	Projects are closed out in accordance with the CPH Manual (Sect 7, Subsect B).		x

Sum of Ratings = 24
Number of rated items = 7

EXPLAIN ALL "A" RATINGS ON SEPARATE SHEET

Overall PM Rating = 3.43

Reviewed by: Joe Reviewer
(Reviewer is FM if State RE; Reviewer is Consultant Coordinator or RCE if Consultant RE)

Superceded by 2011 Construction Procedure Handbook Section VI Subsection M-1

DC-180 July 2006

NEW JERSEY DEPARTMENT OF TRANSPORTATION

CONSTRUCTION ENGINEERING/INSPECTION CONSULTANT PERFORMANCE

OVERALL QUALITY

Project: Maint Roadway Repair 747

Consultant: Acme Engineers

Rating Period: Apr 1 - Sep 30

Rater: John Rater

(Rater is the STATE R.E. for the project, or the F.M. if consultant R.E.)

			Enter 1 - 5	Enter "X" if n/a
Field Insp.	1	The Consultant STAFF is familiar with construction inspection procedures.	3	
	2	The Consultant STAFF reviews and is familiar with the plans and specs for the project.	2	
	3	Contractor's progress is reported by the Consultant STAFF.	5	
	4	Traffic Control Devices were in place and installed in General Conformance with the Project Plans. Devices were cleaned and well maintained.	5	
	5	The Consultant STAFF follows Operating Policy.	5	
	6	Personal safety is adhered to by the Consultant STAFF.	3	
	7	Environmental Control is in place in General Conformance with the Project's Plans and are working and well maintained.	3	
Admin.	8	Consultant STAFF prepares and maintains Project Diaries (or Handbook).	4	
	9	Consultant STAFF follows CPH manual as relative to Materials, Orders and Testing	3	
	10	Consultant STAFF maintains a good relationship with the public and other agencies associated with the project.	5	
	11	Consultant STAFF monitors submission, maintenance, timeliness and quality of DBE/EEO documents and Subcontract requirements.	5	
	12	[illegible] are produced.		x
Lead Insp. **OR** R.E. **OR** Scheduler for #17	13	Recommends to the NJDOT solutions to problems	3	
	14	Reviews claims, extra work, time extensions	3	
	15	Supervises consultant subordinates	3	
	16	Coordinates work of utilities and adjacent construction projects with the Contractor	3	
	17	Monitors the Contractor's progress schedule (Rate the consultant's Primavera Schedule in this section, if applicable).	3	
	18	Submits Payment Estimates	3	
	19	Prepares Correspondence (exclusive of Minutes)	3	
	20	Prepares Meeting Minutes	3	
	21	Prepares Construction Orders	3	
	22	Closes out construction project.		x

Sum of ratings = **70**

Number of rated items = **20**

"PLAN ALL "N/A" RATINGS ON SEPARATE SHEET

***Overall Quality Rating = 3.50**

Reviewer: Joe Reviewer

Reviewer is the Rater's Supervisor

Superceded by 2011 Construction Procedure Handbook Section VI Subsection M-1

ATTACHMENT "B" PM GUIDELINES

2011 Construction Superceded by Section Procedure Handbook Subsection M-1

	Rating = 1	Rating = 2	Rating = 3	Rating = 4	Rating = 5
Q1	Made unauthorized (without concurrence of RE/RCC) changes in staffing and/or was unable to provide adequate personnel to meet or exceed the experience profile in the technical proposal staffing.	Frequent (more than one person) substitutions in staffing required and/or adequate staffing not provided within the requested time frame. Substitutions occurring after original duration of project will not count against the rating of the PM.	One substitution in staffing required. Equally Qualified substitutions provided in a prompt manner with no delays in staffing project. Substitutions occurring after original duration of project will not count against the rating of the PM.	One substitution in personnel required by NJDOT, none by Consultant firm, and Equally Qualified substitutions provided in a prompt manner with no delays in staffing project. Substitutions occurring after original duration of project will not count against the rating of the PM.	Staff provided in accordance with Technical Proposal are available within 5 business days of notice from the NJDOT, except that if the NJDOT delays the authorized start by greater than two weeks after the execution of the Agreement by the NJDOT, staff provided in accordance with Technical Proposal are available within 14 business days of notice to proceed. No substitutions required were made except for death, disability, or employee left firm. NOTE: Term Agreements are exempt from the "no substitution" rule.
Q2	The "Overall Quality Rating" of the key staff provided is <2.5 and/or two or more individual category ratings are less than 2.	The "Overall Quality Rating" of the key staff provided is >= 2.5 but < 3.0, and/or no more than one individual category rating is less than 2.	The "Overall Quality Rating" of the key staff provided is >= 3.0 but < 3.5 and/or individual category rating less than 3.	The "Overall Quality Rating" of the key staff provided is =>3.5 but <4.5.	The "Overall Quality Rating" of the key staff provided is =<4.5.
Q3	An inspection has not been conducted for two or more months during which the project is active, and/or two or more reports have not been completed in all respects and distributed to all required recipients within two days of the inspection, and/or Safety and Environmental deficiencies were not reported immediately to the RE or his representative on the day of inspection on at least one occasion.	An inspection has not been conducted for one month during which the project is active, and/or two or more reports have not been completed in all respects and distributed to all required recipients within two days of the inspection. Safety and environmental deficiencies are reported immediately to the RE or his representative on the day of inspection.	An inspection has been conducted during each month that the project is active and one reports has not been completed in all respects and distributed to all required recipients within two days of the inspection. Safety and environmental deficiencies are reported immediately to the RE or his representative on the day of inspection	An inspection has been conducted during each month that the project is active and a report has been completed in all respects and distributed to all required recipients within two days of the inspection. Safety and environmental deficiencies are reported immediately to the RE or his representative on the day of inspection	An inspection has been conducted during each month that the project is active and a report has been completed in all respects and distributed to all required recipients within two days of the inspection. Safety and environmental deficiencies are reported immediately to the RE or his representative on the day of inspection. The Project Manager gave notice to the RE and RCC prior to each visit and met with the RE or his/her representative at least every other month.

	Rating = 1	Rating = 2	Rating = 3	Rating = 4	Rating = 5
Q4	One or more invoices received more than 60 days after invoice cut-off (from prime or from sub), or at least one invoice requiring MAJOR corrections (incorrect hours, unapproved rates, improper expenses) for improper billing.	Two or more invoices received more than 30 days after invoice cut-off date (from the prime or sub), or more than two invoices having MINOR corrections (errors of less than $10 in value) in billing required.	No more than one invoice received more than 30 days after the invoice cut-off date (from the prime), and no more than two invoices (from prime or sub) requiring minor corrections in billing.	All invoices for the rating period received within 30 days of invoice cutoff date with a minor correction required on one billing.	All invoices for the rating period received within 30 days of invoice cut-off date, and no corrections required.
Q5	Has exceeded budget limits (or multi-year funding limits) without notification to the RCC.	Has informed the Regional Consultant Coordinator that budget limits may be insufficient, with less than one month notice for line-item ceiling limits ("No Cost Modifications") or less than three months notice for overall agreement ceiling limits.	Has informed the Regional Consultant Coordinator that budget limits may be insufficient, with at least one month notice for line-item ceiling limits ("No Cost Modifications") or at least three months notice for overall agreement ceiling limits.	Has informed the Regional Consultant Coordinator that budget limits may be insufficient, with at least three months notice for line-item ceiling limits ("No Cost Modifications") or at least three months notice for overall agreement ceiling limits. Recommends staffing adjustments to minimize shortfalls and recommends revised ceiling limits for every line item.	Takes proactive measures to maintain expenses within line-item budget limits, including informing the Regional Consultant Coordinator of steps being taken to avoid budget shortfalls.
Q6	Required more than 15 business days from the Initial Scope Meeting to provide a Cost Proposal (or more than 10 days to provide corrected cost proposal after request by RCC) and/or Agreement documents. Has not responded to phone or e-mail inquiries on at least two occasions for more than two business days or one occasion for more than five business days.	Provides a Cost Proposal and Agreement documents within 10 business days of Initial Scope Meeting or receipt of the Agreement and/or provides revisions to the cost proposal requested by RCC within 7 business days of the date requested	Provides a Cost Proposal and Agreement documents within 7 business days of Initial Scope Meeting or receipt of the Agreement and/or provides revisions to the cost proposal requested by RCC within 5 business days of the date requested	Provides a Cost Proposal and Agreement documents within 5 business days of Initial Scope Meeting or receipt of the Agreement and/or provides revisions to the cost proposal requested by RCC within 5 business days of the date requested.	Provides an acceptable Consultant Cost Proposal and Agreement documents within 5 business days of Initial Scope Meeting. No revisions were required based on consultant submission.

2011 Construction Procedure Handbook
Section VI Subsection M-1
Superseded by

ATTACHMENT "B" PM GUIDELINES

2011 Construction Procedure Handbook
Superceded by
Section VI Subsection M-1

	Rating = 1	Rating = 2	Rating = 3	Rating = 4	Rating = 5
Q7	Has not responded to RFI's on at least three occasions for more than two business days or one occasion for more than five business days.	Has not responded to RFI's on up to three occasions for three to five business days.	Responds to RFI's within two business days.	Responds to RFI's within one business day.	Responds to RFI's inquiries same day. (Rating for this category will not be reduced to 4 or below if contact from NJDOT is made after noon of day in question)
Q8	Asbuilts are prepared by staff using ACES when possible and manually prepared DC30's when ACES-generated asbuilts are inadequate for the calculations required. Target percentages in the CPH manual are not met throughout the construction project and closeout.		Asbuilts are prepared by staff using ACES when possible and manually prepared DC30's when ACES-generated asbuilts are inadequate for the calculations required. Target percentages in the CPH manual are met throughout the construction project and closeout.		Asbuilts are prepared by staff using ACES when possible and manually prepared DC30's when ACES-generated asbuilts are inadequate for the calculations required. Target percentages in the CPH manual are surpassed throughout the construction project and closeout.
	In rating question 8 the target percentages can be found in the CPH manual, Section VI, Subsection H.				
Q9	Exceeds the target dates contained in the CPH manual by 20 or more calendar days.	Exceeds the target dates for closeout in the CPH manual by 1-19 calendar days.	Closes out project on or within the target dates for closeout in the CPH manual. Projects with claims pending are exempt from this requirement except that all other closeout paperwork is complete preceding these target dates.	Closes out project 1 - 19 calendar days in advance of the target dates established by the CPH manual. Projects with claims pending are exempt from this requirement, except that all other closeout paperwork is complete in advance of those target dates.	Closes out project at least 20 days in advance of the target dates for closeout in the CPH manual. Projects with claims pending are exempt from this requirement, except that all other closeout paperwork is complete in advance of those target dates.
	In rating Question 9, rating is NOT to be reduced if target dates are exceeded due to non-responsive outside parties, as long as Consultant RE (or the lead inspector or Asst. RE, if one of those individuals has been charged with these duties) has issued weekly reminders to the non-responsive parties. Closeout targets are found in the CPH Manual, Section VI, Subsection B.				

ATTACHMENT "B" STAFF GUIDELINES

2011 Construction Superseded by Section Procedure Handbook Subsection M-1

	Rating = 1	Rating = 2	Rating = 3	Rating = 4	Rating = 5
Q1	Consultant staff needed training in two to three of the following: state forms, how to use inspection equipment, application of plans and specs to observations. Training consisted of several sessions per topic.	Consultant staff needed training in two to three of the following: state forms, how to use inspection equipment, application of plans and specs to observations. Training consisted of one session per topic.	Consultant staff needed training in ONE of the following: state forms, inspection equipment, application of plans and specs to observations. Training consisted of several sessions per topic.	Consultant staff needed training in ONE of the following: state forms, inspection equipment, application of plans and specs to observations. Training consisted of one brief session.	Consultant staff needed no training.
Q2	Consultant staff needs instruction/reminder from State's RE (or State's FM, if consultant RE) daily as to the contents of the plans or specs to ensure compliance.	Consultant staff needs instruction/reminder from State's RE (or State's FM, if consultant RE) more than once a week as to the contents of the plans or specs to ensure compliance.	Consultant staff needs instruction/reminder from State's RE (or State's FM, if consultant RE) once a week as to the contents of the plans or specs to ensure compliance.	Consultant staff needs instruction/reminder from State's RE or State's FM, if consultant RE) once a month as to the contents of the plans or specs to ensure compliance.	Consultant staff is fully familiar with plans and specs.
Q3	Progress, Pay and Asbuilt Reports are reported on proper DC29 form with more than ONE error or omission per week OR submitted more than once per week beyond one business day of the work performed.	Progress, Pay and Asbuilt Reports are reported on proper DC29 form with no more than TWO errors or omissions per month OR submitted more than twice per month beyond one business day of the work performed.	Progress, Pay and Asbuilt Reports are reported on proper DC29 form with no more than ONE error or omission per month OR submitted once per month beyond one business day of the work performed.	Progress, Pay and Asbuilt Reports are reported on proper DC29 form with NO mathematical errors; no omissions of comments, manpower or equipment; submitted within 24 hours of end of the inspector's work shift.	Progress, Pay and Asbuilt Reports are reported on proper DC29 form with NO mathematical errors; no omissions of comments, manpower or equipment; submitted ON the same business day as the work performed.
Q4	Traffic Control Inspections are made, but are reported more than one business day after the inspection is made or not reported at all. OR - NJDOT or other agency observed the same, repeated deficiency, and no report has been made to the contractor, or if reported to the contractor, no appropriate escalation of the contractor's failure to comply has been made.	Traffic Control Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff provides notification of deficiencies (to either RE and Contractor in writing or verbally) beyond end of contractor's work shift.	Traffic Control Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff provides notification of deficiencies to RE and Contractor in writing or verbally by end of contractor's work shift.	Traffic Control Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff takes immediate action (notifies RE and Contractor in writing) of deficiencies.	Traffic Control Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff takes immediate action (notifies RE and Contractor in writing) on deficiencies. Follow-up action is taken on deficiencies.

Note: "Inspections" for the category above includes the requirement for all consultant personnel to be responsible for the observation and reporting of Traffic Control deficiencies, even if not formally assigned to this item.

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Section VI Subsection M-1 Procedure Handbook

	Rating = 1	Rating = 2	Rating = 3	Rating = 4	Rating = 5
Q5	Has violated the NJDOT [illegible] Late Lane Openings policy (notification requirements) on one or more occasions.				In full compliance with NJDOT's Late Lane Openings policy (notification requirements).
Q6	Consultant staff needs ongoing personal safety reminders and is hesitant to comply.	Consultant staff has been observed more than six times during cycle without necessary personal safety gear, more than two reminders pertaining to any ONE [illegible]	Consultant staff has been observed two to six times during cycle without necessary personal safety gear but immediately dons the gear when reminded. More than two reminders during cycle regarding any ONE item of gear move the rating from a 3 to a 2.	Consultant staff has been observed ONCE during cycle without necessary personal safety gear, but immediately dons the gear when reminded.	Consultant staff has NEVER been observed without safety vest, hard hat, and protective footwear. Has NEVER been observed (when conditions require) without eye protection, ear protection, and fall protection.
Q7	Environmental Inspections are made, but are reported more than one business day after the inspection is made or not reported at all. OR NJDOT or other agency observed the same, repeated deficiency, and no report has been made to the contractor, or if reported to the contractor, no appropriate escalation of the contractor's failure to comply has been made.	Environmental Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff provides notification of deficiencies to RE and Contractor (writing or verbally) beyond end of contractor's work shift.	Environmental Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff provides notification of deficiencies to RE and Contractor in writing or verbally by end of contractor's work shift.	Environmental Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff takes immediate action (notifies RE and Contractor in writing) on deficiencies.	Environmental Inspections are made daily and findings are reported on forms provided by the Department. Consultant staff takes immediate action (notifies RE and Contractor in writing) on deficiencies. Follow-up action is taken on deficiencies.
	Note: "Inspections" for the category above is a requirement for all consultant personnel to be responsible for the observation and reporting of Environmental safety and Permit compliance even if not formally assigned to the task.				
Q8	Upon inspection, diary is routinely in poor condition or is not properly documented (days missing etc.)	Poor documentation on at least one occasion that does not meet the guidelines required by the CPH.	Provides documentation as required in the CPH.	Provides documentation required in the PH manual. Occasionally expands and attempts to provide more specific information.	Consistently maintains all guidelines of Section III Subsection B - 3(b) of the CPH during inspection. Routinely expands on items to provide more than adequate coverage.

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Superceded by

ATTACHMENT "B" STAFF GUIDELINES

	Rating = 1	Rating = 2	Rating = 3	Rating = 4	Rating = 5
Q9	Materials testing was not performed by Materials Unit due to lack of advance notice to Regional Materials by consultant staff. Materials incorporated into the Work that was not from approved source.	*Only a "1" or a "3" should NOT be marked for this category if the reason for lack of notice to Materials is due to lack of contractor's notification.*	Request for Testing Materials routinely provided. Occasional lapse in timeline [illegible] missed testing. All materials incorporated in the Work are from approved sources.		Consistently provides advance notice for request for testing as prescribed in the CPH. All materials incorporated into the Work are from approved sources.
Q10	Maintains inconsistent relationship of cooperation with affected members of the public and other agencies. Evidenced by substantiated complaints to the [illegible] manager and/or other Department officials.		Maintains relationship with the public and other agencies with minimal complaints		Maintains routine relationship with affected homeowners, businesses and municipal officials on the job site. Has a constant relationship in good standing with other agencies such as FHWA, DEP etc with no substantiated complaints.
Q11	DBE/EEO (DC-18 etc.) or other documents are not complete or missing. No DC-29(a)'s for items. Appropriate documentation not immediately available. Slow response to provide required documents. (>7 DAYS)	DBE/EEO documents not complete or missing. Appropriate documentation made available within 4-7 days.	One (1) or two (2) DBE/EEO documents not complete or missing. Appropriate documentation made available within 2-3 days.	One (1) or two (2) DBE/EEO documents not complete or missing. Appropriate documentation made available within one day.	Review by DOT personnel finds that DBE/EEO documents are ALWAYS complete, current and in compliance with the CPH and/or missing information has been requested from the Contractor. Form DC-29(a)'s filed for each appropriate pay item along with all correspondence to the DCR/AA. All documents up to date.
Q12	DC24's / DC156's are produced and transmitted to Trenton containing errors or omissions, or are submitted later than the Tuesday following the cutoff date, more than twice per month, and more than one month per rating cycle.	DC24's / DC156's are produced and transmitted to Trenton containing errors or omissions, or are submitted later than the Tuesday following the cutoff date, more than twice per month, in no more than one month per rating cycle.	DC24's / DC156's are produced and transmitted to Trenton containing errors or omissions, or are submitted later than the Tuesday following the cutoff date, no more than six times during the rating cycle.	DC24's / DC156's are produced and transmitted to Trenton containing errors or omissions, but are submitted later than the Tuesday following the cutoff date, no more than [illegible] times during the rating cycle.	DC24's / DC156's are produced and transmitted to Trenton with no errors or omissions no later than Monday following the cutoff date.

ATTACHMENT "B" STAFF GUIDELINES

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	Rating = 1	Rating = 2	Rating = 3	Rating = 4	Rating = 5
Q13	Fails to notify NJDOT of problems that have arisen.	Notifies NJDOT of project problems that have arisen.	Notifies NJDOT of project problems that have arisen and recommends more than one course of action to resolve (or identifies that only one course of action is possible.)	Identifies potential problems before they arise and recommends more than one alternative to resolve (or identifies that only one course of action is possible.)	Identifies potential problems before they arise and recommends more than one alternative to resolve (or identifies that only one course of action is possible.) Provides estimate of time and costs for solution(s).
Q14	Does not review, performs an incomplete review, of the contractor's claims for validity with the contract documents and extra time requested.		Reviews contractor claims for validity with contract provisions and requested time extensions for justification in accordance with the Contractor's approved baseline schedule or update within timeframe established in CPH manual.		Reviews contractor claims for validity with contract provisions and requested time extensions for justification in accordance with the Contractor's approved baseline schedule or update within timeframe established in CPH manual. Is an active participant in the administrative process for claims by providing detailed and accurate written reviews, which refer to pertinent portions of the contract documents and plans. Written reviews contain detailed justifications of all, part of none of the costs, and contain justification of all, part, or none of the time by comparing the time extension to the contractor's approved schedules.
Q15	Does not provide supervision (direction, training) to consultant subordinate staff.		Assigns tasks and provides training to consultant subordinate staff.		Assigns tasks and provides training to consultant subordinate staff. Identifies strengths and weaknesses and assigns staff accordingly. Notifies NJDOT if weaknesses that impact the employee's work product can not be readily resolved.
Q16	Does not coordinate the needs of the utilities or adjacent contracts with his Contractor. Utilities are not informed of updates to the Contractor's CPM.		Is familiar with the utility work in the project and coordinates the contractor's work with the utilities working on the project. No conflicts between the contractor and the utilities arise that cause a utility to leave the project for the day, without the issue first having been elevated within the DOT.		Is thoroughly familiar with the utility work on the project and coordinates work with the utilities working on the project as well as with any RE's on adjacent projects.

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Superceded by

ATTACHMENT "B" STAFF GUIDELINES

	Rating = 1	Rating = 2	Rating = 3	Rating = 4	Rating = 5
Q17	Has not reviewed the contractor's progress schedule against work in progress.	Reviews the progress schedule against not provided contractor with results of the review.	Reviews the progress schedule and provided the contractor with results of the review.	Reviews the baseline and updates and has compared work in progress versus scheduled project progress. Notifies the contractor and the NJDOT when Contractor submissions are late.	Reviews the baseline and updates and has compared work in progress versus scheduled project progress. Notifies the NJDOT and the Contractor when the schedule is not being followed. Notifies the NJDOT and the Contractor when the Contractor is falling behind schedule. Notifies the contractor and the NJDOT when Contractor submissions are late.
Q18	Substantiated complaints of late estimates received from the contractor. Cut-off more estimates were prepared [illegible] more days after the cut-off date.		One payment estimate was prepared more than [illegible] days after the cut-off date business than [illegible] days after the cut-off date. No substantiated complaints of late estimates received from the contractor.		Prepares payment estimates within two days of the cutoff date for every estimate prepared during the rating cycle. Estimates contain no payment errors and no date errors.
Q19	Does not prepare "critical" correspondence. "Critical" would be RFI's from the Contractor that if unanswered would impact progress, issues related to safety or environmental deficiencies, for example.		Prepares "critical" correspondence with assistance from the NJDOT at least 90% of the time. Critical correspondence is prepared within 3 business days. Critical correspondence contains no errors of fact at least 90% of the time.		Prepares "critical" correspondence with no assistance from the NJDOT. Critical correspondence is prepared within 3 business days. Correspondence contains no errors of fact; minor and non-repetitive grammatical errors should not reduce rating from a 5.
Q20	Prepares "routine" correspondence without assistance from the NJDOT at least 90% of the time. Routine correspondence is prepared beyond 15 business days from the "event."	Prepares "routine" correspondence without assistance from the NJDOT at least 90% of the time. Routine correspondence is prepared within 11-15 business days.	Prepares "routine" correspondence with assistance from the NJDOT at least 90% of the time. Routine correspondence is prepared within 10 -14 business days.	Prepares "routine" correspondence with no assistance from the NJDOT. Routine correspondence is prepared within 4-9 business days. Correspondence contains no errors of fact; minor and non-repetitive grammatical errors should not reduce rating from a 4.	Prepares "routine" correspondence with no assistance from the NJDOT. Routine correspondence is prepared within 3 business days. Correspondence contains no errors of fact; minor and non-repetitive grammatical errors should not reduce rating from a 5.

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Superceded by

ATTACHMENT "B" STAFF GUIDELINES

	Rating	Rating = 2	Rating = 3	Rating = 4	Rating = 5
Q21	NJDOT has been contacted [illegible] level of Field Manager or above by the Contractor, reporting that the failure [illegible] the part of the consultant staff to prepare timely Construction Orders has adversely impacted [illegible] cash flow, OR does not address [illegible] justify any required time adjustments [illegible] justify same in accordance with the contractor's approved CPM.		Prepares Construction Orders without assistance from the NJDOT at least 90% of the time [illegible] are prepared in a timely manner, so as to not adversely impact major (>$[illegible]) payments to the Contractor. Any required time adjustments are noted and justified in accordance with the contractor's approved CPM.		Prepares Construction Orders without assistance from the NJDOT. Construction Orders are prepared in a timely manner, so as to not adversely impact payments to the Contractor. Any required time adjustments are noted and justified in accordance with the contractor's approved CPM.
Q22	Exceeds the target dates [illegible] in the CPH manual [illegible] 20 or more calendar days.	Exceeds the target dates for closeout in the CPH manual by 1-19 calendar days.	Closes out project matching the target dates for closeout in the CPH manual. Projects with claims pending are exempt from this requirement, except that all other closeout paperwork is complete matching these target dates.	Closes out project [illegible] 19 calendar days in advance of the target dates established by the CPH manual. Projects with claims pending are exempt from this requirement, except that all other closeout paperwork is complete in advance of those target dates.	Closes out project at least 20 days in advance of the target dates for closeout in the CPH manual. Projects with claims pending are exempt from this requirement, except that all other closeout paperwork is complete in advance of those target dates.

In rating Question 22, rating is NOT to be reduced if target dates are exceeded due to non-response by outside parties, as long as Consultant RE (or lead inspector or [illegible] RE [illegible] of those individuals has been [illegible] duties) has issued weekly reminders to the non-responsive [illegible]. Closeout targets are found in the CPH Manual Section [illegible] Subsection B.

RESCINDED 06/30/2018

1. Regular Monthly Estimates

a. With the project's Notice to Proceed, the Resident Engineer will be informed of the monthly estimate date for the project.

b. Pay-quantities must be documented by Daily Inspection Reports (Form DC-29). Progress payments must be measured or estimated in conformance to Section 109.01 of the Standard Specifications as well as the applicable Measurement and Payment Sections for the work. Payment for Extra Work can only be made upon execution of a Change Order. Under no circumstances should payment for work be made for work under an item not associated with the work.

c. RE's are reminded that payment should not be made for work for which material is accepted on the basis of a Certificate of Compliance until the RE has received the required Certificate of Compliance as per Section 106.07.

d. The RE shall prepare a preliminary monthly estimate using the ACES construction management program on the project's estimate due date, or the following state business day when the due date falls on a weekend or holiday. For most regular monthly estimates, the Work-Performed-to-Date and the End Date for the preliminary estimate should be the same as the project's estimate due date. The Work-Performed-to-Date represents when the work was done. If the Work-Performed-to-Date represents a date after the Contract Completion date, liquidated damages may be assessed unless a Change Order to extend the Contract Time is pending and liquidated damages should not be assessed, the RE should inform Accounting Operations. The End Date for an estimate represents the cut-off for calculating progress payment.

e. If the Contractor is not up to date with the submission of Contractor and subcontractor payrolls, the RE will send the Contractor a written notice detailing all outstanding payrolls. If the Contractor has not submitted the outstanding payrolls detailed in the notice by the following monthly estimate, the RE shall not process a monthly progress estimate until the Contractor is in compliance.

It is customary for the RE to review with the Contractor the quantities that will be submitted for payment. This is to ensure that there are no unintended discrepancies. Consultation with the Contractor should not be interpreted as a negotiation for payment. The RE is the sole judge of the appropriate estimated payment for work performed.

RESCINDED 06/30/2018

g. Estimates cannot be transmitted for payments exceeding the project's funding limit. Every RE must be aware of the project funding limit. Payment against the funding limit should only be problematic near the end of a project. The funding status of any particular Construction Order can be determined by looking it up on the Certification of Funds (COF) database that is available on the intranet. If an estimate is in excess of the project's funding limit, the estimate must be reduced so that the amount is within the funded amount. RE should not withhold an estimate simply to wait for a construction order's funding to clear, without the Contractor's consent. [e.g. Don't hold up payment for a $1M estimate to wait for a $1,000 change order to clear. But a Contractor may want you to wait a few days to clear a $900,000 change order.]

h. If the Contractor submits a written request to postpone the processing of a monthly estimate (usually to extend the estimate's Work-Performed-to-Date), the RE may extend the time for processing a monthly progress estimate.

i. The RE shall e-mail the Regional Construction Engineer and Field Manager whenever the processing of a monthly progress estimate is delayed more than 2 business days beyond the estimate due date, explaining the reasons for the delay.

j. For regular monthly estimates, the RE will upload the monthly estimate for processing on the cutoff day, and then check to ensure that the estimate has passed audit before transmitting a printed copy of the proposed monthly progress estimate to the Contractor with a request to complete form DL-72 Contractor Certification of Payment to Subcontractors and Suppliers (Refer to Attachment "A").

k. Upon receipt of the Contractor's properly completed DL-72 with an original signature (fax or scanned images from the contractor are not acceptable), the RE must date stamp, as received, the front of the DL-72. The RE must immediately scan the DL-72 and forward the image via e-mail to NJDOT.ACCOUNTING@dot.state.nj.us, Gary Gorish, and Alan Murdock of Accounting Operations. In the subject line, simply note "DL-72, Title #, Estimate #" (Refer to Attachment "B")

Important: The date of receipt of a correctly completed DL-72 starts the time clock for Department's prompt payment obligations. Any delays in processing the estimate may result in the Department having to pay interest on the amount due the Contractor. If the Contractor submits an incomplete or incorrectly completed DL-72, the form must be rejected and the Contractor must resubmit a new form.

l. If the Bureau of Accounting Operations indicates that a Request for Billing, Form AC-75 is needed because a monthly estimate indicates over payment to the Contractor on previous estimates, and the amount paid to the Contractor exceeds the Adjusted Contract Amount, the Regional Construction Engineer will submit the Request for Billing in accordance with Section 4 of this procedure.

2. Substantial Completion Estimates

a. A Substantial Completion estimate may only be processed when the RE has received approval of the Substantial Completion Memorandum (as per CPH VII.A).

b. After uploading a Substantial Completion estimate, the RE will inform the Regional Construction Engineer via e-mail and request approval of the Substantial Completion estimate. When the Regional Construction Engineer electronically approves the Substantial Completion estimate, the Regional Construction Engineer will respond to the RE, wait one working day, and then check to ensure that the estimate has passed edit. Only then will the RE transmit a printed copy of the proposed monthly progress estimate to the Contractor with a request to complete form DL-72.

c. Upon receipt of the Contractor's properly completed DL-72 with an original signature (fax or scanned images from the contractor are not acceptable), the RE must date stamp, as received, the front of the DL-72. The RE will immediately scan the DL-72 and forward the image via e-mail to [redacted]@dot.state.nj.us, Gary Gorish, and Alan Murdoch of Accounting Operations. In the subject line, simply note "DL-72, DP [redacted] #, Estimate #" (Refer to Attachment "B")

3. Final Estimate

a. A final estimate may only be processed when the RE has received a copy of the executed Form AD-12, Department Action, for Project Acceptance and Final Payment (as per CPH VII.A).

b. After uploading a Final estimate, the RE will inform the Regional Construction Engineer via e-mail, and request approval of the Final estimate. When the Regional Construction Engineer electronically approves the Final estimate, the Regional Construction Engineer will respond to the RE.

Accounting Operations will send a Proposed Final Certificate to the Regional Construction Engineer via e-mail to the ConNorth, RCE; ConCentral, RCE; or ConSouth, RCE e-mail boxes.

d. The Regional Construction Engineer will forward the Proposed Final

RESCINDED 06/30/2020 IB

Certificate to the RE to review it for agreement with the project records. If any discrepancies exist, the RE will return the Proposed Final Certificate to Accounting Operation with a memorandum noting the discrepancies and requesting that a corrected Proposed Final Certificate be issued. A copy of the memorandum will be sent to the Regional Construction Engineer. If the Proposed Final Certificate is satisfactory, the RE will return the Proposed Final Certificate to the Regional Construction Engineer for processing. If the Proposed Final Certificate indicates that the Contractor owes money to the Department, the Regional Construction Engineer will submit a Request for Billing in accordance with Section 4 of this procedure.

e. The Regional Construction Engineer will forward to the Contractor, the following:
   1) The Proposed Final Certificate
   2) A Payment Voucher - the Regional Construction Engineer shall complete: Parts A (Vendor No.); D (Contractor Address); E (DOT Address); G (Payee Reference) and the dollar amounts in Part C (Refer to Attachment "C")
   3) A DL-72
   4) A transmittal letter requesting a response (Refer to Attachment "D")

f. If the Contractor submits a Final or Conditional Release within 30 Days, the Regional Construction Engineer will:
   1) Date stamp receiving the front of the Payment Voucher, and the DL-72
   2) Complete an AC-1641
   3) Forward the original Payment Voucher, AC-1641, DL-72 and a copy of the AC-12, to Accounting Operations, and retain a copy of the documents for the project file.

g. If the Contractor fails to respond within 30 Days:
   1) If the Contractor fails to provide any response, the Regional Construction Engineer will call the Contractor and request a response. The Contractor's failure to respond within the 30-day period results in his waiver of any rights for claims. However, payment cannot be processed until the Contractor submits a completed DL-72 and Payment Voucher. If the Contractor refuses to respond, the Regional Construction Engineer will send an e-mail to the Manager of Accounting Operations informing him or her that the Contractor has failed to respond to the Proposed Final Certificate and that additional attempts will be made to solicit the Payment Voucher and DL-72.

   2) If the Regional Construction Engineer is unable to serve the

RESCINDED 06/30/2010

notice (e.g. the Contractor has gone out of business, or the notices are returned as undeliverable), the Regional Construction Engineer will contact the Department of Treasury, Division of Revenue, Business Services (formerly Commercial Recording) [http://www.state.nj.us/treasury/revenue/telnum.shtml] and obtain the name of the company's registered agent for serving processes. The Regional Construction Engineer will send the registered agent the notice, and after 30 additional days submit a second notice to the registered agent. If the Contractor and/or the registered agent have still not responded, the Regional Construction Engineer will submit a memorandum to the Director of Accounting recommending that any funds due the Contractor be forfeited.

h. If the Contractor's response is received beyond the 30-day period, the Regional construction Engineer will:
   1) Date stamp received, the front of the Payment Voucher, and the DL-72.
   2) Complete an AC-1641.
   3) Forward the original Payment Voucher, AC-1641, DL-72 and a copy of the AC-75 to Accounting Operations, and retain a copy of the documents for the project file.

4. Request for Billing

a. If an estimate indicates that the Contractor owes money to the Department, the Regional Construction Engineer will prepare a Request for Billing Form AC-75 and it and submit the form via e-mail to the Office of the Director, Construction Services & Materials. The office of the Director will sign the form and forward it to Accounting Operations via e-mail.

b. If the amount owed is associated with a Proposed Final Certificate, the Regional Construction Engineer will forward the AC-75 along with the Payment Voucher, AC-1641, and DC-72 to the Office of Director, Construction Services & Materials. The Office of the Director will sign the form and forward all the documents to Accounting Operations.

c. The Regional Construction Engineer will complete Form AC-75, as per the instructions provided on Accounting Operations sharepoint drive. Note that the description of the overpayment must identify the items and the funding involved for the items. (Refer to Attachment "G")

RESCINDED 06/30/2010

Attachment "A"

RESCINDED 06/30/2018

DL-72 Rev 9/06

NEW JERSEY DEPARTMENT OF TRANSPORTATION

CONTRACTOR CERTIFICATION OF PAYMENT TO SUBCONTRACTORS AND SUPPLIERS

Project: _____
(Route/Section or Project Name)

DP file No. _____

I, _____ as _____ of
(Name) (Title)

_____ making application for
(Name of Contractor)

the issuance of a partial payment under Estimate Certificate No. _____ for the above-referenced project, do state that:

☐ No subcontractor or supplier has been used on this project.

☐ Each subcontractor and supplier used on this project has been paid any amount due from the previous progress payment and shall be paid any amount due from this progress payment.

☐ The following subcontractors and supplier have not been paid for work performed or materials supplied to the project from the proceeds of the previous progress payment and/or will be paid for work performed or materials supplied to this project from the proceeds of the current progress payment because there exists a valid basis under the terms of the subcontractor's or supplier's contract to withhold payment and therefore payment is withheld:

_____ _____
(subcontractor or supplier)

_____ _____
(subcontractor or supplier)

_____ _____
(subcontractor or supplier)

For each of the named subcontractors and suppliers from whom payment from the proceeds of the previous progress payment has been withheld for each subcontractor and supplier from whom payment from the proceeds of the current progress payment will be withheld, a copy of the written notice of withholding of payment provided to the subcontractor or supplier and to the bonding company providing the performance bond for the general contractor required by N.J.S.A. 52:32-40 and -41, must be attached.

For Federal-aid projects:

☐ No retainage has been withheld from payments to subcontractors.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I further certify that I have full power and authority to execute this certification on behalf of _____ (the Contractor) and that all approvals and other actions necessary in connection with the execution of this certification by the undersigned have been obtained and are in full force and effect as to the date of execution of this certification. This certification has been reviewed by counsel for _____
(Contractor) as to form.

_____ _____
Signature Date

_____

Attachment “B”

From: Lewis Morris
To: ACCOUNTING,NJDOT; Gorish, Gary; Murdoch, Alan;
Subject: DL-72**,** DP File No. 06994, Estimate No. 4:

The DL-72 for regular Monthly Estimate No. 4 for the Rt. 1 Sec. 1A & 2B project, DP File No. 06[illegible] is attached and the estimate may be processed.

Lewis Morris
Resident Engineer
Region North Construction
(201)555-5001

CC: Field Manager, Regional Construction Engineer

RESCINDED 06/30/2018

Attachment "C"

STATE OF NEW JERSEY

PAYMENT VOUCHER
(VENDOR INVOICE)

DOCUMENT			BATCH			TG
TC	AGY	NUMBER	TC	AGY	N	

PP START			SCHED PAY			CHK	OFF	F		CK	VENDOR ID/ BER
MO	DY	YR	MO	DY	YR	CAT	LI	A			XXX

PO #

PV DATE

CONTRACT NO	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRU S FOR COMPLE (A) THR H (	AMOUNT
					XXX

(D) PAYEE NAME AND ADDRESS
CONTRACTOR NAME
ADDRESS
CITY, STATE ZIP CODE

(E) SEND C LETE RM TO:
NEW JERSEY D ENT TRAN RTATION
P.O. BOX 60
TRENTON, N 86

(F) PAYEE DECLARATIONS
I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRE ALL
ITS PARTICULARS. THAT THE DESCRIBED GOODS OR SERVI
HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONU S BE
GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT

PAYEE SIGNATURE

PAYEE TITLE BILLING DATE

LINE NO	REFERENCE				(G) PAYEE REFERENCE
	CO	AGY	NUMBER		
1					Proje ne) FINAL ESTIMATE No. XX
2					
3					

	FUND	AGCY	ORG C	SUB-	A	CTIVITY CD	OBJECT CD	SUB-OBJ	REVSRCE	SUB-REV	PROJECT/JOB NO
1											
2											
3											

	RPT CT	CT	TION	QUANTITY	AMOUNT	ID	PF	TX
1								
2								
3								

ITE N	CO DDITY E/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	nt Name)				X
	Proj Final Certificate No. XX				
				TOTAL	XXXXX

CE CATION BY RECEIVING AGENCY: I certify that the above articles e been received or services rendered as stated herein.

Signature

Title Date

CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just and payment is approved.

Authorized Signature

Title Date

PV 12/03

RESCINDED 06/30/2018

Attachment "D"

October 01, 2006

Acme Contracting Co., Inc.
123 Generic Street
Anonymous Big City, New Jersey 07000

Attn: Mr. William Livingston

Re: **Route 1 Section 1A & 2B**
Federal Project No.: M-OOOS(000)

Dear Sir:

Forwarded herewith is the Proposed Final Certificate No. 99 [illegible] the above [illegible]ject. Please be advised that within thirty days of the date of this letter you must retu[illegible] attac[illegible] Payment Voucher with either a full or a conditional release as required by Subsection 109.11.

If providing a full release, the following statement must be in[illegible]ded on the front of the Payment Voucher:

> In consideration of the above payment, I he[illegible]y r[illegible]se[illegible] State[illegible] New Jersey, the Commissioner of Transportation, the Department, their agents, officers, and em[illegible]s from all claims and liability of whatsoever nature for anything done or furnished [illegible] in a[illegible] manner growing out of the performance of the Work.

If you wish to reserve the right for any c[illegible]ms ag[illegible]t the Department, provide a conditional release with the following statement included o[illegible] fro[illegible]f the [illegible]yment Voucher:

> In consideration of the abov[illegible]yn[illegible]d here[illegible] [illegible]ase the State of New Jersey, the Commissioner of Transportation, the D[illegible]ment, [illegible] agents, officers, and employees from all claims and liability of whatsoever nature [illegible]y[illegible] don[illegible] fu[illegible]ed or in any manner growing out of the performance of the Work except for_____.

If additional space is requi[illegible] to li[illegible] cl[illegible]ims, provide a letter listing all reserved claims, and in the conditional release [illegible] [illegible]pt fo[illegible] *claims listed in a letter dated*_____". The list of claims must include sp[illegible]ific a[illegible]m[illegible]ch claim, and only claims properly filed with the Resident Engineer may be reserved.

Submit yo[illegible]esponse to: Mr. Garret Wall, Regional Construction Engineer
New Jersey Department of Transportation
2 Route 21
Newark, N.J. 07114

[illegible]ncerely,

Regi[illegible]l Con[illegible]uction Engineer

b[illegible] Resident Engineer
[illegible]

CERTIFIED MAIL - RETURN RECEIPT REQUESTED NO. _____

RESCINDED 06/30/2018

Attachment "E"

RESCINDED 06/30/2018

STATE OF NEW JERSEY PAYMENT VOUCHER (VENDOR INVOICE)	DOCUMENT			BATCH			ACTG PER	FY
	TC	AGY	NUMBER	TC	AGY	NUMBER		

PO #	PV DATE	PP START			SCHED PAY			CHK	OFF	F	RF	CK	(A) VE[illegible] NUMBER
		MO	DY	YR	MO	DY	YR	CAT	LIAB	A	TY		V01[illegible]7

CONTRACT NO	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)	TOTAL AMOUNT
					$[illegible],500[illegible]8

(D) PAYEE NAME AND ADDRESS
Acme Contracting Co., Inc.
123 Generic Street
Anonymous Big City, NJ 07000

(E) SEND COMPLETED FORM TO:
NEW JERSEY DEPARTMENT OF TRANSPORTATION
P.O. BOX 604
TRENTON, NJ 08625

(F) PAYEE DECLARATIONS
I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS. THAT THE DESCRIBED GOODS OR SERVICES >> >> >> HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT

William L[illegible]ston
PAYEE SIGNATURE

[illegible]esi[illegible]t
PAYEE TITLE

10/03/06
BILLING DATE

LINE NO	REFERENCE				(G) PAYEE REFERENCE
	CO	AGY	NUMBER	LINE	
1					[illegible]c. 1A & 2B [illegible] [illegible]MATE No. 99
2					
3					

	FUND	AGCY	ORG CODE	SUB-ORG	[illegible]PR UN[illegible]	[illegible]VITY CD	[illegible]BJECT [illegible]	SUB-OBJ	REVSRCE	SUB-REV	PROJECT/JOB NO
1											
2											
3											

	RPT CT	BS ACT	DT	[illegible]SCRIP[illegible]	QUANTITY	AMOUNT	ID	PF	TX
1									
2									
3									

ITEM NO.	COM[illegible] CODE [illegible]SCRIP[illegible] OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Final Paym[illegible]r Rt. 1 Sec. 1A & [illegible]				
	A[illegible]pose[illegible]al Certif[illegible] No. 99				
	[illegible]nsideration [illegible] abo[illegible]yment, I hereby release the State of New Jersey, the Commissioner of Transportation, the D[illegible] [illegible]rs, and employees from all claims and liability of whatsoever nature for anything done or furni[illegible] [illegible]anner growing out of the performance of the Work.				
				TOTAL	$35,500.78

[illegible]RTIF[illegible]TION BY [illegible]NG AGENCY: I certify that the above [illegible]eived [illegible]ervices rendered as stated herein.	CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just and payment is approved.
Signature	Authorized Signature
Title / Date	Title / Date

PV 12/03

Attachment "F"

STATE OF NEW JERSEY

PAYMENT VOUCHER
(VENDOR INVOICE)

DOCUMENT			BATCH			TG
TC	AGY	NUMBER	TC	AGY	NUMBER	

PP START			SCHED PAY			CHK	OFF	F	CK	(A) VENDOR ID NUM
MO	DY	YR	MO	DY	YR	CAT	LIAB	AGY		
										1234567

PO #	PV DATE

CONTRACT NO	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)	C	AMOUNT
						$ 500.78

(D) PAYEE NAME AND ADDRESS
Acme Contracting Co., Inc.
123 Generic Street
Anonymous Big City, NJ 07000

(E) SEND COMPLETED FORM
NEW JERSEY DEPART TRANSPORT
P.O. BOX 604
TRENTON, NJ 08625

(F) PAYEE DECLARATIONS
I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ITS PARTICULARS. THAT THE DESCRIBED GOODS OR SERVICES >> HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS B GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT

Willie Livingston
PAYEE SIGNATURE

President — PAYEE TITLE
10/03/06 — BILLING DATE

LINE NO	REFERENCE CO	AGY	NUMBER	(G) PAYEE REFERENCE
1				1 Sec. 1A & 2 AL ESTIMATE No. 99
2				
3				

	FUND	AGCY	ORG CODE	SUB R UNIT	ITY	OBJECT CD	SUB-OBJ	REVSRCE	SUB-REV	PROJECT/JOB NO
1										
2										
3										

	RPT CT	BS CT	DT	DESCRIPTION	QUANTITY	AMOUNT	ID	PF	TX
1									
2									
3									

ITEM NO.	OMMODITY /DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Final ment for Sec. & 2B				
	as per Pr Fi tificate No. 99				
	In consideration above payment, I hereby release the State of New Jersey, the Commissioner of Transportation, the their agents, officers, and employees from all claims and liability of whatsoever nature for anything done or furnished any manner growing out of the performance of the Work except for the claims listed in a letter dated October 06.				
				TOTAL	$35,500.78

CERTIFICATION BY RECEIVING AGENCY: I certify that the above articles were received or services rendered as stated herein.

Signature

Title — Date

CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just and payment is approved.

Authorized Signature

Title — Date

PV 12/03

RESCINDED 06/30/2018

STATE OF NEW JERSEY

PAYMENT VOUCHER
(VENDOR INVOICE)

DOCUMENT			BATCH			A PE
TC	AGY	NUMBER	TC	AGY	NUMBER	

PP START			SCHED PAY			CHK	OFF	F	RF	CK
MO	DY	YR	MO	DY	YR	CAT	LIAB	A	T	

PO # | PV DATE

CONTRACT NO	AGENCY REF	BUYER	(B) TERMS	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (G)	AL AM T
					$35,500.78

(D) PAYEE NAME AND ADDRESS
Acme Contracting Co., Inc.
123 Generic Street
Anonymous Big City, NJ 07000

(E) SEND COMPLETED FORM TO
NEW JERSEY DEPARTMEN TRANSPORTAT
P.O. BOX 604
TRENTON, NJ 08625

(F) PAYEE DECLARATIONS
I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS. THAT THE DESCRIBED GOODS OR SERVICES >> >> > HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEE GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT

GNATURE

PAY TITLE | BILLING DATE

LINE NO	REFERENCE				PAYEE REFERENCE
	CO	AGY	NUMBER	LINE	
1					Sec. 1A & 2 STIMATE No. 99
2					
3					

	FUND	AGCY	ORG CODE	SUB-O	APP T	OBJECT CD	SUB-OBJ	REVSRCE	SUB-REV	PROJECT/JOB NO
1										
2										
3										

	RPT CT	BS ACT	DT	DESC ON	QUANTITY	AMOUNT	ID	PF	TX
1									
2									
3									

ITEM NO.	C TY CO DESC ON OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Final Pa t for Rt. 1 Sec. 1A & 2B				
	Prop inal Ce ate No. 99				
	he Contracto mit a written release or a conditional release for the Work within 30 days of receiving the				
	and therefore in accordance with Subsection 109.11 has accepted the Proposed Final				
	exception or reservation.				
				TOTAL	$35,500.78

CERTIFICATION BY RECEIVING AGENCY: I certify that the above ceived or services rendered as stated herein.

Signature

Title | Date

CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just and payment is approved.

Authorized Signature

Title | Date

PV 12/03

RESCINDED 06/30/2018

Attachment "G"

RESCINDED 06/30/2018

Form AC-75 1/98

NEW JERSEY DEPARTMENT OF TRANSPORTATION

REQUEST FOR BILLING

TO: Bureau of Agreement Accounting
Division of Accounting & Auditing

(Name & Address of Party To Be Billed)

Name: Trap Rock Industries, Inc.

Attention:

Phone #:

Fax#:

Address: P.O. Box 419

Kingston, NJ 08528

(Receipts To ...lited)

Account #:

Fiscal Year:

Budget Code:

Job/Sub-Job#

Function Code:

Agree ID#

Return To ...ce:

YE... NO

Encumbran... #:

DESCRIPTION:	*UN...RI...*	*AMOUNT*
Overpayment DP 08104 Route 55, NB & SB Cont. #040064080 Resurfacing From South Of Leonard Cake Rd To South Of Lambs Rd. M.P. 40.0 to 51.0 Estimate No. 14 ($12.42) Proposed Final Certificate Estimate No. 14 ... a negative quantity due to an error in asbuilt calculation for Item No. 3 Construction Layout that was inc...n Change Order No. 4 resulting in an overpayment. This error was ...ected o... Change Order No. 5. This Project is 100% S... Funded		
	TOTAL	

Req...or:

Name: Emerso...isner

...ne#: ...486-...

Da... Ma...

...ion South Construction

Signature:

Supervisory:

Name: Sean Sheehy

Phone#: 609-530-8166

Date:

Signature:

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION O	DATE
CONSTRUCTION OPERATIONS	ADVANCE TRAFFIC IMPACT NOTICES AND LANE CLOSURE REQUESTS	10/19/07

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION O

1. The General Notes on the Traffic Control Plans will note the restrictions as to when lane closures may be performed for the project. Both advance and progress notices are required prior **to** altering the normal flow of traffic. The Department is committed to minimizing traffic impacts and providing the public with traffic information.

   Definitions:
   Traffic Impact – Alterations in the normal flow of traffic, including full or partial lane closures, full or partial shoulder closures, full or partial ramp closures, lane shifts, detours, and alternating traffic patterns. This also includes moving operations such as line striping, and maintenance sweeping operations.
   Temporary Lane Closure – A traffic impact which is set up and removed on a daily basis.
   Permanent Lane Closure – A traffic impact which is maintained for 24 hours or more.
   TIC - Traffic Impact Coordinator
   TOC – Traffic Operations Center

2. Advance Traffic Impact Notice (28 day Notice)
   a. For all projects, the Contractor must notify the Resident Engineer in writing 28 days in advance of a traffic impact. This requirement applies to any new Permanent Lane Closures.

      For projects having only Temporary Lane Closures, an Advance Traffic Impact Notice is required only before the initial start of traffic impacts.

      Subsequent Temporary Lane Closures (including temporary detours, those in place for less than 24 hours) do not require a separate Advance Traffic Impact Notice; notice for the initial implementation of a traffic stage should include expected Temporary Lane Closures.

   Generally, the establishment of new Permanent Lane Closures may begin no earlier than the allowable lane closure hour permitted for Friday night, and must be must be fully implemented by 6:00 PM the following Sunday, and as otherwise restricted by the allowable lane closure hours noted in the General Notes on the Traffic Control Plans. However, if the Resident Engineer is aware of circumstances that warrant changing this from a weekend implementation to a work-week implementation (e.g. along shore routes during the summer season, nearby shopping malls or other special community concerns), the Resident Engineer should elevate a request for a change through the Regional Construction Engineer to the Director of Construction and Materials.

   b. Upon receipt of the Contractor's 28- day Advance Traffic Impact Notice, the Resident Engineer will evaluate the notice for conformity with the Contract, and if acceptable, the RE will immediately forward a completed form TO-103 via e-mail to the TIC at TIC@dot.state.nj.us with a copy to the Field Manager, the Regional Construction Engineer, and the Director of Construction & Materials.

The description of the new traffic pattern should include any Temporary [illegible] Closures, which will be implemented during the stage, even if the Temporary [illegible] Closure is not being used at the onset.

c. The TIC will forward the information to:
   1) Deputy Commissioner
   2) Chief of Staff
   3) Director of Communications
   4) Assistant Commissioner, Government & Community Relations
   5) Assistant Commissioner, CPM
   6) Director of Construction Services & Materials
   7) Director of Project Management
   8) Director of Operations Support
   9) Executive Director of Traffic Operations
   10) Director of Traffic Operations
   11) Regional Construction Engineer
   12) Field Manager
   13) Resident Engineer
   14) Program Manager
   15) Project Manager
   16) Manager of Traffic Operations
   17) the respective TOC.

d. The TOC will send a response to acknowledge receipt of the notice, and will indicate if a 14-day Advance Traffic Impact Confirmation Notice is required. The 14-day Advance Traffic Impact Confirmation Notice is used to provide the public with traffic advisory information via Variable Message Signs. Traffic Operations will assist Resident Engineers with any necessary changes to fixed signs and Portable Variable Message Signs.

3. Advanced Traffic Impact Confirmation Notice (14-day notices)
   a. If a 14-day Advance Traffic Impact Confirmation Notice is required, the Contractor must provide the Resident Engineer with a written notice confirming or rescheduling the date of the scheduled Permanent Lane Closure, 14 days before the date provided in the 28-day Advance Traffic Impact Notice.

   b. Upon receipt of the Contractor's 14- day Advance Traffic Impact Confirmation Notice, the Resident Engineer will immediately forward a completed form TO-103 via e-mail to the TIC at TIC@dot.state.nj.us with a copy to the Field Manager, the Regional Construction Engineer and the Director of Construction & Materials.

   c. If it is determined that the Contractor will be unable to implement the new traffic pattern on the date scheduled with the 28-day Advance Traffic Impact Notice (within the standard Friday to Sunday time window), the Resident Engineer will immediately notify the TIC either by phone or by e-mail. If delayed, the Permanent Lane Closure must be rescheduled for the next Friday for which the Contractor is prepared. Delays in implementing a Temporary Lane Closure can be rescheduled on the next available date that conforms to the General Notes on the Traffic Control Plans. Projects having alternative restrictions (those that do not have the standard Friday to Sunday restriction for implementing a Permanent Lane Closure), also must be

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VI, SUBSECTION O

rescheduled for the next available date that conforms to the General Notes on the Traffic Control Plans.

d. The TIC will forward the 14-day Advance Traffic Confirmation Notice information to the Director of Communications, and the Assistant Commissioner, Government & Community Relations, the Assistant Commissioner, CPM, the Director of Operations Support, the Director of Construction & Materials, the Director of Project Management, the Director of Operations Support, the Director of Traffic Operations, the Regional Construction Engineer, the Field Manager, and the respective Manager of Traffic Operations, and the respective TOC.

4. Advanced Traffic Impact Confirmation Notices (7-day notices)
   a. A 7-day Advance Traffic Impact Confirmation Notice is required for all projects. The Contractor must provide the Resident Engineer with a written notice confirming or rescheduling the date of the scheduled traffic impact, 7 days before the date provided in the 28-day Advance Traffic Impact Notice or as rescheduled in a 14-day Advance Traffic Impact Confirmation Notice). The 7-day Advance Traffic Impact Notice is used to provide the public with traffic advisory information via the Department's website.

   b. Upon receipt of the Contractor's 7- day Advance Traffic Impact Confirmation Notice, the Resident Engineer will immediately forward a completed form TO-103 via e-mail to the TIC at TIC@[illegible]te.nj.us [illegible] copy to the Field Manager, the Regional Construction Engineer and the Director of Construction & Materials.

   c. The TIC will forward the 7-day Advance Traffic Confirmation Notice information to the Director of Communications, and the Assistant Commissioner, Government & Community Relations, the Assistant Commissioner, CPM, the Director of Operations Support, the Director of Construction & Materials, the Director of Project Management, the Director of Operations Support, the Director of Traffic Operations, the Regional Construction Engineer, the Field Manager, and the respective Manager of Traffic Operations, and the respective TOC.

5. Delays in Start Date for Traffic Impact
   a. If the Contractor indicates that it will be unable to implement the Permanent Lane Closure on the date scheduled (within the standard Friday to Sunday time window), the next traffic pattern will be delayed until the following Friday. Delays in implementing a Temporary Lane Closure can be rescheduled on the next available date that conforms to the General Notes on the Traffic Control Plans. Projects having alternative restrictions (those that do not have the standard Friday to Sunday restriction for implementing a Permanent Lane Closure), also must be rescheduled for the next available date that conforms to the General Notes on the Traffic Control Plans.

   b. If the Contractor informs the Resident Engineer that it is unable to implement a Permanent or Temporary Lane Closure on the date scheduled, the Resident Engineer will immediately inform the TIC via e-mail.

   c. If the a Permanent Lane Closure is delayed or if a Temporary Lane Closure is delayed by more than 7 days, the TIC will advise the Director of Communications,

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY SECTION VI, SUBSECTION O

and the Assistant Commissioner, Government & Community Relations, the Director of Operations Support, the Director of Construction & Materials, the Director of Project Management, the Director of Operations Support, the Director of Traffic Operations, the Regional Construction Engineer, the Field Manager, and the respective Manager of Traffic Operations, and the respective TOC.

6. Requests to Deviate from Standard Procedure or the Contract.
If circumstances warrant, restrictions for lane closures can be changed. Approval for such will only be made where an important public interest is served. Requests that are solely for the Contractor's convenience will be rejected.

   a. Advance Notice Requirements
   The Resident Engineer will forward requests to implement a traffic impact with less than 28-days notice to the Regional Construction Engineer with a detailed statement explaining the benefit to the Department and why the request should be granted. If the Regional Construction Engineer concurs with the request, the Regional Construction Engineer will forward it to the Director of Construction & Materials.

   If the Director of Construction & Materials concurs with the request, the Director of Construction & Materials will discuss the request with the Director of Traffic Operations. If they agree, the Director of Construction & Materials will forward it to the Assistant Commissioner of CPM. The Assistant Commissioner will discuss the request with the Assistant Commissioner, Government & Community Relations, and with the Executive Director, Traffic Operations, and inform the Director of Construction & Materials of the decision.

   b. Allowable lane closure hours
   The Resident Engineer with the concurrence of the Regional Construction Engineer will forward requests to deviate from the allowable lane closure hours to the Manager, Traffic Operations. If the Manager, Traffic Operations, concurs, the Manager will provide a written approval for the request. If appropriate, the Resident Engineer will secure a Supplementary Agreement negotiating a credit to the Department for the change in allowable lane closure hours. In situations, where a change in allowable lane closure hours is only permitted for a short period of time or is only permitted at the discretion of the Resident Engineer, a Supplementary Agreement is not appropriate. When a Supplementary Agreement is deemed not to be appropriate, any written communication from the Resident Engineer to the Contractor should note that the allowed change in lane closure hours can be rescinded by the Department at its discretion.

   c. Lane Closure implementation restrictions
   (i.e., 7-day to 5-day implementation of new traffic patterns)
   The Resident Engineer will forward requests to implement a traffic impact to the Regional Construction Engineer with a detailed statement explaining why the benefit to the Department and why the request should be granted. If the Regional Construction Engineer concurs with the request, the Regional Construction Engineer will forward it to the Director of Construction & Materials.

   If the Director of Construction & Materials concurs with the request, the Director will forward it to the Assistant Commissioner of CPM. The Assistant Commissioner will discuss the request with the Assistant Commissioner, Government & Community

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Relations, and with the Executive Director, Traffic Operations, and inform Director of Construction & Materials of the decision.

d. Staging and Traffic Control Plan
Requests for a change in staging or with the Traffic Control Plan must be approved by the Project Manager, Regional Traffic Engineer and Traffic Sign & Safety Engineering (TSSE). If a detour is involved, additional approvals by local governments may also be required. After discussing the proposal with the Project Manager, the Resident Engineer will schedule a meeting to discuss the feasibility of the proposed change. The Resident Engineer will invite the Field Manager, the Project Manager, the Manager of Traffic Operations and the Regional Traffic Engineer from TSSE. Department Policy & Procedure advises that it may take 35 days for a change to be approved. The time needed to approve a particular request will depend on a number of factors, but Contractor's should not expect an immediate response.

If Traffic Operations and TSSE agree with the proposed changes in staging or the Traffic Control Plan, the Project Manager will secure written concurrence for the change from the Program Manager. Project Management is responsible for briefing the Assistant Commissioner, Government & Community Relations, and the Deputy Commissioner if the proposed changes alter the information provided in previous briefings.

Upon receipt of written concurrence from the Program Manager, the Resident Engineer will provide details explaining the changes to the TIC along with Advance Notice as required above.

7. Progress Notices (Weekly and Daily Lane Closure Requests)
   a. The Contractor may only perform a lane or shoulder closing with the Department's approval. The Contractor is required to submit a request for planned lane and shoulder closures for each 7-day period beginning on Monday to the Resident Engineer by 9:00 a.m. of the preceding Friday.

   b. The Resident Engineer will evaluate the requests for conformance with the Contract restrictions. Additionally, the Resident Engineer will evaluate if a requested lane or shoulder closing is necessary to perform work, and if it unnecessary, the Resident Engineer will reject a lane or shoulder closure request. The intent is not to reject a request because a closure could be avoided by any possible means, but rather to ensure that the significant interference to traffic is not permitted when no work is being performed or when interference can easily be avoided.

   By noon on the preceding Friday, the Resident Engineer will complete the Weekly Lane Closure Request, form TO-100, and submit it the respective TOC via e-mail. Form TO-100 should not be submitted via Fax.

   Permanent Lane Closures that continue to be in progress (unchanged from the previous report) must be reported every week on the Weekly Lane Closure Request, Form TO-100.

   c. By noon the day in advance (or on Friday for weekend closures), the Resident

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Engineer will complete, Daily Lane and Shoulder Closure Request, form TO-101, and submit it to the respective TOC via e-mail. Form TO-101 should not be submitted via Fax. A TO-101 is not required for Permanent Lane Closures that are already in place. It is required for each Temporary Lane Closure.

d. Traffic Operations will inform, the Resident Engineer if the request is being disapproved within 4 hours of receipt of the request if the request is submitted during normal working hours, or within 12 hours of receipt if the request is submitted during non-business hours. (If this is responsibility for submitting the TO-101 is delegated, TOC will inform the person submitting the TO-101).

e. The Resident Engineer may reject or rescind approval for a lane or shoulder closing because of weather conditions, or because an emergency condition arises off the project results in excessive traffic congestion.

8. Cancellations
   a. If a scheduled closure is cancelled due to weather or other reasons, the Resident Engineer will submit the Daily Lane and Shoulder Closure Request, form TO-101, indicating the cancellation. If the decision to cancel the scheduled closure is made after business hours or just prior to the scheduled start, the Resident Engineer will call or e-mail the respective TOC informing them of the cancellation.

   b. If a lane closure is requested up more than an hour earlier than scheduled, the Resident Engineer will phone and notify the respective TOC.

9. Emergency Closures
   a. If an emergency lane closure is necessary, the Resident Engineer will phone and notify the respective TOC, the Field Manager and the Regional Construction Engineer. If the emergency lane closure occurs after business hours, the Resident Engineer may call the Regional Construction Engineer.

   b. The Regional Construction Engineer will phone and notify the Director of Construction and Materials.

   c. The Director of Construction and Materials will notify the following by e-mail: Deputy Commissioner, Assistant Commissioner of CPM, Chief of Staff; Director of Project Management, Director of Operations Support, Executive Director of Traffic Operations, Director of Traffic Operations, Director of Communications, and the Managers of the TOC.

   d. When the emergency work is completed and the lane is restored to service, the Resident Engineer will phone and notify the respective TOC, the Field Manager and the Regional Construction Engineer.

10. Unanticipated Construction Delays
    a. The Department has a zero tolerance policy concerning late running construction. The Resident Engineer is responsible for ensuring that the Contractor adheres to the allowable lane closure hours provided in the Contract. Under no circumstance should the Contractor be permitted to work beyond the allowable working hours provided without prior approval from Traffic Operations.

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b. The Resident Engineer must ensure that the Contractor begins removal of traffic control devices so that the lane or shoulder closing is opened to traffic in accordance with the allowable lane closure hours. Additionally, the Resident Engineer should evaluate the work to determine if the Contractor's work progress is sufficient so that it will be able to open the lane or shoulder to traffic.

c. There may be times when working beyond the planned allowable closure hours is necessary to deal with exigent circumstances in the interest of public safety (e.g. utility line break, equipment breakdown in the lane, etc...). If a lane or shoulder closure is scheduled **and** can not be opened on time as required, the Resident Engineer will phone and notify the TOC and provide the following information:

1) The name and phone number of the Resident Engineer (and the name and phone number of the alternate person in charge if the Resident Engineer is not on-site)
2) The allowable lane closure hours
3) The anticipated time the lane will be reopened
4) The reason for the delay
5) If the Contract provides for daily occupancy damages, and if so, what the rate is

Additionally, the Resident Engineer will phone and notify the Field Manager and the Regional Construction Engineer.

The Resident Engineer should continue to update Traffic Operations, the Field Manager and the Regional Construction Engineer about the situation until the closure is reopened to traffic. Often, the RE will need to provide information updates on an hourly basis.

11. Developer Agreements

a. Generally, Advance Notices for Traffic Impacts are not required for work performed under a Developer Agreement. However, Regional personnel should use their judgment as to when the TIC should be informed of a Traffic Impact for work under a Developer Agreement. When submitting this information, Regional personnel should clearly communicate that the Traffic Impact is associated with a Developer Agreement and that the information is being sent to keep Senior Management informed.

b. For Major Access Projects, the TIC will forward the information to the Director of Communications and the Assistant Commissioner, Government & Community Relations, the Assistant Commissioner of CPM, the Manager of Major Access, the Director of Construction & Materials, the Director of Traffic Operations, the Regional Construction Engineer, the Field Manager, and the respective Manager of Traffic Operations, and the respective TOC.

c. Progress Notices (Weekly and Daily Lane Closure Requests) are required for all Traffic Impacts associated with a Developer Agreement.

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Division of Traffic Operations
Advanced Traffic Impact Notice

TRAFFIC OPERATIONS NORTH
COUNTIES: BERGEN, ESSEX, HUDSON, HUNTERDON, MIDDLESEX, MORRIS, PASSAIC, SOMERSET, SUSSEX, UNION, WARREN
PHONE: (201) 797-3676
FAX: (201) 797-7538
EMAIL: TOC.North@dot.state.nj.us
Michael.Pilsbury@dot.state.nj.us

TRAFFIC OPERATIONS SOUTH
COUNTIES: ATLANTIC, BURLINGTON, CAM[illegible], MAY, CUMBERLAND, GLOUCESTER, MER[illegible], MONMOUTH, OCEAN, SALEM
PHONE: (856) 486-6650
FAX: (856) 486-6802
EMAIL: TOC.South@dot.state.nj.us
Mark.Smith@dot.state.nj.[illegible]

☐ 28-Day Notice ☐ 14-Day Notice ☐ 7[illegible]otice

Date:

Project:

Route/Direction/MP:

Municipality/County:

Nature of work:

Anticipated Traffic Impacts:

Description of [illegible]affic Pat[illegible]n:

Proposed Start D[illegible]of New Tra[illegible]ttern:

Any [illegible]omments:

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VI, SUBSECTION O

ATTACHMENT "B"

NJ DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS

DAILY LANE AND SHOULDER CLOSURE REQUEST

TOC NORTH
TEL: (201) 797-3676
FAX: (201) 797-7538
TOC.North@dot.state.nj.us

TOC SOUTH
TEL: (856) 486-6650
FAX: (856) 486-6802
TOC.South@dot.state.nj.us

RESIDENT ENGINEER: **CREW NUMBER:**

OFFICE PHONE #: **PROJECT NAME:**

OFFICE FAX #: **JOB NUMBER:**

CELL #: **PAGER #:** **DATE OF REQUEST:**

ROUTE: **MP:** **INTERSECT R LIMIT:**

MUNICIPALITY: **COUNTY:** **REGION:**

DATE OF WORK: **DAY OF WORK:** **WOR URS:**

TYPE OF WORK

- ☐ BRIDGE WORK
- ☐ DRAINAGE WORK
- ☐ ELECTRIC WORK
- ☐ OTHER:
- ☐ MAINTEN E
- ☐ SWEEPIN
- ☐ TREE IN ING
- ☐ OTHOLE EPA S
- ☐ ILLING & P ING
- ☐ STRIPI G

DIRECTION

- ☐ NB
- ☐ SB
- ☐ EB
- ☐ WB

LA SED

- ☐ O LDER
- ☐ W LANE
- ☐ ENTER L NE
- ☐ PEED L
- ☐ RAMP
- ☐ DETOU

- ☐ A NATING TRAFFIC
- ☐ GING CHANGE
- ☐ W DOWN
- ☐ OVING OPERATION
- ☐ OTHER (USE COMMENTS BOX)

TOTAL NUMBER OF LA S: **NUMBER OF LANES CLOSED:**

PORTABLE VMS G YES: ☐ N **YES, LOCATION:**

COMMENTS:

☐ **ABOVE K IS BEIN CELED**

☐ **LANE RE HOU PER PLANS:**
☐ **LAN SURE HOU S PER TRAFFIC OPERATIONS APPROVED REVIEW**

Disa oved by Traffic Operations _____Date_____

For more information on planned construction related lane closures, log on to: www.njcommuter.com

2011 CONSTRUCTION SECTION VI, SUBSECTION O SUPERCEDED BY PROCEDURES HANDBOOK

ATTACHMENT "C"

2011 CONSTRUCTION PROCEDURES HANDBOOK
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TRAFFIC OPERATIONS
WEEKLY LANE CLOSURE REQUEST

TRAFFIC OPERATIONS NORTH

COUNTIES: BERGEN, ESSEX, HUDSON, HUNTERDON, MIDDLESEX, MORRIS, PASSAIC, SOMERSET, SUSSEX, UNION, WARREN

PHONE: (201) 797-3676
FAX: (201) 797-7538
EMAIL: TOC.North@dot.state.nj.us

TRAFFIC OPERATIONS SOUTH

COUNTIES: ATLANTIC, BURLINGTON, CAMDEN, CAPE MAY, CUMBERLAND, GLOUCESTER, MERCER, MONMOUTH, OCEAN, SALEM

PHONE: (856) 486-6650
FAX: (856) 486-6802
EMAIL: TOC.South@dot.state.nj.us.

1 RESIDENT ENGINEER/CREW SUPERVISOR/TO
NAME:
OFFICE:
FAX:
CELL:

2 AFTER HOURS FIELD CONTACT INFO
NAME:
CELL:

3 FORM PREPARED BY
NAME: DATE PREPARED:

4 PROJECT TYPE
☐ CONSTRUCTION ☐ MAINTENANCE ☐ MAINT. CONSTRUCTION
☐ ELECTRICAL ☐ PERMIT ☐ OTHER

5 PROJECT DESCRIPTION
PROJECT NAME:
SECTION:
JOB #:
FED JOB #:
MUNICIPALITY:
COUNTY:
REGION:
CONTRACTOR:

STATE POLICE CONTACT INFO.
NAME
PHONE NUMBER

NJSP SERVICE REQUEST SECTION

# NJSP	TOTAL HOURS	FULL TIME	Drive Through	Speed Enforcement	DESCRIPTION OF WORK
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
				☐	

7 LANE CLOSURE TYPE

(R) = RIGHT LN (L) = L[illegible]N (2R) = 2 RIGHT LNS (2L) = [illegible] (3R) = 3 RIGHT LNS (3L) = [illegible] (4R) = 4 RIGHT LNS (4L) = 4 LEFT LNS
(LTL) = LEFT TURN LN (RTL) = RIGHT TURN LN (ACL) = [illegible] (DCL) = DECEL LN [illegible] OUR (TS) = TRAFF[illegible] ALTERNATING TRAFFIC (S) = SHOULDER (N) = NONE

8 WEEKLY LANE CLOSURE REQUEST INFORMATION SEC[illegible]N

DATE	ROUTE	DIRECTION	MP/CROSS STREET	LANE CLOSURE TYPE	EXPRESS	LOCAL	[illegible]BER OF LANES C[illegible]	TOTAL NUMBER OF LANES	[illegible]/TEMP [illegible] T=T[illegible]	CLOSURE HOURS (LIST)	APPROVED HOURS (YES / NO)
					☐	☐					
					☐	☐					
					☐	☐					
					☐	☐					
					☐	☐					
					☐	☐					
					☐	☐					

9 COMMENTS:

SECTION VI	SUBSECTION P	DATE
PROJECT SCOPING TO CONSTRUCTION AWARD	CONSULTANT CONSTRUCTION INSPECTION ON MAJOR ACCESS AGREEMENTS	11/28/07

During the Constructibility Review, Construction will inform Design Access if it will require Consultant Resident Engineer and/or a Consultant Inspection Staff. Generally, both Consultant Resident Engineers and Consultant Inspection Staff are utilized for the majority of Major Access Agreements. State Resident Engineers are usually utilized only on agreements with a significant scope of work.

If a Developer is directed to provide consultants, they are required to use a consultant firm that is prequalified by the Department for construction inspection services. The Regional Consultant Coordinator (RCC) may assist a Developer with a list of consultant firms, but must not give the appearance of favoring any particular consultant. If the Developer asks about a firm for which the RCC is not familiar, the RCC should refer with Professional Services Procurement. Additionally, a firm may become prequalified with the Department through Professional Services Procurement.

Prior to the Preconstruction Conference, the Developer must identify the consultant firm, which will provide construction inspection services, and a resume for the proposed Resident Engineer. The project Field Manager or the RCC will review the resume of the proposed Resident Engineer. If necessary, the RCC or the RCE may interview the proposed Resident Engineer to determine if the individual is acceptable. Under the terms of the Agreement, the Resident Engineer is required to be a full time Resident Engineer on the construction site and have one of the following requirements:

(1) Licensed PE with a minimum of three years experience as a Resident Engineer for construction inspection of road and/ or bridge construction projects.
(2) Four years experience with inspection of road and/or bridge construction projects, two years of which shall have been in the capacity as a Resident Engineer.
(3) NICET-4 certification with at least three years as a Resident Engineer on road and/or bridge construction projects.

Prior to actual construction, the consultant firm must provide the Field Manager with resumes for all inspection personnel. At least one person assigned to the project should have the Traffic Control Coordinator Certification. All consultant construction inspectors are subject to approval by the Field Manager. The Field Manager should require similar road/bridge construction inspection experience and may require SAT or ACI certifications. The Department does not require a specific number of consultant inspectors for an Agreement Project. Rather, it requires that "a sufficient number of trained engineering and inspection personnel" be provided to adequately and completely perform the requirements of the agreement.

Because much of the Standard Specifications and the Construction Procedures Handbook is not written from an agreement project perspective, the following topics are provided to highlight key responsibilities for a Consultant Resident Engineer. It is not intended to be an exhaustive list, but rather should be used as a starting point for the Field Manager in guiding the consultant.

1. Insurance

The Developer/Contractor must provide a Certificate of Insurance that complies with Subsection 107.23 of the Standard Specifications.

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- No work may be permitted within the State's ROW without valid insurance certificates on file with the Resident Engineer.
- The Insurance Certificate must clearly identify the Agreement Project.
- The Comprehensive and General Liability Insurance must name the State, its officers and employees as additional insured.
- The required minimum amounts of insurance are:

General Liability	$3,000,000
Professional Liability	$1,000,000 [For Developer's Consultant]
Automobile Liability	$1,000,000
Workers' Compensation	amount required by law

- The Consultant Resident Engineer shall review the insurance certificate and provide it to the Field Manager. The Field Manager will forward a copy to the Regional Construction Office for its files.

2. DC-34 Key Contact Personnel
The Consultant Resident Engineer must submit a DC-34, Key Contact Personnel, prior to the performance of any work within the State ROW. The information on the DC-34 is also entered into the Department's ACES program (see Reports below).

3. Work Zone and Traffic Safety
Maintaining public safety is to be given the highest priority. Consultant inspectors will suspend Contractor's operations and take any additional action necessary to safeguard the public from any immediate hazard.

All traffic control devices must be in accordance with Manual's standard details. Traffic control devices must be NCHRP-350 compliant. All construction signs and traffic control devices must be in place prior to performing any work within the State ROW. Consultant inspection staff should be thoroughly familiar with Section VIII of the Construction Procedures Handbook.

The consultant inspection staff must perform daily traffic control safety inspections. All traffic control devices must be maintained in good condition, and in conformance with the Traffic Control Plan. The consultant must inform the Developer/Contractor of any work zone or traffic safety deficiencies immediately. Minor deficiencies must be corrected within 24 hours. Immediate hazards require immediate action. If a Developer/Contractor fails to take corrective action, the Resident Engineer shall inform the Field Manager.

Any changes to the Traffic Control Plan (TCP) require approval by the Regional Traffic Engineer- Work Zones. For projects in Sussex, Warren, Passaic Bergen, Morris, Essex, Hudson, Union, Hunterdon, Somerset, and Middlesex counties the Traffic Engineer can be reached at (732) 409-3200. For projects in Cape may, Atlantic, Cumberland, Salem, Gloucester, Camden, Burlington, Ocean, Monmouth and Mercer counties the Traffic Engineer can be reached at (856) 486-6720. The Resident Engineer should also discuss any changes with the Field Manager.

Prior to performing any working within the State ROW, the Developer/Contractor must submit a Safety and Health Program in accordance with Subsection 107.10 of the Standard Specifications. The Resident Engineer must ensure that the Program is reviewed and accepted by the Regional representative from the Office of Capital Project Safety (ROCPS Rep).

Prior to performing any work at night within the State ROW, the Developer/Contractor must perform a Nighttime Operation Demonstration in accordance with Subsection 617.05 of the

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Standard Specifications. The Resident Engineer must contact the RCOPS Rep who will review the demonstration.

4. Traffic

Prior to closing any shoulders or lanes, the Resident Engineer must file a Traffic Interference Report (TIR) to Traffic Operations (North or South office depending on location), and to the RCOPS Rep. The TIR must be submitted a minimum of 72 hours before the lane restriction. Consultant inspection staff should be thoroughly familiar with Section VI Subsection C of the Construction Procedures Handbook.

The consultant inspection staff will enforce the allowable working hours. If the Developer/Contractor is unable to reopen the restriction in the required time, the consultant staff will call and inform Traffic Operations. These restrictions are not to be taken lightly. Failure to adhere to the allowable working hours may result in suspension of work.

Whenever a significant traffic event (e.g. serious traffic accident, traffic backups, work performed beyond the allowable work hours) occurs, the Resident Engineer should call and inform both the Field Manager and the NJDOT Regional Office.

5. Contractors & Subcontractors

Any work performed within the State's ultimate ROW must be performed by contractors that are prequalified by the Department for the type of work. The Resident Engineer must obtain a list of all contractors/subcontractors and what work each will be performing. The Resident Engineer shall submit the list to the Regional Construction Office for review and approval. The Resident Engineer must monitor the work to ensure that only approved subcontractors perform work.

6. Materials

The Resident Engineer must compile a list of all materials to be used in construction. The Developer/Contractor is required to submit a Materials Questionnaire (DC-2891) for all materials to be incorporated into the work of the project. The DC-2891 is used to identify the source of materials. Approval of the DC-2891 is approval of the source only. It is not an approval of the material itself. The DC-2891 is reviewed and signed by the Resident Engineer and then forwarded to the NJDOT Bureau of Materials, PO Box 600, Trenton NJ 08625. Please note that for concrete and asphalt suppliers, it is sufficient to indicate the supplier name, plant address, and the mix design control number on the DC-2891.

Electrical items are not approved by the Bureau of Materials. For electrical items, a list of the items and catalog cuts to NJDOT Bureau of Traffic Signal and Safety Engineering, PO Box 600, Trenton NJ 08625.

Intelligent Transportation Systems (ITS) items are also not approved by the Bureau of Materials. For ITS items, a list of items and catalog cuts must be sent to NJDOT Intelligent Transportation Systems Unit, PO Box 600, Trenton NJ 08625.

When approved, the DC-2891 will indicate the method of material acceptance (e.g. Field Testing, Certification, or Random Plant Inspection).

Generally, there are three types of materials that require field sampling and testing: Concrete; Hot Mix Asphalt; and Soil Aggregates (e.g. Subbase, DGABC, Zone 3 Embankment).

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Plant inspection for concrete and bituminous material is performed by NJDOT Regional Materials. On site testing of materials (concrete and soil) are usually performed by NJDOT Regional Materials. Prior to any work on the project, the Resident Engineer should contact the NJDOT Materials team leader to receive NJDOT forms for contractor concrete testing. By 2:00 PM of the day preceding delivery of hot mix asphalt, concrete, soil aggregate material, the Resident Engineer must fax a notice to Regional Materials. Regional Materials may inform the Resident Engineer that Plant Inspection and Field Inspection by NJDOT Regional Material is waived. Such a waiver is only for the single request and should not be taken as a general waiver. Concrete or hot mix asphalt should not be permitted to be used without plant inspection by Regional Materials (unless specifically waived by Regional Materials). Materials tickets should be checked for the plant inspector's signature.

If NJDOT Regional Materials indicates that they will not be able to perform field-testing for concrete, the consultant inspection staff shall be required to perform slump and air void testing. Additionally, consultant inspectors must prepare concrete cylinders for strength testing. These cylinders will require NJDOT tags. Guidance for Concrete Site Testing is provided in Construction Procedures Handbook Section VI Subsection F-13.

Soil Aggregates will require sampling and analysis by NJDOT Regional Materials prior to use. The Resident Engineer must obtain from the Developer/Contractor independent testing results for gradation and optimum moisture. These must be submitted with the DC-391 for any soil aggregates. After delivery and prior to placement the NJDOT Materials team leader obtain a sample for testing that will be compared to the Developer test results. After placement, Subbase and DGABC will require compaction density testing. The Resident Engineer must contact the materials team leader to coordinate density testing. The Resident Engineer must ensure that Subbase and DGABC have passed density testing prior to the application of a succeeding layer.

Prior to HMA paving the Resident Engineer must hold a pre-paving meeting. The Field Manger will assist the Resident Engineer as to who should attend this meeting.

Core samples may be required. The Resident Engineer must contact the Bureau of Materials to determine if core samples will be required. If required, core samples of HMA must be taken no sooner than 24 hours after paving and no later than 48 hours for the first lot and no later than six working days for subsequent lots. Cores are taken by the Contractor in accordance with Subsection 424.22 at locations determined by the Bureau of Materials. Guidance for requesting core samples, locations, coring, handling and delivery of cores is provided in Construction Procedure Handbook Section VI Subsection F-14.

The Standard Specifications provides for payment adjustments in lieu of removal and replacement for some material deficiencies. Some Agreements may have provisions by which a Developer may provide payment in lieu of removal and replacement. If the Agreement does not have such provision, the Resident Engineer should discuss non-conforming material reports with the Field Manager.

Certain types of materials will be inspected at the supplier's yard (e.g. pre-cast inlets, RCC pipe, reinforcement steel). These materials must have a NJDOT inspection stamp.

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It is important that the Consultant checks the materials being used on the project and ensures that only approved materials are used. The Consultant should receive all material delivery tickets and certifications (as required).

7. Work Drawings and Changes in Design

All work drawings shall be submitted in accordance with Subsection 105.04. All work must be performed according to approved plans and drawings. The procedure for submitting and approving drawings should be reviewed with the Developer/Contractor at the start of the project.

In all instances the Field Manager shall be informed of any design changes. All required or requested design changes must be approved by the Resident Manager from NJDOT Major Access.

The Field Manager will be informed of any design changes, and all changes will be thoroughly documented for the as-built drawings.

8. Environmental

Prior to the performance of any work, all erosion control and sediment control items must be in place. Consultant inspection staff must make regular inspections for environmental compliance. Strict attention should be paid to silt fence maintenance, erosion repairs, and brushing dirt or dust off the roadway. If there are regulated or hazardous waste issues on the project, the Resident Engineer should discuss them with the Field Manager. Guidance for hazardous waste or spills can be found in Section VI Subsection C of the Construction Procedure Handbook.

9. Electrical Work

All electrical work is subject to inspection by NJDOT electrical inspectors. The Resident Engineer shall notify the Regional Electrical Engineer or assigned inspector prior to the start of any electrical work that will become part the Department system. Prior to starting any work, an inspection of existing facilities shall be performed. This includes disruption of any loop detectors. Most Agreement projects involve traffic signals. Whenever a Developer/Contractor enters a signal controller cabinet or performs any work on an existing traffic signal, the Developer/Contractor assumes the responsibility for maintenance of the system until acceptance of the signal. This requires maintenance inspections by the electrical contractor every two months. It also includes emergency call requirements. Guidance regarding Traffic Signals is provided in Section VI Subsection H of the Construction Procedures Handbook. Activation of a new traffic signal system may only be performed after obtaining written authorization. A separate agreement to cover operation and maintenance must be in place, prior to energizing any proposed electrical facilities.

10. Reports

The Consultant inspection staff must complete daily inspection reports on Department forms DC-154s. These reports shall describe the work performed and the construction methods used. The reports shall document how the work conforms to the plans and specifications. The Consultant will be required to have a computer to run the States ACES computer program as modified for Agreement Projects. The information from the daily reports must be entered into ACES, and biweekly DC-156 reports must be generated every two weeks.

The Resident Engineer must maintain a project diary noting activities performed on the project every day. Guidance for diary entries and record keeping may be found in Section III Subsection B of the Construction Procedure Handbook.

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11. Maintenance

The Developer/Contractor is responsible for performing maintenance of the roadway within the limits of the project in accordance with Subsection 105.14 of the Standard Specifications. This includes removal of debris, general sweeping, and patching potholes.

12. Acceptance and Closeout

The Developer/Contractor must submit a set of As-Built plans on clear Mylar. The Key Sheet shall include a certification signed by a Professional Engineer stating that the project was constructed in substantial conformance with the plans and specifications. The Resident Engineer shall review the as-built plans and ensure that they accurately reflect any changes. CADD files or Mylar drawings may be required on some projects. These are sent to the Office of Regional Design Survey in the Regional Headquarters.

When the Developer/Contractor has completed the work, an acceptance inspection will need to be scheduled. The Resident Engineer will review the project with the Field Manager to determine if the project is ready for the acceptance inspection. If Field Manager concurs, the Resident Engineer will contact arrange an Acceptance Inspection in accordance with Section VII Subsection A of the Construction Procedures Handbook.

Upon completion of any corrective action, the Resident Engineer will send a notice to the RCE that the project is ready for a Final Acceptance Inspection. The RCE will schedule the Final Acceptance Inspection and initiate the Certificate of Completion, DC-20. If the initial Acceptance Inspection did not require any corrective action, the Resident Engineer will notify the RCE that the initial Acceptance Inspection is to be considered the Final Acceptance Inspection, and request the DC-20. The Resident Engineer will review the need for additional closeout requirements with the Field Manager (e.g. Items outstanding for Raised Pavement Markers, As-built Database Input form DC-77) Additional guidance for closeout of agreement projects can be found in Section VII Subsection J of the Construction Procedures Handbook.

The Field Manager shall be responsible for ensuring that project records are collected and transferred to the Regional Office for Record Storage.

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION Q	DATE
CONSTRUCTION OPERATIONS	Vertical Under-clearances and Lane Width Restrictions	10/20/10

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VI SUBSECTION Q

The Department maintains an inventory that records the vertical under-clearance of all structures (bridges and overhead signs). It is important to ensure that the minimum under-clearances are obtained to keep vehicles from hitting our structures, but it is also important to ensure that the Department has an accurate record of vertical under-clearances, because this information is used to direct over-sized vehicles along the highway system. Similarly, information about lane width restrictions for single-lane-each-direction highways is also used to direct over-sized vehicles.

For this purpose, the following procedure is provided:

I. Vertical Under-clearance

A. Pre-Construction Review

1) The RE will review the project plans to determine if the project will reduce the vertical under-clearance (VUC) of a roadway by more than 6" for structures having an existing VUC of more than 15'- 0", or more than 3" for structures having an existing VUC of less than 15'-0". The RE should be able to obtain this information from simply reviewing the plans. It is not intended that the RE verify existing clearances. The RE should consider the following:

   i. Are new structures (bridges or overhead signs) being constructed that will result in a VUC where none existed previously?
   ii. Are changes planned to existing structures that will change the VUC? (e.g. changes in the height of a structure carrying a new sign)
   iii. Are there changes to the road grade that will affect the VUC of a structure overhead?
   iv. Are there changes in VUC due to temporary structures?
   v. Are there changes in staging or shifting of traffic lanes that change the VUC?
   vi. Do any of the structures have VUC's that are less than the posted clearance or less than 14'-6"?

NOTE: N.J.S.A. 27:5G-1 through 4, requires that every road having a VUC of less than 14'-6" have a minimum clearance marked or posted on the structures. If changes result in a VUC of less than 14'-6" to a lane opened to traffic, the RE should ensure that appropriate signs are posted. In addition, if there are any changes to the VUC for a structure with existing reduced minimum clearance signs, the RE should ensure that the signs are appropriately changed.

B. Changes during Construction

1) If construction will reduce an existing VUC by more than 6" for structures having an existing VUC of more than 15'- 0", or more than 3" for structures having an existing VUC of less than 15'-0", the RE will notify the TIC (Traffic Interference Coordinator) via e-mail prior to performing the work. If the work is specific to a certain stage, the RE will notify the TIC of the planned change to the VUC with

the Advanced Notice for Traffic Interference for that stage. If the change is not specific to a particular stage, the RE will notify the TIC of the planned change to VUC with the Advanced Notice for Traffic Interference at the start of the project.

2) If new structures (temporary or permanent) are constructed, prior to opening the roadway to traffic, the RE will notify the TIC (Traffic Interference Coordinator) via e-mail that new VUC's are established. If the structure is being constructed over roadways open to traffic, the RE will notify the TIC of the planned VUC prior to performing the work.

3) If a change to the road grade reduces an existing VUC by more than 6" (or more than 3" for structures having an existing VUC of less than 15'- 0"), the RE will inform the TIC of the planned VUC change. If work is specific to a certain stage, the RE will notify the TIC of the planned change to the VUC with the Advanced Notice for Traffic Interference for that stage. If the change is not specific to a particular stage, the RE will notify the TIC of the planned change to the VUC with the Advanced Notice for Traffic Interference at the start of the project.

4) When notifying the TIC of a change in VUC provide the following information:
   i. Project Name
   ii. Structure(s) description
   iii. Structure(s) number
   iv. Roadway with changed VUC
   v. Direction of Roadway (e.g. NB, SB, NB & SB)

NOTE: Construction operations may affect the VUC of a structure several times during a project. Notices of changes in VUC during construction are not required every time a beam is placed, or a section of roadway is milled or paved. Rather, a single notice is requested for the project, unless the change is stage specific.

C. Measuring VUC

1) The RE should obtain VUC measurements during stage construction to avoid having additional lane closures for this sole purpose.

2) Measurements of VUC are to be made to the nearest 1/10 of a LF, and taken at each lane line, shoulder line, and curb line/edge of pavement line beneath the structure. For Bridge structures, measurements must be taken beneath each fascia beam.

D. As-built of VUC - Vertical Under-clearance Report

1) For all projects that have structures having a change in the VUC (even when less than 6"), after the completion of the project, the RE will submit a Vertical Under-clearance Report, Form DC-31 to Structural Evaluation via e-mail to Structural.Evaluation@dot.state.nj.us.

2) Thus, the report is required, whenever paving under a structure or placing new

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beams or overhead signs.

3) The RE will provide a sketch detailing the road configuration, lane numbering and locations of measurement with the Vertical Under-clearance Report.

II. Lane Width Restrictions

A. Changes during Construction

1) If construction will reduce the number of available lanes to one lane in any direction, or if it will reduce the lane width of an existing one lane each direction highway, the RE will notify the TIC via e-mail prior to performing the work. If the work is specific to a certain stage, the RE will notify the TIC of the planned lane width restriction with the Advanced Notice for Traffic Interference for that stage. If the change is not specific to a particular stage, the RE will notify the TIC of the planned change to VUC with the Advanced Notice for Traffic Interference at the start of the project.

2) When notifying the TIC of a change in a lane width restriction, provide the following information:
   i. Project Name
   ii. Roadway Direction of Roadway (e.g. NB, SB, NB & SB …)
   iii. Mile post limits of lane width restriction
   iv. Lane Width include lane width and shoulder width

3) When a lane width restriction is removed, notify the TIC of the change.

NOTE: Notices of lane width restrictions are not required for every temporary lane closure. Rather, a single notice is requested for the project unless the change is stage specific.

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DC-31 (6/2010)

New Jersey Department of Transportation
Vertical Underclearence Asbuilt Report

Project Name: Rt. 80 Roadway Improvements Contract "B"

DP File No.: 10555

Prepared By: _____ Date: 6/12/2010
print name/signature

Resident Engineer: _____ Date: 6/12/2010 Phone No. 201-530-0001
print name/signature

				Vertical Under Clearance (in feet)							
Structure No.	Description	Roadway under Structure	Travel Direction	Left Curb/Edge	Left Shoulder	Lane line 1	Lane line 2	Lane Line 3	Lane Line 4	Right Shoulder	Right Curb/Edge
1234567	Ramp A over Rt. 80	Rt. 80 Express	EB	17.8	n/a	17.8	17.6	n/a	n/a	17.6	17.6
1234567	Ramp A over Rt. 80	Rt. 80 Express	WB	17.8	n/a	17.8	17.9	n/a	n/a	17.9	17.9
1234987	Overhead Sign Structure	Rt. 80 Local	EB	19.3	19.2	19.0	n/a	n/a	n/a	n/a	n/a
8765432	Oak Rd over Rt. 80	Rt. 80 Local	EB	16.6	16.6	16.6	16.7	16.8	n/a	16.8	16.8
8765432	Oak Rd over Rt. 80	Rt. 80 Express	EB	17.4	16.6	16.5	16.6	n/a	n/a	n/a	n/a
8765432	Oak Rd over Rt. 80	Rt. 80 Local	WB	16.6	16.6	16.6	16.6	16.8	n/a	16.7	16.7
8765432	Oak Rd over Rt. 80	Rt. 80 Express	WB	17.4	16.6	16.8	16.8	n/a	n/a	n/a	n/a
5432123	Rt. 80 over CR 600	CR 600	NB	18.3	18.3	18.2	n/a	n/a	n/a	n/a	n/a
5432123	Rt. 80 over CR 600	CR 600	SB	18.3	18.3	18.1	n/a	n/a	n/a	n/a	n/a

With this report, provide a sketch showing the road configuration/lane line numbering and location of measurements for each structure

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DC-31 (6/2010)

New Jersey Department of Transportation

Vertical Underclearence Asbuilt Report

Project Name: _____

DP File No.: _____

Prepared By: _____ Date: _____
print name/signature

Resident Engineer: _____ Date: _____ Phone No
print name/signature

Structure No.	Description	Roadway under Structure	Travel Direction	Vertical Under Clearance (in feet)							
				Left Curb/Edge	Left Shoulder	Lane line 1	Lane line 2	Lane Line 3	Lane Line 4	Right Shoulder	Right Curb/Edge

With this report, provide a sketch showing the road configuration/lane line numbering and location of measurements for each structure

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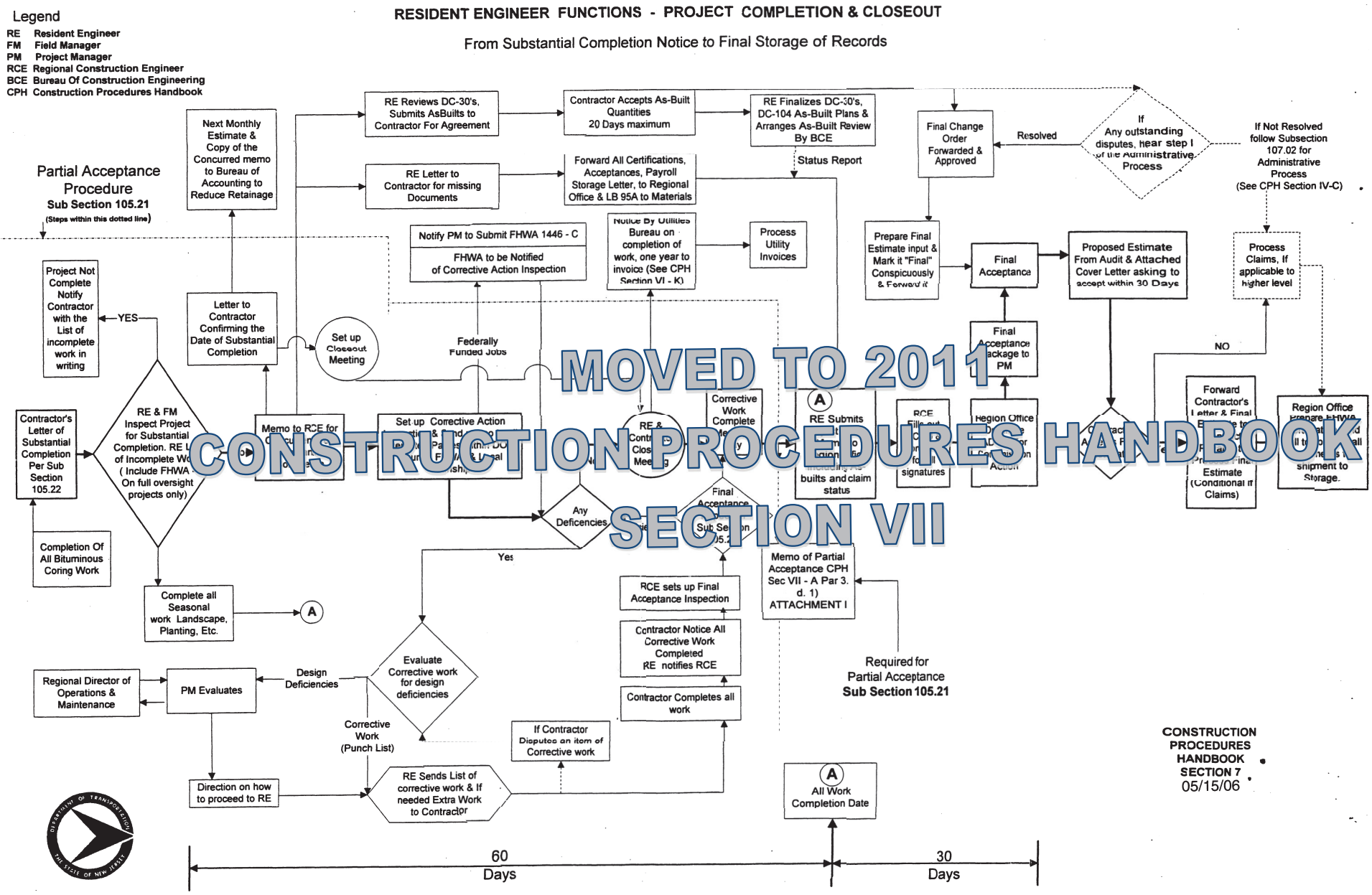

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1. Substantial Completion

   a. The term "Substantial Completion" means the point at which the performance of all Work on the Project has been completed except for seeding items (including the planting of trees, shrubs, vines, ground covers and seedlings), final cleanup, and repair of unacceptable Work, and provided the Engineer has solely determined that:

      1) the Project is safe and convenient for use by the public and
      2) failure to complete the Work and repairs except as noted above does not result in the deterioration of other completed Work and provided further, that the value of landscaping work remaining to be performed, repairs, and cleanup is less than two percent of the Total Adjusted Contract Price.

   b. Contractor's Notice

      When the Contractor has notified the Resident Engineer in writing that the project is substantially complete in accordance with Subsection 105.22 of the Contract Specifications, the following procedure will be followed:

      NOTE: If Substantial Completion is an interim completion requirement of Subsection 108.10 of the Contract Specifications, also refer to paragraph 2, Interim Completion of this subsection.

      1) Upon receipt of the Contractor's written notice that the project is substantially complete (a notice of final completion may be accepted as a notice of substantial completion), the Resident Engineer and the Field Manager will review and inspect the project. On Federal full oversight projects, the FHWA Area Engineer shall be notified by the Resident Engineer of this review and inspection.

      2) If the Resident Engineer determines that the project is not substantially complete, he/she will notify the Contractor within five (5) working days. (Refer to Attachment "A"). The Resident Engineer's letter will note what work remains to be completed in order for the project to be considered substantially complete. The Contractor is required to re-notify the Resident Engineer in writing upon completion of the work.

      3) If the Resident Engineer with the concurrence of the Field Manager and the Project Manager determines that the project is substantially complete, the Resident Engineer will prepare a Substantial Completion Memorandum recommending that the project be found substantially complete (Refer to Attachment "B"). The memorandum will fix the date of Substantial

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Completion as the date of the Contractor's last acceptable notice of substantial completion.

c. Approval for Substantial Completion

1) The Resident Engineer will submit the Substantial Completion Memorandum to the Regional Construction Engineer for approval. If the Regional Construction Engineer concurs, he/she shall sign the Memorandum, and return it to the Resident Engineer. The Resident Engineer will send the Project Manager a copy of the approved Substantial Completion Memorandum.

2) Following approval of the Substantial completion Memorandum, the Resident engineer will process the next monthly progress estimate as a substantial completion estimate. The Resident Engineer will notify the Regional Construction Engineer when the substantial completion estimate has been processed, and the Regional Construction Engineer will electronically approve the substantial completion estimate.

3) Declaring a project substantially complete triggers the start of many closeout functions to be performed by the Resident Engineer. These functions are shown on the Section VII flowchart and include:

a) Setting up and conducting the Corrective Action Inspection for the various interested parties, Maintenance jurisdictions, etc. in accordance with paragraph 4.b.4) of this Subsection.
b) Finalizing the as-built quantities (See CPH Subsection VII-H).
c) Sending a list of missing documents to the Contractor. (e.g., payrolls, certifications, forms, etc.) (See CPH Subsection VII-C.2.c).
d) Conducting a closeout meeting with the Contractor to discuss unresolved issues. (See CPH Subsection VII-C).
e) Sending Final Invoice Request Notification to utility companies. (See CPH Section IV-K)

2. Interim Completion:

a. Failure to meet an interim completion date or substantial completion date.

The Resident Engineer will notify the Contractor in writing, informing them that they are behind schedule and that the appropriate liquidated damages will be assessed. (Refer to Attachment "C")

NOTE: If an extension of time, that would affect the interim completion date, is under consideration, the matter should be discussed with the Field Manager and Project Manager. Whereupon the Project Manager will evaluate the relative merits of the extension of time being considered and determine if the delay notice should be sent to the Contractor. Generally, a delay notice should not be

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sent if damages for constructive acceleration could be incurred.

b. Contractor's Notice

1) When the Contractor completes a portion of the project that has an interim completion date, he/she is required to notify the Resident Engineer in writing. Upon receipt of the Contractor's notice of interim completion, the Resident Engineer will review and inspect that portion of the project.

2) If the Resident Engineer determines that the portion of the project is not complete, he/she will notify the Contractor in writing within five (5) working days. The Resident Engineer's letter will note what work remains to be completed in order for the portion of the project to be considered complete. (Refer to Attachment "D") The Contractor is required to re-notify the Resident Engineer upon completion of the work.

3) If the Resident Engineer with the concurrence of the Field Manager determines that the portion of the project appears complete, he/she will notify the Contractor of the actual interim completion date. (Refer to Attachment "E") The date of the Contractor's last required notice of interim completion shall be the actual interim completion date.

3. Partial Acceptance

a. Contractor's Request

1) Upon receipt of the Contractor's written request for partial acceptance, the Resident Engineer will review and inspect the area(s) to be considered. The Contractor's written request shall clearly define the limits of the area to be considered. In order for an area to be accepted under the provisions of partial acceptance, the following criteria should be met:

a) All work within the area under consideration must be complete.
b) The area must be opened for the safe, convenient use by the public.
c) The area must not be required by the Contractor for the completion of the remaining areas of the project.

2) If the Resident Engineer determines that the area(s) should not be considered for partial acceptance he/she will notify the Contractor of the decision.

3) If the Resident Engineer with the concurrence of the Field Manager and Project Manager determines that the area is suitable for partial acceptance, he/she shall set a date for a Partial Acceptance Inspection. (Refer to Attachment "F") The date of the Partial Acceptance Inspection shall be set to allow interested parties a minimum of ten (10) working days from the receipt of the notification to review and inspect the area(s) under consideration. The

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interested parties (Refer to Paragraph 4.b.4 in this subsection for a list) will be notified.

4) Interested Parties will inspect the area under consideration for partial acceptance, and provide the Resident Engineer with a corrective action list on or before the date of the Partial Acceptance Inspection. Copies are not to be sent to the Contractor.

NOTE: On full oversight projects the FHWA shall be invited to the partial acceptance inspection; however, it does not relieve the NJDOT from correcting any deficiencies that may be noted by the FHWA in their final inspection of the entire project.

b. Evaluation of corrective action for design deficiencies.

Refer forward to Paragraph c of this subsection and follow steps 1) to 4) prior to the following step:

5) The Resident Engineer will within thirty days from the date of the Contractor's notice of partial acceptance notify the Contractor that the area is not complete and inform them of the required corrective action. (Refer to Attachment "G") With the concurrence of the Project Manager, a Construction Order will be issued for any extra work or any additional work necessary to address any design deficiencies which are required to be addressed under the contract. The Contractor must initiate another request upon completion of the work for partial acceptance to be considered. If any additional or extra work is required, the Resident Engineer will notify all interested parties in writing. (Refer to Attachment "H") All interested parties will have the ability to review this additional or extra work in subsequent Acceptance Inspections.

c. Objections to partial acceptance

If any of the interested parties other than FHWA, objects to the partial acceptance under consideration, the Contractor's request for partial acceptance and the objection will be referred to the Regional Construction Engineer prior to any decision. The Regional Construction Engineer will advise the Resident Engineer whether the request is to be denied or to over rule the objection and to proceed with the partial acceptance. If the decision is to deny the Contractor's partial acceptance request, the Resident Engineer will notify the Contractor in writing that the request has been denied. If the decision is to over rule the objection, the Resident Engineer will proceed with step d. "Approval of partial acceptance". In the memorandum of partial acceptance, the Resident Engineer will note the objection and the Regional Construction Engineer's decision to proceed with the partial acceptance. A copy of this memorandum will be sent to the party who initially objected the partial acceptance.

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d. Approval of partial acceptance

1) If there is no corrective action required and there are no objections to partial acceptance, the Resident Engineer shall prepare and sign a Memorandum of Partial Completion. Signatures recommending partial acceptance will be secured as required. (Refer to Attachment "I") The Resident Engineer will forward the Memorandum to the Regional Construction Engineer.

2) If the Regional Construction Engineer concurs, he/she shall sign the Memorandum recommending partial acceptance and secure the signature of Executive Director of Regional Operations recommending partial acceptance except for Local Aid projects. The Regional Construction Engineer will forward the memorandum to the Project Manager for approval. The Project Manager will notify the Resident Engineer who will notify the Contractor of the partial acceptance in writing. (Refer to Attachment "J")

3) If any additional work is required for an area of the project which has already received partial acceptance, the Resident Engineer will notify all of the Interested Parties. (Refer to Attachment "K")

4. Completion and Final Acceptance

a. Failure to meet the contract completion or substantial completion date.

1) If the Contractor fails to meet the requirements for the contract substantial completion or completion date the Resident Engineer will notify the Contractor in writing, that the Contractor is behind schedule and that the appropriate liquidated damages will be assessed. (Refer to Attachment "K")

NOTE: If an extension of time that would affect the contract substantial completion and/or completion date is under consideration, the matter should be discussed with the Field Manager and the Project Manager. Whereupon the Field Manager will evaluate the relative merits of the extension of time being considered and determine if the delay notice should be sent to the Contractor. Generally a delay notice should not be sent if damages for constructive acceleration could be incurred.

b. Contractor's Notice

When the Contractor is complete with all physical work on the project, he /she is required to notify the Resident Engineer in writing. [The letter should specify the name of the project and state that all work under the contract has been completed. It can be the same letter sent in compliance with Subsection 105.22.] Upon receipt of the Contractor's notice of completion, the following procedures will be followed:

1) The Resident Engineer will review and inspect the project to evaluate the

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notice of completion. In order for the contract to be considered finally complete and ready for final acceptance, all work must be completed. This includes:

a) Landscaping work (except the requirements for replacement planting in accordance with Subsection 813.05 of the Contract Specifications)
b) Final cleanup
c) Repairs of any unacceptable work
d) Submission of all documents required

These 4 items are not required to be complete for substantial completion.

NOTE 1: The Resident Engineer must review all materials testing results prior to Final Completion and Final Acceptance. The specifications concerning material acceptance has provisions, which may require removal or replacement of material or allow for removal and replacement of material in lieu of the application of penalties and reductions.

NOTE 2: If applicable, the Resident Engineer shall obtain a Memorandum of Acceptance for Turf and/or Plantings from the Bureau of Landscape and Urban Design. If a growing season is needed to develop a stand of grass, the Resident Engineer will proceed with the directions for Completion and Final Acceptance except that a retainage amount equal to the value of the stand of grass will not be released until the turf is accepted. The Department Action Form AD-12 for Final Acceptance and Final Payment will note that retainage will be held pending turf acceptance. Full retainage will be released upon notification from the Project Manager to the Director, Bureau of Accounting and Auditing after the turf has been accepted.

2) If the Resident Engineer determines that the project is not complete, he/she will notify the Contractor in writing within five (5) working days. The Resident Engineer's letter will note what work remains to be completed in order for the project to be considered complete. (Refer to Attachment "A") The Contractor is required to re-notify the Resident Engineer upon completion of the work.

3) The Regional Construction Engineer may waive the assessment of liquidated damages for delays in the submission of documents, which could not have been completed by the contract completion date. (e.g., telephone bills, force account records, waste disposal manifests ... etc.)

4) If the Resident Engineer with the concurrence of the Field Manager and the Project Manager determines that the project appears complete, he/she shall set a date for Corrective Action inspection. (Refer to Attachment "L") The date of the Corrective Action Inspection shall be set to allow interested parties a minimum of ten (10) working days from the receipt of the notification to review and inspect the area(s) under consideration. The following parties will be notified:

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a) Project Manager
b) Field Manager
c) Regional Construction Engineer
d) Executive Director of Regional Operations
e) Regional Maintenance Engineer (for any Region with jurisdiction)*
f) Regional Electrical Engineer
g) Manager, Traffic Engineering and Investigation
h) Manager, Bureau of Maintenance Engineering (for Bridge Painting contracts only) *
i) Manager, Traffic Signal and Safety Systems
j) Manager, Bureau of Landscape and Urban Design
k) FHWA * (not required for Exempt Projects)
l) Supervisor of Sign Shop, Bureau of Maintenance Support (Projects with GO signs)*
m) Third Party Participating Agencies (e.g. NJTPK, NJHA, Port Authority)*
n) Any County or Municipal Engineer with acceptance jurisdiction *
o) Any other organization involved in the project
p) Regional Traffic Operations
q) Regional Electrical Maintenance Supervisor
r) Manager, Bureau of Structural Design
s) Manager, Drawbridge Operations

* If applicable - to be determined by the Resident Engineer and Project Manager

5) The Resident Engineer will confirm the date and time of the corrective action inspection with the FHWA Area Engineer on all Full Oversight and Alternate Procedures projects. Furthermore, the Resident Engineer will notify the Project Manager that Form FHWA 1446-C must be submitted for Alternate Procedures projects only.

6) The Project Manager will complete, sign, and submit the Form FHWA 1446-C to the FHWA. The form will include a statement noting the date, time and location of the Corrective Action/Acceptance Inspection. (Refer to Attachment "M").

7) Interested Parties will inspect the area under consideration for acceptance, and provide the Resident Engineer with a corrective action list on or before the Corrective Action Inspection date. No copies are to be sent to the Contractor.

c. Evaluation of corrective action for design deficiencies.

1) The Resident Engineer will prepare a Memorandum of Record, compiling all identified deficiencies noted by any of the interested parties. If the Resident Engineer identifies a particular deficiency as a design deficiency, he/she will contact the initiator of the item in question and the Project Manager to seek

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mutual agreement as to classifying the item as either a design deficiency or as a construction deficiency.

2) The Resident Engineer will prepare a memorandum to the Project Manager, listing all design deficiencies and any disputed deficiencies.

3) The Project Manager will review the list and attempt to resolve disputed items with the initiating agency. The Project Manager will decide if any design deficiencies should be corrected under the contract. For Capital Program projects, the Project Manager will also notify the Program Manager of any remaining disputed deficiencies or design deficiencies. For projects initiated by Operations, the Project Manager will also notify the Director of Operations Support of any remaining disputed deficiencies or design deficiencies. The Project Manager shall communicate the recommended disposition of any deficiency directly with the Executive Director, Regional Operations and gain his written concurrence for the disposition. The Project Manager will confirm the agreement via written document to the Executive Director, Regional Operations prior to taking formal action.

4) For Capital Program projects, the Program Manager shall decide the disposition of any remaining disputed deficiencies and/or decide if any other design deficiency shall be corrected under the contract. For projects initiated by Operations, the Director of Operations Support shall decide the disposition of any remaining disputed deficiencies and/or decide if any other design deficiency shall be corrected under the contract. The Project Manager will inform the Resident Engineer of these findings and the appropriate Design Unit of the <u>uncorrected</u> deficiencies.

5) The Resident Engineer will within thirty calendar days from the date of the Contractor's notice of completion, notify the Contractor that the area is not complete and inform him of the required corrective action. The corrective action list sent to the Contractor should be completed within 20 calendar days, unless there are extenuating circumstances so as not to delay the closeout process. The Resident Engineer should include an anticipated reasonable completion date on all corrective action lists sent to the Contractor. (Refer to Attachment "N") With the concurrence of the Project Manager, a Construction Order will be issued for any extra work or any additional work necessary to address any design deficiencies, which are required to be addressed under the contract with a time extension to complete the work. The Contractor is required to re-notify the Resident Engineer in writing upon completion of the work. If any additional or extra work is required, the Resident Engineer will notify all interested parties in writing. (Refer to Attachment "O") All interested parties will have the ability to review this additional or extra work in the subsequent Final Acceptance Inspection.

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d. Approval of Final Completion and Acceptance

1) If there is no additional work, extra work, or corrective action required, the Corrective Action Inspection is deemed to be the Final Acceptance Inspection. The Resident Engineer will prepare a memorandum of record noting that a corrective action inspection was held and no corrective work was required. A copy of this memorandum will be sent to the Regional Construction Engineer, Field Manager and Project Manager.

2) If there was corrective work the Resident Engineer, upon re-notification from the contractor that all work is complete, will inform the Regional Construction Engineer to set up the Final Acceptance Inspection by following the same steps as outlined under Contractor's Notice in paragraph b.4) above.

3) After the Final Acceptance Inspection has been held and all submissions have been received, the project is ready for Final Acceptance.

4) On all Federal Aid projects with full oversight, if the FHWA Area Engineer noted any corrective action on their Final Report, the Resident Engineer will write a letter to the FHWA certifying that any identified deficiencies were corrected. (Refer to Attachment "P")

5) For all Federal Aid projects with Exempt Project status the Resident Engineer will write a memorandum to the FHWA notifying them that a Final Acceptance Inspection has been held.

6) The Resident Engineer will obtain a Letter of Acceptance for projects with areas which are under the jurisdiction of an outside agency. The Resident Engineer will contact the representative of the agency and request an Acceptance Letter. In the event that the Resident Engineer can not obtain a Letter of Acceptance the following procedure will be followed:

a) If no deficiencies have been noted but the agency is unresponsive to the Resident Engineer's verbal request for a Letter of Acceptance, the Resident Engineer with the concurrence of the Field Manager will write a letter to the agency within ten working days following the Corrective Action Inspection. The letter will note that the agency did not request any corrective action and request a Letter of Acceptance. (Refer to Attachment "Q")

b) If the agency again fails to respond, the Resident Engineer, with concurrence of the Field Manager, will write a memorandum to the Project Manager requesting acceptance without having received written acceptance by the outside agency. The memorandum will note that there were no unresolved deficiencies, but that the agency was non-responsive.

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c) If the agency refuses to write a Letter of Acceptance because a Design deficiency was not addressed under the contract (as per the decision of the Program Manager), the Resident Engineer will write a memorandum to the Project Manager. The memorandum will request acceptance without having received acceptance by the outside agency. The memorandum will note the reason for the agency's refusal to write a Letter of Acceptance. (Refer to Attachment "R")

f. Status Memorandum and Certificate of Completion

1) At the request of the Resident Engineer, the Regional Construction office staff will prepare the Certificate of Completion, Form DC-20. (Refer to Attachment "S") The Resident Engineer will sign the Form DC-20 (5 copies) certifying final completion and recommending final acceptance. The Form DC-20 will then be submitted to the Regional Construction office for the Regional Construction Engineer's signature.

2) The Regional Construction office will execute the following signatures on the five (5) Form DC-20's as required:
Field Manager
Regional Construction Engineer
Executive Director for Regional Operations (for projects with State Maintenance jurisdiction)

3) The Regional Construction office will prepare a Status Memorandum to the Project Manager (with all relevant dates, liquidated damage information and information related to outstanding claims) with copies to: Manager, Bureau of Materials, Director, Bureau of Accounting and Auditing (3) and the Regional Construction Engineer (Refer to Attachment "T"). A Department Action Slip, Form AD-12 for Final Completion and Acceptance (Refer to Attachment "U"), will also be prepared by the Regional Construction office.

4) The Regional Construction Engineer will forward the signed DC-20's, Status Memorandum to the Project Manager.

5) The Project Manager will review the documents, and if found acceptable will sign the DC-20, and prepare and sign a Department Action, form AD-12, for Final Acceptance and Final Payment. For Capital Program projects, the Project Manager will forward the forward the DC-20's, AD-12 and Status Memorandum to the Program Manager. For projects initiated by Operations, the Project Manager will forward the DC-20 to AD-12 and Status Memorandum to the Manager of Maintenance Engineering Support.

NOTE: If the Contractor has submitted a Form DC-161 "Contractual Notice Form" in accordance with Specifications Subsection 107.02, and it remains unresolved, the Project Manager will proceed with the Final Completion and Acceptance process, except that the Department Action Slip and Status

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Memorandum will note that a dispute is pending. If the resolution of the dispute results in a settlement for additional compensation or a decrease in the amount of damages assessed, a Department Action for a Second Final Payment will be prepared and processed. (Refer to Attachment "X").

g. Execution of the Form DC-20 and Form AD-12

1) The Program Manager or Manager of Maintenance Engineering will review the documents and if found acceptable will sign the DC-20, AD-12 and forward the documents to the Manager of Agreement Accounting.

2) Upon receipt of the documents, the Manager of Agreement Accounting will certify the funds by signing the AD-12 and return the documents to the Project Manager.

3) For Capital Program projects, the Project Manager will forward the DC-20, AD-12 and Status Memorandum (originals and copies) to the Director of Project Management. For projects initiated by Operations, the Project Manager will forward the documents to the Director of Operations Support.

4) For Capital Program projects, the Project Manager will secure the Program Manager's concurrence signature on the DC-20, and AD-12 and then forward the forms along with the Status Memorandum (originals and copies) to the Manager of Agreement Accounting. For projects initiated by Operations, the Project Manager will secure the Manager of Maintenance Engineering's concurrence signature on the DC-20 and AD-12 and then forward the forms along with the Status Memorandum (originals and copies) to the Manager of Agreement Accounting.

5) The Manager of Agreement Accounting will certify the funds for the project by signing the Department Action, Form AD-12, and return the documents to the Project Manager.

6) For Capital Program projects, the Project Manager will forward the DC-20, Department Action form AD-12, and the Status Memorandum (originals and copies) to the Director of Project Management. For projects initiated by Operations, the documents will be forwarded to the Director of Operations Support. A transmittal memorandum to the Director will be copied to: Manager, Bureau of Traffic Signals and Safety Engineering; Manager, Bureau of Landscape and Urban Design; Manager, Bureau of Maintenance Engineering (Bridge Painting Contracts only), Director of Traffic Operations (ITS projects only). (Refer to Attachment "V").

7) The Director of Project Management or Operations Support will review the documents, and if found acceptable, will sign the Certificate of

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Completion, Form DC-20, and the Department Action Slip, Form AD-12 for Final Completion and Acceptance. For Capital Program projects, the Director will forward the documents to Assistant Commissioner of Capital Program Management. For projects initiated by Operations, the Director will forward the documents to the Assistant Commissioner for Operations.

8) The Assistant Commissioner will review the documents and if acceptable sign the DC-20 and the AD-12 and forward the documents to the State Transportation Engineer.

9) The State Transportation Engineer will sign the DC-20 and the AD-12 and forward the documents to the Department Secretary.

10) The Department Secretary will prepare a Letter of Acceptance and forward the letter to the Contractor and the bonding company. The Department Secretary will forward original copy of the DC-20, and a copy of the AD-12 to the Project Manager.

11) The Project Manager will distribute an original signature copy of the Form DC-20 to the Contractor (Refer to Attachment "7"). If applicable, distribute additional copies to the following:

a) The Bureau of Structural Evaluation and Bridge Management (if the project involved work on structures).

b) On all Federal Aid projects copies of the Form DC-20 and Form AD-12 will be sent to the Regional Construction Engineer for the preparation of the Closeout Documents.

12) The Project Manager will transmit a copy of the Form DC-20 and Form AD-12 to the Regional Construction Engineer and Resident Engineer. Upon receipt of the Department Action Slip, Form AD-12, for Final Completion and Final Acceptance, the Resident Engineer will process a Final Estimate.

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SUMMARY OF ATTACHMENTS

SAMPLE	DESCRIPTION
A - LETTER	Notice of Substantial Completion Rejection
B - MEMO	Substantial Completion Approval
C - LETTER	Failure to Meet Interim Completion Date
D - LETTER	Rejection of Contractor's Notice for Interim Completion
E - LETTER	Concurrence of Contractor's Notice for Interim Completion
F - MEMO	Partial Acceptance Inspection
G - LETTER	Response to Contractor's Request for Partial Acceptance
H - MEMO	Partial Acceptance Rejection (Additional or Extra Work Requested)
I - MEMO	Recommending Partial Acceptance
J - LETTER	Approval of Partial Acceptance
K - LETTER	Notify Contractor is Behind Schedule
L - MEMO	Corrective Action Inspection
M - FORM	Form FHWA-1446C "Final Inspection of Federal-Aid Project"
N - LETTER	Project is Not Complete (Corrective Action List of Work Still Remaining)
0 - MEMO	Acceptance Inspection (Additional Work Performed)
P - LETTER	Certifying Identified FHWA Deficiencies were Corrected
Q - LETTER	Request Letter of Acceptance from Outside Agency
R - MEMO	Outside Agency Refuses to Write A Letter of Acceptance
S - FORM	Form DL-20 "Certificate of Completion"
T - MEMO	Status Memorandum
U - FORM	Form AD-12 "Department Action Slip" (Note: Dispute Pending)
V - MEMO	Final Acceptance and Final Payment
W - LETTER	Notice of Completion to Contractor
X - FORM	Form AD-12 "Department Action Slip" (Note: Dispute Settled)

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ATTACHMENT "A"

Date

Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingsto

Re: Rt. 1 Sec. 1A Federal Proj ct Nu M OOS(OOO)

Subject: Substantial Completion

Dear Sir:

I have received your notice of substantial completion, date December 16, 199 Be advised that the project has not been found to be substantially complete and that your notice is hereby rejected. The following work has not been completed.

1. Traffic lines at Alon Avenue are missing.
2. Bridge Fence at Rt. 1 over Byrne Road must be complete
3. Signs no on Plan Sheet 12 are missing
4. Bituminous ing has not bee com leted.
5. New monument ave not be n installed.

Upon completion of this work re-notification of substantial completion must be provided in order for your request to be reconsidered nd retainage to be reduced.

Sincerely,

Lewis Morris
Resident Enginee

c: Regional Construction Engineer
Field Manager
Project Manager
file

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ATTACHMENT "B"

New Jersey Department of Transportation
Memorandum

TO: Thomas Hartman
Project Manager

FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE:

PHONE:

SUBJECT: Rt. 1 Section 1A
Federal Project No. M-0005(000)
Substantial Completion

The subject project was inspected on November 30, 1995 and found to be substantially complete as of November 28, 1995

It is recommended that the project be authorized for substantial completion and the retainage be reduced in accordance with Subsection 109.07.

The following subcontractors were utilized on the project.
1. XYZ Corp.
2. Acme Subcontracting, Inc.

	Signature	Date
Resident Engineer:	_____	_____
CONCURRENCE:		
Field Manager:	_____	_____
Regional Construction Engineer:	_____	_____
Project Manager	_____	_____

c: Regional Construction Engineer
file

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ATTACHMENT "C"

Date

Prime Contractor Co., Inc.
1 01 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-OOOS(OOO)

Subject: Liquidated Damages

Dear Sir:

This letter is to notify you that you are behind schedule. Subsection 108.10 of the Contract Specifications requires that Ramp A be opened to traffic on or before July 4, 1995*. As the work required for Ramp A is not complete, you have failed to meet the requirements for the interim completion date*. Accordingly, liquidated damages of $400.00 per day will be assessed in accordance with Subsection 108.16. Please be reminded of your obligation for notice of interim completion under Subsection 105.13.

Sincerely,

Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
Project Manager
file

* **The substantial completion date will be considered an interim completion date, if specified in Subsection 108.10. When this is the case, the words "substantial completion" would be included in both sentences.**

ATTACHMENT "D"

Date

Prime Contractor Co., Inc.
1 01 Generic Road
Urban City, New Jersey 07000

Attention:Mr. William Livingston

Re: Rt. 1 Sec. 1A Federal Project No. M-0005(000)

Subject : Interim Completion

Dear Sir:

I have received your notice of interim completion for Ramp A dated July 15, 1995. I advised that the work is not considered complete and that your notice is hereby rejected. Attached is a list of the work that remains to be completed or corrected.

Liquidated damages will continue to be assessed in accordance with the Subsection 108.16 of the Contract Specifications. Please be reminded of your obligation for re-notification of interim completion as required under Subsection 105.23* upon completion of this work.
Sincerely,

_____
Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Resident Engineer's Supervisor
Project Manager
file

* **If interim date is substantial completion date, change wording to reflect that the provision of Subsection 105.22 of the Contract Specifications.**

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ATTACHMENT "E"

Date

Prime Contractor Co., Inc.
1 01 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-OOOS(OOO)

Subject: Interim Completion *

Dear Sir:

I have received your notice of interim completion for Ramp A dated August 28, 1995. It is advised that the work appears to be complete and your notice is hereby accepted. In accordance with Subsection 105.23 the date of interim completion for Ramp A is August 28, 1995. Liquidated damages in the amount of $22,000.00 have been assessed for the period of July 5, 1995 to August 28, 1995 inclusive (55 days @ $400 per day) for delays in completion of this work.

Be advised that the determination of interim completion does not constitute acceptance. You are reminded that your obligations under the contract, including Subsections 107.22 and 107.23 as well as for correcting any defective work or materials found prior to Acceptance, have not been relieved.

Sincerely,

_____
Lewis Morris
Resident Engineer

*** If interim date is substantial completion date, change wording to reflect that and provisions of Subsection 105.22.**

c: Regional Construction Engineer
Field Manager
Project Manager
file

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ATTACHMENT "F"

New Jersey Department of Transportation
Memorandum

TO: All Interested Parties

FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE:

PHONE:

SUBJECT: Rt. 1 Section 1
Federal Project No. M-OOOS(OOO
Partial Acceptance Inspection

A Partial Acceptance Inspection for the following areas of the subject project has been scheduled for November 14, 1995.

- Ramp A
- Rt. 1 Westbound from Kean Avenue (sta. 14+10) to Byrne Road (sta. 19+00)

From today until the date of the inspection, all parties shall inspect the project for Partial Acceptance in accordance with Subsection 105.21 of the contract specifications. All interested parties shall advise the Resident Engineer in advance of the date and time on which they plan on inspecting the project. A corrective action list of deficiencies must be received by my office no later than November 14, 1995. The address and fax no. for my office is:

123 Cahill Avenue
Hughes, NJ 07999
Fax Tel. No.

Only noted deficiencies will be addressed in subsequent inspections for acceptance, except as permitted under Subsection 105.21. Any objections to partial acceptance of these areas should be noted. Please call my office to confirm receipt of any corrective action lists transmitted.

If there are no noted deficiencies and there are no noted objections to partial acceptance, the Contractor will be relieved of his responsibility for maintenance of these areas.

c: file

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ATTACHMENT "G"

Date

Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-OOOS(OOO)

Subject: Partial Acceptance

Dear Sir:

I have received your request dated December 16, 1995, for partial acceptance for the following areas:

- Ramp A
- Rt. 1 Westbound from Pearl Avenue (sta. 14+10) to Byrne Road (sta. 4+20)

Be advised that the work is not considered complete and that your request is hereby rejected. The following work remains uncompleted.

1. Dispose of unsuitable excess material stored at Ramp A sta. 1+25 (L30').
2. Clean up of debris Rt. 1 from sta. 4+00 to 4+50.
3. Curb piece missing for inlet type B at Rt.. 1 sta. 3+50 (R22').
4. Damaged curb at sta. 3+55 (R22').

Upon completion of this work, a written request for partial (or final) acceptance must be provided in order for your request to be reconsidered.

Sincerely,

_____
Lewis Morris
Resident Engineer

c: Regional Construction Engineer, Field Manager, Project Manager, file

ATTACHMENT "H"

New Jersey Department of Transportation
Memorandum

TO: All Interested Parties

FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE:

PHONE:

SUBJECT: Rt. 1 Section A
Federal Project No. M-0000(000)
Partial Acceptance - Ramp A

Be advised that following the Partial Acceptance of Ramp A for the subject project, additional work has been performed in this area, and consequently the area is no longer considered to be accepted.

This work is detailed by Change of Plan No. 1-4. Your review of the project for the Partial Acceptance Inspection of November 14, 1995, should be reconsidered.

An Acceptance Inspection will be scheduled at a later date.

c: file

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ATTACHMENT "I"

New Jersey Department of Transportation
Memorandum

TO: All Interested Parties

FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE:

PHONE:

SUBJECT: Rt. 1 Section 1
Federal Project No. M-0005(005)

Memorandum of Partial Completion

The work performed under the subject project for the following area(s) has been completed and is recommended for Partial Acceptance.

- Ramp A
- Rt. 1 Westbound from Kean Avenue (sta. 14+10) to Byrne Road (sta. 19+00)

	Signature	Date
Resident Engineer:	_____	_____
Field Manager:	_____	_____
Regional Construction Engineer:	_____	_____
Executive Director Regional Operations	_____	_____

CERTIFICATION OF PARTIAL COMPLETION
In compliance with Subsection 105.21 of the Standard Specifications, I certify that to the best of my knowledge, information and belief, and on the basis of observations and inspections, that the Work for area noted above has been completed in accordance with the terms and conditions of the Contract. The area noted above for the subject project is recommended for partial acceptance.

Project Manager:	_____	_____

CONCURRENCE:

Director of Program Management:	_____	_____

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ATTACHMENT "J"

Date

Prime Contractor Co., Inc.
1 01 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-OOOS(OOO)

Subject: Partial Acceptance

Dear Sir:

The following areas have been inspected and found satisfactory for Partial Acceptance in accordance with Subsection 105.21:

- Ramp A
- Rt. 1 Westbound from Neck Avenue (sta. [illegible]) to Burne Road (sta. 19+00)

Be advised that this determination does not void or alter the terms of the contract, including Subsections 107.22 and 107.23, nor does it relieve your obligation of correcting any defective work or materials found prior to Final Acceptance.

Sincerely,

_____
Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
Resident Engineer
file

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ATTACHMENT "K"

Date

Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-OOOS(OOO)

Subject: Completion

Dear Sir:

This letter is to notify you that you are behind schedule. Subsection 108.10 of the Contractor Specifications requires that all work be complete on or before December 9, 1995*. As the work is not complete, you have failed to meet the requirements for the completion date. Accordingly, liquidated damages of $1,200.00 per day will be assessed in accordance with Subsection 108.10. Please be reminded of your obligation for notice of completion under Subsection 105.23.

Sincerely,

_____
Lewis Morris
Resident Engineer

*NOTE: Insert substantial completion for all work if that date is included in Subsection 108.10.

c: Regional Construction Engineer
Field Manager
Project Manager
file

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MEMORANDUM - C55
New Jersey Department of Transportation

TO: Those indicated below

FROM: John Doe
Resident Engineer
Project Key Section A
Fed # BRZ STP-001(01)

DATE: 7/12/2006

PHONE 555-555-5555

RE: Acceptance Inspection
Procedures Manual, Section VII, Subsection A

An acceptance Inspection has been scheduled for January 10, 2006 @ 1:00 pm.

From today until the date of the inspection, all parties shall inspect the project. Only those items that were included on the corrective action list may be addressed at this time. A list of the deficiencies that still remain must be received by my office no later than the above noted date and time. The address and fax for my office follow:

PO Box 100
Anytown, NJ 07000

FAX: 555-555-5550

Please call my office to confirm receipt of any lists transmitted.

- ☐ Regional Construction Engineer (C. Kneidinger)
- ☐ Field Manager (Joe Smith)
- ☐ Manager, Traffic Signal and Safety Systems (T. Szwedo)
- ☐ Regional Electrical Maintenance Supervisor (B. Wilson)
- ☐ Regional Electical Inspection Team Leader (J. McFldowney)
- ☐ Regional Electrical Engineer (T. S. Chang)
- ☐ Manager, Traffic Operations North (M. Pilsbury)
- ☐ Manager, Intelligent Transportation Systems Engineering Unit (T. Herlihy)
- ☐ Director, Region North (A. Mardekian) **FAX or E-Mail NOT ACCEPTABLE; Send via USPS or Interoffice with Transmittal.**
- ☐ Maintenance, Region North (H. Solowa) **FAX or E-Mail NOT ACCEPTABLE; Send via USPS or Interoffice with Transmittal.**
- ☐ Manager, Bureau of Maintenance Engineering
- ☐ Crew Supervisor, Sign Shop
- ☐ FHWA Area Engineer
- ☐ County Engineer
- ☐ Municipal Engineer
- ☐ Agency Representative, list:_____
- ☐ Manager, Bureau of Structural Design
- ☐ Manager, Bureau of Landscape & Urban Design
- ☐ Manager, Drawbridge Operations
- ☐ Safety Office (A. Winther)
- ☐ Project Manager (John Doe)
- ☐ Other, list: _____

JOB CHARGE CODE:1234567
Job limits: from milepost 12.1 to milepost 16.3

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U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

FINAL INSPECTION OF FEDERAL-AID PROJECT
CONSTRUCTED UNDER 23 U.S.C. 117

INSTRUCTIONS: *State is to complete items 1 - 7 and submit original and three (3) copies to the Federal Highway Administration Division Office.*

1. PROJECT NO.	2. COUNTY	3. STATE
4. DESCRIPTION OF IMPROVEMENT AS PROGRAMED		
5. CONTRACTOR'S NAME		6. CONTRACT AMOUNT $

7. NOTICE OF COMPLETION *The above listed project has been completed and is ready for final inspection.*

SIGNATURE *(SHA OFFICIAL)* _____

TITLE _____

8. FEDERAL HIGHWAY ADMINISTRATION INSPECTION MADE BY	9. DATE OF INSPECTION
10. IN COMPANY WITH	
11. REMARKS	

12. SIGNATURE	13. TITLE	14. DATE

Form FHWA-1446C
(Rev.2-78)

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ATTACHMENT "N"

Date

Prime Contractor Co., Inc.
101 Generic Road
Urban City, New Jersey 07000

Attention: Mr. William Livingston

Re: Rt. 1 Sec. 1 A
Federal Project No: M-OOOS(OOO)

Subject:Completion

Dear Sir:

I have received your notice of substantial completion dated December 1[illegible]95. Based on the corrective action inspection held on January 9, 1996, be advised that the work is not considered complete. The following work remains unacceptable or incomplete:

1. Stage 4 traffic control devices at sta. 8+[illegible] and at Ramp C must be removed.
2. Clean up of debris from sta. 4+00 to 4+[illegible]
3. Submission of the following documents:
   - DC-123
   - FA-8
   - Force Account records for Item #[illegible]
   - Certification of DBEAAIBE goods

As the completion date for this project is February 1, 199[illegible]*, all work must be completed by that date or liquidated damages will be assessed in accordance with Subsection 108.16 of the Contract Specifications. Please be reminded of your obligation for re-notification of completion as required under Subsection 105.23 of the Contract Specifications upon completion of this work.

Sincerely,

_____
Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
Project Manager
file

*** NOTE:** If completion date is not appropriate or has passed and Contractor is on Liquidated Damages, establish a reasonable Date for completion of the remaining work. (e.g., 20 calendar days)

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ATTACHMENT "O"

New Jersey Department of Transportation
Memorandum

TO: All Interested Parties

FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE:

PHONE:

SUBJECT: Rt. 1 Section 1A
Federal Project No: M[illegible]O)
Acceptance Inspection

Be advised that following the Corrective Action Inspection of December 18, 1995 for the subject project, additional work has been performed. Attached is a list of the additional work.

An Acceptance Inspection for the project will be scheduled upon completion of the work.

c: file

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ATTACHMENT "P"

Date

U.S. Department of Transportation
Federal Highway Administration
840 Bear Tavern Road - Suite 310
West Trenton, New Jersey 08628

Attention: Mr. Dennis Merida
Division Administrator

Re: Rt. 1 Sec. 1A
Federal Project No: M-OOOS(OOO)

Subject: Completion of Corrective Work

Dear Sir:

This letter is to certify that all of the corrective action noted in the Area Engineer's Final Report for the subject project has been completed. The drainage at sta. 3+25 has been cleaned and the area around the sign at Ramp B has been selectively trimmed to permit better sight distance.

Sincerely,

_____
Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
Project Manager
file

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ATTACHMENT "Q"

Date

Voorhees County Engineer
1866 Powell Lane
Wilson, New Jersey 07000

Attention: Mr. William Newell

Re: Rt. 1 Sec. 1A
Federal Project No: M-C[illegible]OS(000)

Subject: Project Acceptance

Dear Sir:

A Corrective Action/Final Acceptance Inspection for the subject project was held on January 18, 1996. Your office has not indicated any corrective action in response to the acceptance inspection notice dated January 8, 1996.

A letter of Acceptance is requested. If no response is received by February 15, 1996, the Department will proceed with Final Acceptance and find the project complete. Thereafter, the responsibilityfor maintenance will be as required under the appropriate Maintenance Jurisdiction Agreement.

Sincerely,

_____
Lewis Morris
Resident Engineer

c: Regional Construction Engineer
Field Manager
Project Manager
file

ATTACHMENT "R"

New Jersey Department of Transportation
Memorandum

TO: Thomas Hartman
Project Manager

FROM: Lewis Morris
Resident Engineer
Region 6 Construction

DATE:

PHONE:

SUBJECT: Rt. 1 Section 1A
Federal Project No: M-0[illegible]OS(OOO)
Voorhees County Acceptance

The County Engineer for Voorhees County has refused to issue a Letter of Acceptance for the subject project. As noted in the Mr. Newell's letter of February 12, 1996, the County will not issue a Letter of Acceptance until a directional sign at Lincoln Avenue is placed. The Program Manager determined that the lack of a sign is a design deficiency which is not to be corrected under this contract. The location requested is not within the project limits and the sign was not called for in the contract plans. Accordingly, it is requested that the project be accepted without a Letter of Acceptance from Voorhees County.

c: Regional Construction Engineer
Field Manager
file

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Form DC-20 3/06

New Jersey Department of Transportation
CERTIFICATE OF COMPLETION

[ ] - REVISED

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Final Acceptance

Route & Section or Project Name:				
Region: North	Federal Project No.:	Job No.:	DP File No.:	Date:
Local Name of Project:				
Type of Work:				
Contractor:		Address:		
Contract Starting Date	Substantial Completion Date	Final Inspection Date	Completion Date	

RECOMMENDED FOR ACCEPTANCE:	SIGNATURE / EXECUTIVE APPROVAL	DATE
, Resident Engineer		
, Supervising/Project Engineer		
, Regional Field Maintenance Supervisor		
, Regional Maintenance Engineer		
, Regional Construction Engineer		
, Regional Director Operations North		
, Project Manager		

CERTIFICATION OF COMPLETION:

In compliance with Subsection 105.23 of the Standard Specifications, I certify that to the best of my knowledge, information and belief, and on the basis of observations and inspections, that the Work has been completed with the terms and conditions of the contract. The subject project is recommended for acceptance.

Program Manager, PM Group 1, CPM: _____ Show Individual's Name Here _____ Date

Director of Project Management, CPM: _____ Show Individual's Name Here _____ Date

CONCURRENCE:

Assistant Commissioner, CPM: _____ Richard T. Hammer _____ Date

State Transportation Engineer: _____ Brian Strizki _____ Date

RECORDED BY SECRETARY, NJDOT:

_____ Jacqueline Trausi _____ Date

GUARANTY BOND (IF APPLICABLE):

Surety Corporation _____ Effective Date _____ Auditor _____ Date

DISTRIBUTION BY REGION / BUREAU MANAGER

Contractor / Developer	Prior to Commissioner Concurrence, The Original Signature Copy	Commissioner / Designee	The remaining three (3) copies (or four (4) for Certification Acceptance Projects), with dates and original signatures.

ATTACHMENT "T"

New Jersey Department of Transportation Memorandum

TO: Jacob Marley
Director of Project Management

FROM: Garrett Wall
Regional Construction Engineer
Project Manager

DATE:

PHONE:

SUBJECT: Rt. 1 Section 1A from the vicinity of Alpha Avenue to Omega Avenue, Township of Apogee, Madison County, Federal Project No: M-OOOS(OOO)
Final Completion and Acceptance, Final Payment

The above noted project awarded to Prime Contractor Co., Inc., 10[illegible] Generic Road, Urban City, NJ 07000 was completed on January 6, 1996.

The status of the project is as follows:

Contract Awarded	January 2, 1994
Contract Start Date	February 12, 1994
Actual Start Date	January 21, 1995
Contract Completion Dates	
Ramp A	July 5, 1995
Entire Work	December 9, 1995
Extensions	
Ramp A	None
Entire Work	34 Days
Adjusted Completion Date	
Ramp A	July 5, 1995
Entire Work	January 12, 1996
Actual Completion Date	
Ramp A	August 28, 1995
Entire Work	January 6, 1996
Final Inspection Date	January 18, 1996

The work performed under the contract consisted of excavation, milling, bituminous paving, drainage, curb, sidewalk, driveway, landscaping, and replacement of one bridge structure.

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ATTACHMENT "T"

Re: Status Memorandum: Rt. 1 Sec. 1A
Page 2

The Bituminous Surface Tolerance was found to be in substantial conformity by the Resident Engineer in accordance with Subsection 404.18(d).

The Resident Engineer has reviewed the Bridge Deck Surface Tolerance Testing Report and the results are within the tolerances established by Subsection 501.16.

The Resident Engineer has reviewed the concrete strength test results and all non-pay adjustment items have exceeded the minimum strength requirements; the pay adjustment strength results have lots which exceed the class design strength with no lots having results below the class design strength. A bonus of $5,905.07 has been established in accordance with Subsection 91[illegible]

The project has been inspected and found satisfactory as noted in a memorandum from William Gates, Regional Maintenance Engineer, dated January [illegible], 1995.

The as-built quantities are available, and agreed to by the Contractor, however a dispute is still pending.

It is recommended that the project be accepted and Final Payment be authorized in accordance with the as-built quantities and deducting the sum of $22,[illegible]0.00 in liquidated damages for the period of July 5, 1995 to August 28, 1995, inclusive (55 days @ $400.00 per day).

Approved: _____
Project Manager

c: Regional Construction Engineer
Chief, Bureau of Materials
Director of Accounting & Auditing (3)
file

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SECTION VII, SUBSECTION A

Form AD-12 - Pink 02/2004
Blue
Yellow

NEW JERSEY DEPARTMENT OF TRANSPORTATION
COMMISSIONER DEPARTMENT ACTION SLIP

Schedule Page #

Date: **February 20, 2006** Page 1 of 1

Subject: Final Acceptance and Final Payment

Project: Route 1, Section 1A

Prime Contractor Co., Inc., 101 Generic Road, Urban City, N.J. 07000 completed all work under the contract for the subject project on January 6, 1996.

The project has been inspected and recommended for acceptance.

It is recommended that the project be accepted and final payment be authorized in accordance with the as-built quantities deducting the sum of $22,000.00 in liquidated damages for:

Interim Completion: Ramp A the period of July 5, 1995 to August 28, 1995, inclusive
(55 days @ $400.00 per day)

A Contract Dispute is pending.

ROUTE (S)	SECTION (S)	DESCRIPTION
1	1A	From the vicintiy of Alpha Avenue to Omega Avenue Township of Hughes, Voorhees County

Year & Item No. Construction Program/Proj. Engr.	Appropriation Account No. (s)

Federal/State Project No.	Project Number	Federal Fund Sharing	State Fund Sharing
M-OOOS(000)		$_____ _____%	Cash $ _____ _____% In-kind $ _____ _____%

Outside/Other Party Sharing	Non-Participating-State Share	Total Amount	Accounting Use-Req. No
Cash $ _____ _____% In-kind $ _____ _____%	$ _____ _____%	Cash $ _____ _____% In-kind $ _____ _____%	

EXECUTIVE APPROVALS: NAMES and TITLES | **Proj. Ref. No.**

Name _____ DATE
Title

Name _____ DATE
Title

Name _____ DATE
Title

Name _____ DATE
Title

APPROVED BY

Name _____ DATE
Title

Name _____ DATE
Title

CERTIFICATION OF FUNDS

JOSEPH LICARI DATE
DIRECTOR, ACCOUNTING & AUDITING

SCHEDULE

APPROVED AND

ACTION CERTIFIED:

FOR THE NJDOT
COMMISSIONER OF TRANSPORTATION

Jacqueline Trausi, Secretary, NJDOT

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SECTION VII, SUBSECTION A

ATTACHMENT "V"

New Jersey Department of Transportation
Memorandum

TO: Jacob Marley
Director of Project Management

FROM: Thomas Hartman
Project Manager

DATE:

PHONE:

SUBJECT: Final Acceptance and Final Payment

Enclosed are the original and copies of the Status Memorandum, Certificate of Completion Form DC-20, and Department Action Form AD-1 for the following project:

Project Name/Route - Section	Federal Project No.
Rt. 1 Section A	M-OOOS(000)

CONCURRENCE:

Program Manager _____

c: Manager, Bureau of Maintenance Engineering
Manager, Bureau of Traffic Signals and Safety Engineering
Manager, Bureau of Landscape and Urban Design
file

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SECTION VII, SUBSECTION A

ATTACHMENT"W'

Date

Prime Contractor Co., Inc.
1 0 1 Generic Road
Urban City, New Jersey 07000
Attention:Mr. William Livingston

Re: Rt. 1 Sec. 1A
Federal Project No: M-OOO (OOO)

Subject: Certificate of Completion

Dear Sir:

In accordance with Subsection 105.23 of the 1989 Standard Specifications, the attached Certificate of Completion, Form DC-20 serves as notice that you have completed the work and all other obligations in accordance with the terms and conditions of the Contract Documents for the above noted project.

Sincerely,

_____
Thomas Hartman
Project Manager

c: Regional Construction Engineer
Field Manager
Resident Engineer
file

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SECTION VII, SUBSECTION A

Form AD-12 - Pink 02/2004
Blue
Yellow

NEW JERSEY DEPARTMENT OF TRANSPORTATION
COMMISSIONER DEPARTMENT ACTION SLIP

Schedule Page #

Date: May 15, 2006

Page 1 of 1

Subject: Second Final Acceptance and Final Payment

Project: Route 1, Section 1A

Prime Contractor Co., Inc., 101 Generic Road, Urban City, N.J. 07000 completed all work under the contract for the subject project on January 6, 1996.

Following the approval of the Department Action, dated February 20, 1996, authorizing Final Acceptance and Final Payment, Construction Order No. 85 (Second Final) was executed as a settlement for dispute.

ROUTE (S)	SECTION (S)	DESCRIPTION
1	1A	From the vicintiy of Alpha Avenue to Omega Avenue Township of Hughes, Voorhees County

Year & Item No. Construction Program	Item Engr.	Appropriation Account No. (s)

Federal/State Project No.	Job Number	Federal Fund Sharing	State Fund Sharing
M-OOOS(000)	12367	$_____ _____%	Cash $ _____ _____% In-kind $ _____ _____%

Outside/Other Party Sharing	Non-Participating State Share	Total Amount	Accounting Use-Req. No
Cash $ _____ _____% In-kind $ _____ _____%	$ _____ _____%	Cash $ _____ _____% In-kind $ _____ _____%	

EXECUTIVE APPROVALS: NAMES and TITLES — **Ref. No.**

Name
Title _____ DATE

Name
Title _____ DATE

Name
Title _____ DATE

Name
Title _____ DATE

APPROVED BY

Name
Title _____ DATE

Name
Title _____ DATE

CERTIFICATION OF FUNDS

JOSEPH LICARI DATE
DIRECTOR, ACCOUNTING & AUDITING

SCHEDULE

APPROVED AND

ACTION CERTIFIED:

FOR THE NJDOT
COMMISSIONER OF TRANSPORTATION

Jacqueline Trausi, Secretary, NJDOT

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SECTION VII	SUBSECTION B	DATE
CONSTRUCTION COMPLETION	FINAL STATUS FORMS FOR PROJECT COMPLETION AND CLOSEOUT	05/15/06

1. Form DC-155 - Resident Engineer's Final Status Summary (See Attachment "A")

   The Resident Engineer shall maintain a Form DC-155 for each project. The intent is to provide a summary of dates when the activities were performed and which ones remain. This form is to be maintained in a file marked Finalization Documents. This file should contain copies of all the documents (or cover letters) listed on Form DC-155 for easy access. The DC-155 electronic form and sample document was prepared by Region North Construction and is available through your Regional ACES Coordinator.

2. Form DC-156 - Resident Engineer's Bi-Weekly Status Report

   a. The Resident Engineer using the Automated Construction Estimate System (ACES) will complete and finalize the Resident Engineer's Bi-Weekly Status Report (DC-156), bi-weekly on the end of pay period dates thereafter, beginning no later than one month after the substantial completion of construction and continuing until final acceptance of the contract. Once the DC-156 is finalized it will be automatically electronically transmitted to the ACES server. The substantial completion of construction is the actual date, determined and officially established by the Resident Engineer when all contract items have been completed and working time is no longer chargeable to the contract's substantial completion date, if any.

   b. Initiating Form DC-156 will result in the stopping of the project's Weekly Progress Report, Form DC-24, unless directed otherwise by the Field Manager for a specific project. Manpower totals from the last DC-24 weekly report will be transferred to the first Form DC-156, and the report numbering of the DC-24 will be continued on the first Form DC-156.

      NOTE: Directions for preparing the Resident Engineer's Bi-Weekly Status Report (DC-156) are contained in the ACES "HELP FILES".

   c. Bi-weekly totals of man-hours charged to the project by employees shall continue to be logged on page 2 of Form DC-156.

      1) The Resident Engineer shall continue to charge all time spent on the project, regardless of activity, to Resident Engineer. This shall include only time charged to project job code.

      2) Man-hours charged to the project's time sheet job code(s) by each employee

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VII, SUBSECTION B

working on the project will be tabulated, to the nearest one-half hour, on a daily basis under the appropriate activity and entered in ACES (Personnel-Daily time input). Time allotted for as-built work is to be recorded under the field inspection category the work was performed for (i.e., Paving, Earthwork etc.).

3) After the Corrective Action Inspection is held, all inspection of items remaining to be completed or corrected shall be charged to the heading "General".

4) List all employees who charged time to the project during the bi-weekly period, as is done on the weekly DC-24, and what work they performed.

d. To accomplish overview monitoring of project status, the following information shall be included in the remarks section of each DC-156. This information must be updated on each report to show the progress of present work for the reporting period.

1) The status of all pending Construction Orders by Item designation, until they are approved by the Regional Construction Engineer, shall also include the net cost (dollar increase or decrease) of the order and a one line description of the content of the Order (e.g., As-builts, Change of Plan, field changes, etc.)

2) A statement detailing any Contractor related impacts during the period such as a delay in review of as-built quantities, delay in submittal of supplemental prices or lack of continual operations (staffing) to effectively complete the project on time. Include initial date of notification to the Contractor and Resident Engineer specified due date and any follow up action taken.

3) Any impacts in closing out the contract (e.g., project not being accepted by Regional Operations, County or any other party, lack of staff due to other work, etc.)

e. The last DC-156 report is to be marked "FINAL"; this is a check box in ACES and is only to be used for the Project's last Bi-Weekly. When checked, it indicates that this is the last B-Weekly to be run for the project. Once this box is checked, you WILL NOT be able to run another Bi-Weekly for this project.

f. DC-156 Bi-weekly Reports Diagnostic Scan
The ACES contains a diagnostic program that will scan the preliminary reports of the DC-156 "Biweekly", detecting data fields that are not filled in or an abnormal entry that may need an explanation or adjustment. An exception report will accompany the preliminary printout of the report and the areas noted on the exception report will need to be addressed prior to the report being acceptable for transmission. Until all errors on the exception report are corrected, the DC-

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156 cannot be finalized. This diagnostic check will ensure that data fields contain data that is not obviously flawed.

4. Monthly Regional Closeout Report

On the 12th of each month, the Regional Construction Engineer is required to submit to the Manager, Bureau of Construction Engineering a summary report indicating the actual status of paperwork closeout and final contract acceptance for all projects at or beyond the current contract completion date, including what efforts are being made to expedite those dates, when a project is beyond the normal established time frames shown in Paragraph 5 below and/or problems that are indicated on the current DC-156. The monthly report is to also indicate the current status of the DC-20, Final Acceptance Certification.

5. Project Closeout Target Dates

In order to accelerate Project Closeout, the following target dates for project closeout events have been established based on the size of the project and the flowchart time line.

Factor Calendar Days	Contract Amount
45	Less than $1M
60	Greater than $1M to Less than $20M
90	Greater than $20M

CD = Completion Date
SCD= Substantial Completion Date, if one is specified, or actual date as established by Resident Engineer

Target dates established as follows:

Substantial Completion Inspection Date
CD - 50 Calendar Days or
SCD + 15 Calendar Days

(For Resurfacing Projects Only)
CD - 20 Calendar Days or
SCD + 10 Calendar Days

Final Acceptance Inspection Date - No later than
CD + 10 Working Days

Final Acceptance of Project by Director Operations
CD + 20 Calendar Days

LB-95A or Materials (See CPH Section VII-D)
CD

As Built Review
SCD + Factor - 10

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Final Change Order by Resident Engineer
SCD + Factor

Final Change Order Approved by Regional Construction Engineer on Mainframe
SCD + Factor + 14 Calendar Days

Final Estimate Approved by Regional Construction Engineer on Mainframe
SCD + Factor + 28 Calendar Days

Proposed Final Certificate to Contractor
SCD + Factor + 60 Calendar Days

Proposed Final Certificate Back from Contractor
SCD + Factor + 90 Calendar Days

LB-96 Received (Federal Projects Only)
CD + Factor + 60 Calendar Days

Federal Agreement Closeout Papers Sent
CD + Factor + 90 Calendar Days

Boxes Transferred to Region for Storage - Checklist reviewed and accepted by
CD + Factor + 7 Calendar Days Regional Records Liaison Officer

Boxes to Trenton
CD + 365 Calendar Days - Time Frame for Record Storage Acceptance + Claims

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		DC-155 Release 6.3.1 June 2006. R.E. Final Status Summary	Rt & Sec: Fed. Proj. No.	Date/Code	Specs
1		**Print out and READ ALL of C1.doc and DC155**			
3	C3	Memo - Portland Cement Conc Pvt ready for Cores	From RE to Bur of Materials		405.23
4		Request Rolling Straight Edge *{Proc.Man. Sec.VI, Subsec F-2}*			
	C4A	For Bituminous Pavement	From RE to Mtls Team Supervisor		404.21
	C4B	For Portland Cement Concrete	From RE to Mtls Team Supervisor		405.15
	C4C	For Bridge Decks	From RE to Mtls Team Supervisor		501.16
5		Contractor write request for Subst Comp	From Contractor		
6		Inspect project with Field Manager *{Recommend including Maint Area Supervisor for inspection}*			
7	C7	Substantial Completion Memo *{CPH Sec VII Subsec A}*	To Field Manager from RE Field Manager's Concurrence Project Manager's Sign-off		105.22
8		DATE PROJ IS SUBSTANTIALLY COMP.			
9		Estimate reducing retainage (#_____)	Call Reg. Closeout Tech. to notify		
	C7	*{Must send C7 letter listing subs with est.}* *{Must check Subst Compl box on est}* *{Estimates sent between SC est and the final estimate, DO NOT check SC box}*	Date C7 Retainage sent to Acctg		
10	C10A C10B	Arrange for close out meeting	Memo to Field Manager from RE Letter to Contractor from RE		
11		Date closeout meeting held			
12	C12	Remaining work *{List work remaining, releases needed, EEO & payrolls, certs of materials, Verifications by Contractor's Land Surveyor, mylars}*	Letter to Contractor from RE		
13	C13	Closeout Meeting Memo of Record	Minutes of Meeting to Region		
14*		FHWA-47 (formerly form FA-8), **if applicable** ***{SEE INSTRUCTIONS IN C1.DOC}*** *MANDATORY TO SUBMIT WITHIN 6 MONTHS OF SUBST. COMP.*	Blank sent to Contractor by RE Received, reviewed & signed by RE Sent to FHWA		
	C14English, C14Metric, C14Codes		Sent to Region	*	
15*	C15	DC123 Final Certificate of Compliance	Blank to Contractor Received by RE		
			Sent to Region	*	
16*	C16	DBE Certification *{Form AD-268}* *{CPH Section V Subsec B}*	From Contractor to Region	*	
			to Contract Compliance		
17	C17	Original Mylars *{consult spec}*	Received from contractor Sent to Structural Design		105.04
18		Fnd'n Pile Records (DC9 only; not DC29d's)	To Structrual Design		
19*	C19	LB95A Materials Certifications *{Required only if Fed. Participation; indicate project on form; CPH Sec VIII Subsec D}*	To Bur of Materials, PO 607 cc to Region	*	
20		All Materials Certifications *{See directions for #20 in C1.doc}*	From Contractor (3 copies) To Bur of Materials (1 copy)		**Rel. 6.3.1**
21		Letter that ALL work is complete	From Contractor		
22		*Start Biweeklies (DC-156), rather than weeklies (DC-24) within one month of Substantial Completion. Continue until project acceptance.* ***LAST BIWEEKLY MUST BE CONSPICUOUSLY MARKED "FINAL"***	*Send to Region and to Bureau of Construction Engineering.* Date of 1st Biweekly		**Pg 1**
23	C23 C23A	Schedule Corrective Action. *{Allow 10 working days notice to all.* *Copy C23 & C23A to Region Closeout File}*	Date C23 sent *{For full oversight jobs: Send memo C23A; **if applicable**}*		
24		Date of Corr Action inspection			
25		LB-315 Rolling Straight Edge Report	From Regional Materials		
26		Memo listing locations of Bitum Cores	From Bur of Materials		
30		Bitum. Conc. Core Summary	From Bur of Materials		
31		Bitum. Conc. Compaction Sample Analysis	From Regional Materials		
32*	C32A,B C, D	Review of Bit Conc Pvt. Surface Tolerance	To Region	*	404.21
33*	C33A,B	Review of Bitum. Air Voids & Thickness	To Region	*	404.20
34*	C34A,B	Review of Bitum. Stability & Job Mix	To Region	*	903.03
35		Memo listing locations of PC Conc Cores	From Bur of Materials		
36	C36	PC Conc Pvt Core location letter	Sent to Contractor		405.23
37		PC Conc Pvt Cores taken			
38		PC Conc Pvt Cores delivered	To Regional Materials		
39		PC Concrete Pvt Core Summary	From Regional Materials		
40	C40A,B C	Review of PC Conc Pvt Surf Tolerance	To Region	*	405.15
41*	C41A,B	Review of PC Conc Pvt Thickness	To Region	*	405.23
42*	C42A,B	Review of Bridge Surface Requirement (rideability) Memo	To Region	*	501.16

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43	C43	Notice of Opening Structure to Traffic *CPH Sec VI Subsec F-10*	To Str Eval (w/in 90 days of opening) cc to Region	
44	C44	Request list of failing samples for credit *If Aluminum Sign structures on project, also send C44 to Manager, Bur. Of Materials*	To Reg'l Mat'ls (and see line [illegible] below)	
45		Failing samples memo (BC144-125A)	From Reg'l Mat'ls; CC to [illegible]	*
46		SA creating credit item for failing samples	CO Initiation date	
47*		Review of Concrete Cylinder Reports		
	C47	Pay Adjustment -	To Region	
		Non-Pay Adj. -	To Region	*
48		Review all materials testing	Review by RE (r[illegible])	
49		All Required Releases	From Contractor	
50		All Req'd Payrolls,EEO, Payroll Storage Letter	From Contr (PSL applies to [illegible]CT)	
51		All Required Warranties	From Contractor	
52		All other required paperwork	From Contractor	
53	C53	Letter listing corrective work *{Including paperwork still due}*	To contractor, **if applicable**	
54	C54(SeeC1)	DEP completion form, **if applicable**	From RE to RCE, **if applicable**	
55	C55	Schedule acceptance inspection *{Send only to parties that had comments, copy this letter to Reg'l Closeout Tech}*	Date letter sent, **if applicable**	
56		Date of acc. insp. **if applicable**		
57		Letter "All corrective work complete and project ready for final acceptance."	[illegible]om Contractor, **if applicable**	
58		Maintenance Acceptance Memo	From Regional Maintenance	
59		Landscape Acceptance Memo		
		Turf		
		Planting		
60		Outside Agency Acceptance(s)	**If applicable**, from:	
61	C61A	Signal Insp. *{hold prelim insp w/ RTE & REE}*	From RE	
	C61B	Signal Acceptance Memo	Signed by Traffic Engineering	
			Signed by Electrical Maintenance	
	C61C	Local Jurisdiction Acceptance Memo	Signed by Local **if applicable**	
	C61D,E	*{CPH+C148 Sec VI Subsection [illegible]}*	Letters to Contractor & Police	
62		Rescind Cnstr Spd Limits, **if applicable**	[illegible] turned to Traffic Engrg.	
63	C63	Memo to RCE on acceptance of signal	From RE to RCE	
64		DATE THAT PROJECT IS COMPLETE		
65		FHWA Acceptance Inspection Date *{If federally participating}*		
66	C66	Memo: Corrective Action Items listed on FHWA Form 1446-C Final Inspection of Federal Aid project have been done. **if applicable** (if Feds had comments)	From RE to Field Manager	
			From RCE to Fed Aid Coordinator	
67*		DC-26 Report on Application for Bitum. Mat'l	To Region	*
			To Bur of Materials	
68*		DC-27 Bit Conc Wt & Location Record	To Region	*
			To Bur of Materials	
69*		DC-23 Tabulation of Working Days *{ONLY submit if WD, not CD, project}*	To Region	*
70		Asbuilts complete *{CPH Sec VII Sub [illegible]}*		
71*	C71	Memo requesting Asbuilt Review	To Constr.Engrg.(cc to Reg.Closeout Tech)	*
72		Asbuilt review performed	*{Notify Imm. Superv of date in advance}*	
73		Memo of Asbuilt Review per CE memo	From Field Manager, **if applicable**	
74	C74	List of Final Asbuilt Quantities	To Contractor	
75		Agreement with Asbuilt Quantities	From Contractor	
76	C76	Asbuilt plans & DC-104's (See C76 for instructions)	To Design	
	C76A	*{Have regional design unit sign for receipt of plans}*	To others:	
	C76B	*{Have consultant designer sign for receipt of plans}*		
77		Final DC-83, Contractor's Certif of Rating	*{Proc Manual Section III Subsec B}*	
78*	C78	Memo on raised pavement markers *{CPH Sec VI-Sub F}*	To RPM Coordinator	
			cc To Region	*
79*	C79	Str. Steel Joint System *{OB [illegible], Attachment A}*	To Bur of Maintenance Engineering	
			cc To Region	*
80*	C80	Asbuilt Database Input Form, DC 177 *{CPH Sec VII Sub G-1}*	To Bur. Of Civil Engrg- Pvt Mgt & Tech Unit	
			cc To Region	*
81*	C81	Memo of Completion to DCR *{CPH Sec V, Subsec A, page 5 of 27}*	To DCR/AA, copy to Region	*
81A		Form AD268 *{CPH-041-034}*	To DCR/AA	
82		DC155 TC *DATE* with closeout pkg. *{Closeout pkg are those items with *, [illegible] in all 1 package}*	To Region	*
83		Final Construction Order, Number_____	To Region	
84		Final Construction Order approved	By Project Manager	
85*	C85	Liquidated Damages Worksheet ***This form is mandatory even if Liquidated Damages = $0.00***	To Region (send with DC-20)	

Rel 6.3.1

Pg 2

109.10

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86		DC-20: You must have the following dates when calling for the DC20: Contract Start Date, Substantial Compl Date, Acceptance Inspection Date, Actual Completion date.	Requested BY the R.E. of the Closeout Tech		
87		DC-20 - Attach C85 to your DC20	From RE to Region		
88		Final Estimate, Number _____	To Mainframe		
			Notified Regional Closeout Tech		
89	C89	Final Proposed Certificate *{Attach cover letter requesting response}*	To contractor from RE		
90		Contr. response to Final Prop Cert.	From Contractor		
91	C91	Forward #90 with payment memo	To Accounting AND copy to Region		
92		***LAST BIWEEKLY MUST BE MARKED "FINAL" IN ACES !!!!!*** *(IF AN AGREEMENT JOB WITH MANUALLY KEPT RECORDS,* *MARK THE FINAL BIWEEKLY CONSPICUOUSLY WHEN SUBMITTED* *TO THE BUREAU OF CONSTRUCTION ENGINEERING.*			
93	C1, C93	Cull Region Records, Box Records	***{See directions on disk}***		**Rel.**
94	C94	Notification for final billing (for utilities, police, etc.)	To each vendor that worked on the project from RE		
95	C95	Date form	To Regional Closeout tech from RE		
96	C96	Certification of monuments	From Contractor to RE and to Region Design		
97	C1	Close Field office - make SURE you leave a forwarding phone message! See instructions on C1 !	***{See directions on disk}***		**6.3.1**
98		Send copy of DC-34 with "Project complete - Field Office Closed" marked on form **USE THE ACES GENERATED DC34 FOR YOUR FINAL CLOSEOUT DC34,** **DISTRIBUTE THEM TO ALL PARTIES ON THE DC34, AND TRANSMIT THE DC34** **VIA ACES.**	Full Distribution, per DC34		**Pg 3**

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION C	DATE
CONSTRUCTION COMPLETION	CLOSE-OUT MEETING	/15/06

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VII, SUBSECTION C

1. After a project reaches substantial completion and prior to the completion date of the project, the Resident Engineer and the Contractor's representative shall each prepare a list of all work that they know remains to be completed, all work needing correction, and all forms and releases that must be submitted. The Resident Engineer will then schedule and hold a close-out meeting to discuss these issues and establish a time frame for completion of the Contractor's management personnel, including the field representative, the Field Manager and the Project Manager.

2. The following topics, if applicable, should be discussed at the meeting:

   a. Notice of Completion Requirements (Subsections 105.22 and 105.23)

   b. As-built Agreement Time Frames (Subsection 105.10)

   c. Documents required for completion: The Resident Engineer should send
      1) Material Certifications a formal list to the contractor
      2) Payroll prior to the meeting.)
      3) Force Account Records
      4) Certification of the DBE Goals
      5) Mylars (Subsection 105.04)
      6) Environmental Reports
      7) DC-123's
      8) FHWA-47A-8)
      9) Permit Change Orders

   d. Materials Testing:
      1) Issues
      2) Acceptance/Pay Adjustments or Removal and Replacement
      3) Credit for Failing Samples (Subsection 106.03) (See CPH Section VII-D)

   e. Maintenance of Insurance until Acceptance (Subsection 107.23)

   f. Liquidated Damages for Failure to meet Completion Dates (Subsection 108.10 and 108.16)

   g. Warranties (Subsection 109.14) and Maintenance Bonds

3. The Resident Engineer will prepare a memorandum of record of this meeting and distribute to all invitees with a copy to the Regional Construction Engineer.

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION D	DATE
CONSTRUCTION COMPLETION	MATERIALS CERTIFICATION, CREDIT FOR FAILING SAMPLES and FORM LB-95A	05/15/06

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The following guidelines are to be followed for all projects when the project reaches substantial completion regarding failing samples and material certifications:

1. The Resident Engineer will send a memorandum to the Regional Materials Engineer upon completion of the materials testing program or at the latest upon substantial completion. A copy will be sent to the Chief, Bureau of Materials, if aluminum sign structures were installed on the project.

2. The Resident Engineer will receive from the office of the Regional Materials Engineer, a computer written list of failing samples of that material tested by Regional Materials along with the dollar value the Contractor is to be charged for the failing samples. The Resident Engineer will receive a list of failing samples for aluminum sign structures from the Chief, Bureau of Materials.

3. The Resident Engineer will verify the failing sample lists and dollar values and will only notify the appropriate Regional Materials Engineer and/or Chief, Bureau of Materials if there are any discrepancies.

4. Resident Engineers on all projects that have failing samples will initiate a Construction Order to establish an extra work item "Credit for Failing Samples". This extra work can also be included in the Final Construction Order. (Refer to Attachment "A" for Sample Construction Order). The Resident Engineer will establish the estimated lump sum dollar amount for the extra work item. Obtain concurrence from his Field Manager and approval by the Regional Construction Engineer. It is suggested to refer to the project's Contract Specifications, Subsection 106.03 "Materials, Inspections, Tests and Samples" and Subsection 509.06 "Inspection" which should provide assessment of costs for failing samples. The credit amount for the failing samples will be an adjustment in the Construction Engineering (CE) costs of the project shown on the Construction Orders participating breakdown sheet.

5. The Resident Engineer will attach the above mentioned lists to a Form DC-29(a) "Daily Inspector's Report". This will serve as the as-built source document authorizing credit for the extra work item "Credit for Failing Samples".

6. The Resident Engineer, on Federal-Aid projects only, will initial the Form LB-95A once all materials testing for the project is completed, results issued, and all material certifications are received from the Contractor. In addition, the Resident Engineer should also compare the material certifications to the delivery ticket to ensure that the quantities match.

   When completing the Form LB-95A, the project's Route, Section, Description, and Federal Project Number must be listed in the upper right-hand corner under "In Reply Please Refer To". Forms received without this information serve no value. Also note that the back of the form must be completed. If there are no exceptions, you must indicate this by writing "No Exceptions" on the back of the LB-95-A. Refer to Attachment "B". If there are exceptions they must be listed on the back of the form, including the credit or failing specific information.

   The Form LB-95A and all material certifications are to be submitted to the:

   Chief, Bureau of Materials
   Attention: Laboratory File Coordinator
   930 Lower Ferry Road
   P. O. BOX 600
   Trenton, N. J. 08625

   with a copy of the LB-95A to the Regional Construction Engineer and the Bureau of Construction Engineering.

NOTE: The Bureau of General Accounting will forward one (1) copy of the complete printout of the Substantial Completion Estimate Certificate to the Chief, Bureau of Materials at the location mentioned above. This will enable the Bureau of Materials to verify the quantities and notify the Resident Engineer if there are any incomplete or missing certifications. The Resident Engineer will notify the Bureau of Materials of any missing items not shown on the Substantial Completion Estimate Certificate printout.

SUPERCEDED BY
2011 CONSTRUCTION PROCEDURES HANDBOOK
SECTION VII, SUBSECTION D

DC-173B
Construction Order
Date: 08/18/1998
Control No.: 9999999
Route: ORR ROAD

NEW JERSEY DEPARTMENT OF TRANSPORTATION
TRENTON, NEW JERSEY

Federal Project or Grant No.: BRZ-0307(107)
Section:

Sheet 2 of _____
Order No.:
Original Letter: G
[illegible]: C
[illegible]: 96316

Project: ORR ROAD BRIDGE OVER CROSSWICKS CREEK
CHESTERFIELD AND HAMILTON TOWNSHIPS
BURLINGTON AND MERCER COUNTIES
FEDERAL PROJECT NO. BRZ-0307(107)

ATTACHMENT "A"

SECTION VII SUBSECTION D
PAGE 3 OF 5
05/15/06

Contractor: MARBRO INC
127 PINE STREET MONTCLAIR NJ07042

The parties hereby agree to implement the following changes in accordance with the provisions of section 104 of the specifications for this contract.

Location of Proposed Order:

Nature and Reason of Change:

In accordance with the Contract Specifications Subsection 106.03 and 109.06 an extra work item is being established for assessment due to failing samples.

No time adjustments are required because this work did not affect the contract schedule.

THE FOLLOWING EXTRAS, INCREASES, AND DECREASES ARE REQUIRED:

EXTRAS

ROAD

Item	Description	Quantity	Unit	Unit Price	Amount
9100	CREDIT FOR FAILING SAMPLES	-1.000.00	LS	$ 1.0000	$ -1.000.00
				TOTAL	$ -1.000.00

BRIDGE

Item	Description	Quantity	Unit	Unit Price	Amount
				TOTAL	$ 0.00
				TOTAL Extras	$ -1.000.00

INCREASES

ROAD

Item	Description	Quantity	Unit	Unit Price	Amount
				TOTAL	$ 0.00

BRIDGE

Item	Description	Quantity	Unit	Unit Price	Amount
				TOTAL	$ 0.00
				TOTAL Increase	$ 0.00

DECREASES

ROAD

Item	Description	Quantity	Unit	Unit Price	Amount
				TOTAL	$ 0.00

BRIDGE

Item	Description	Quantity	Unit	Unit Price	Amount
				TOTAL	$ 0.00
				TOTAL Decrease	$ 0.00

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VII, SUBSECTION D

DC-174A
Construction Order
Date: 08/18/1998
Control No.: 9999999
Route: ORR ROAD

NEW JERSEY DEPARTMENT OF TRANSPORTATION
TRENTON, NEW JERSEY

Federal Project or Grant No.: BRZ-0307(107)
Section:

Sheet 3 of _____
Order No.:
Code Letter: G
Section: C
DB No.: 96316

Project: ORR ROAD BRIDGE OVER CROSSWICKS CREEK
CHESTERFIELD AND HAMILTON TOWNSHIPS
BURLINGTON AND MERCER COUNTIES
FEDERAL PROJECT NO. BRZ-0307(107)

Contractor: MARBRO INC
127 PINE STREET MONTCLAIR NJ 07042

PARTICIPATION BREAKDOWN FOR THIS ORDER				
FEDERAL PROJECT NO. OR PARTICIPATING AGENCY		EXTRA	INCREASE	DECREASE
BRZ-0307(107)	Road	$ 0.00	$ 0.00	$ 0.00
	Bridge	$ 0.00	$ 0.00	$ 0.00
100% STATE	Road	$ 0.00	$ 0.00	$ 0.00
	Bridge	$ 0.00	$ 0.00	$ 0.00
C.E. COSTS ITEMS 4-8	Road	-1,000.00	$ 0.00	$ 0.00
	Bridge	$ 0.00	$ 0.00	$ 0.00
	Road	$ 0.00	$ 0.00	$ 0.00
	Bridge	$ 0.00	$ 0.00	$ 0.00
	Road	0.00	$ 0.00	$ 0.00
	Bridge	0.00	$ 0.00	$ 0.00
	Road	$ 0.00	$ 0.00	$ 0.00
	Bridge	$ 0.00	$ 0.00	$ 0.00
	Road	$ 0.00	$ 0.00	$ 0.00
	Bridge	$ 0.00	$ 0.00	$ 0.00
	Road	$ 0.00	$ 0.00	$ 0.00
	Bridge	$ 0.00	$ 0.00	$ 0.00
	Road	$ 0.00	$ 0.00	$ 0.00
	Bridge	$ 0.00	$ 0.00	$ 0.00
TOTAL	Road	$ -1,000.00	$ 0.00	$ 0.00
	Bridge	$ 0.00	$ 0.00	$ 0.00

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VII, SUBSECTION D

Form LB-95A 10/97

IN REPLY PLEASE REFER TO

State of New Jersey

DEPARTMENT OF TRANSPORTATION
1035 Parkway Avenue
CN 600
Trenton, New Jersey 08625-0600

SUPERCEDED BY
2011 CONSTRUCTION PROCEDURES HANDBOOK
SECTION VII, SUBSECTION D

SUBJECT: Processing FHWA Materials Certification

PROJECT/ROUTE: _____

SECTION _____ FEDERAL PROJECT# _____

FROM: Construction Region _____

TO: Chief, Bureau of Materials

In order that you may process the FHWA certification for federal aid construction work on the above referenced project the following CERTIFICATE is provided.

CERTIFICATE

This is to Certify that the materials and methods of construction for Bridges & Road items on this project substantially met pertinent requirements of specifications; the materials at the time of use were regulary sampled, tested and/or inspected and copies of manufacturers' certified analyses and commercial laboratory reports were forwarded to the Bureau of Materials.

Exceptions to the above are listed on the back hereof, or on attached sheet, such as:

1. Material receiving less than the usual requirements for testing and inspection were accepted under the conditions stated
2. Material corrected, altered, or replaced.
3. Other exceptions or corrective actions

Resident Engineer (print name)	*(Signature)*	Date

Original to the Bureau of Materials
Copy - Bureau of Construction Engineering
Regional Construction Engineer
Project File

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION E	DATE
CONSTRUCTION COMPLETION	STATISTICAL CONCRETE SPECIFICATION	05/15/06

1. Determination of Lot Size

   a. The maximum lot size is one day's production for each class of concrete; however, at the option of the Resident Engineer, any lot may be subdivided into two or more smaller lots.

   b. The quantity of each lot will be the plan quantity of the item that was poured or the amount delivered and used. For example, if pouring an entire footing with a plan quantity of 30 CM (CY), the lot size will be 30 CM (CY). If the entire item is not completed in one day's pour, the lot size will be equal to the amount of concrete delivered and used (not counting any waste) each day except for the final day's pour which will be equal to the difference of the plan quantity minus the previous lots poured.

      Example:

      A retaining wall with a plan quantity of 130 CM (CY) is being poured over 3 days.

      Day 1 - 45 CM (CY) delivered to project
      Day 2 - 45 CM (CY) delivered to project
      Day 3 - 45 CM (CY) delivered to project

      The lot sizes will be as follows:

      Day 1 - 45 CM (CY)
      Day 2 - 45 CM (CY)
      Day 3 - 130 CM (CY) - 45 CM (CY) - 45 CM (CY) = 40 CM (CY)

   c. Information for all concrete pours must be relayed to Regional Materials personnel. The Resident Engineer will provide the following information for each lot:

      1) Item number and description
      2) Class of concrete
      3) Pay quantity of pour (CM) or (CY)
      4) Pay unit of item (LM, CM, SM) or (LF, CY, SY)

2. The "Pay Factor Summary Report"

   a. The Pay Factor Summary Report will be processed and circulated to all Resident Engineers every other month and will include all available data during the two month period covered by the report. If a Resident Engineer requests data other than the information provided in the regularly scheduled report, the procedures listed in paragraphs b. and c. of this section shall be followed.

   b. When requesting additional information from the "Pay Factor Summary Report", Form T-CYL-1723 must be completed (original and copy for project records). DP Number, Job Description and Federal Project Number must be entered in the designated spaces. Also, the desired FROM and TO dates must be entered in the proper spaces. (See Attachment "A")

   c. The Form must then be sent to the Statistical Concrete Coordinator at the Bureau of Materials for processing.

3. Pay Factor Summary Report

   The Pay Summary Report is a computer generated report that summarizes the contract adjustments that will be made due to the results of the concrete testing as set forth in the statistical concrete specification. Bonus and/or credits are summarized for each lot of a particular item and on a project-wide basis if the lot status is ACCEPT. If the lot status is designated FAILED, the initial strength tests have failed and a retest must be performed either through non-destructive testing (Swiss Hammer, etc.) or through coring. These procedures are detailed in Section 914.02 of the Contract Specifications.

   When processing the Monthly Estimate, the Resident Engineer shall make payment for the bonus and/or credits. These payments or credits will be made under a SA Item established by construction order.

   The "Quantity" shown on the report will be one (1) unit regardless of the quantity represented by the lot of concrete. The "% Pay Factor" will represent the actual percentage calculated to adjust the payment for the lot shown. The Resident Engineer will be responsible for calculating the actual dollar values for base price, adjusted base value and adjustment to contract.

4. Rejection of Concrete

a. The Contract Specifications, Section 914.02, specify three options available when the core test results exceed the maximum allowable percentage in Table 914.4:

1) Require the contractor to remove and replace the defective lot without additional compensation, or

2) Allow the contractor to leave the defective lot in place and receive a percent pay adjustment (PPA) of minus 50 percent, or

3) Allow the contractor to submit a plan, for approval, for corrective action to be performed at no expense to the Department. If the plan for corrective action is not approved, either option 1) or 2) may be applied.

NOTE: All of these options shall be discussed with Design, Materials and the Regional Construction Engineer to determine the proper course of action. The contractor shall be notified in writing of this decision.

b. When options 1) or 2) are chosen, Form T-CYL-1749 must be filled out (original and copy for project records) and sent to Statistical Concrete Coordinator at the Bureau of Materials.

Construction personnel must complete the DP Number Job Description, Lot Number, Date Cast, Item Number and Status. All entries should be right justified. This information can be obtained from the "Pay Factor Summary Report". Do not enter Job Number (Cols. 1-7). This will be filled in by Materials personnel. Enter the following for status:

"X" - If concrete has been approved for 50% payment.
"R" - If concrete has been rejected.

Refer to Attachments "B", "C" and "D".

NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF MATERIALS

REQUEST FOR 'STATISTICAL CONCRETE SPECIFICATION LOT ACCEPTANCE AND PAY FACTOR SUMMARY' REPORT

DP NUMBER : _____

JOB DESCRIPTION : _____

FEDERAL PROJECT NUMBER : _____

	JOB NO.	FROM YEAR & MONTH	TO YEAR & MONTH
		Y Y Y Y M M	Y Y Y Y M M
C Y L A C I S T			
1 8	10 16	17 22	24 29

FOR BUREAU OF MATERIALS' USE

DATA ENTRY INSTRUCTIONS

Enter in-house Job No. recorded on Job Track File for designated DP Number, Job Description, and Federal Project Number.

Right justify Job No. (cols 10-15).

Do not include an incomplete record. Enter only records which contain complete data.

FOR CONSTRUCTIONS' USE

DATA ENTRY INSTRUCTIONS

Enter DP Number, Job Description, and Federal Project Number in the designated spaces. Complete FROM and TO dates (inclusive) for time period of desired Pay Factor Summary Report.

Do not complete JOB NO (cols 10-15).

Submit form to Bureau of Materials.

SUBMITTED BY : _____ SITE : _____

TELEPHONE NO: _____ DATE : _____

NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF MATERIALS

CYLRO9

INPUT FORM FOR 50% PAY FACTOR OR REPLACEMENT OF CONCRETE

D.P. NUMBER : _____

PROJECT DESCRIPTION : _____

JOB NUMBER : _____ (1 – 7)

CARD	LOT NUMBER	DATE CAST (M M D D Y Y)	ITEM NUMBER	STATUS X/R
1 .	(7 – 13) ,	(14 – 19) ,	(20 – 23) ,	(24)
2 .	(7 – 13) ,	(14 – 19) ,	(20 – 23) ,	(24)
3 .	(7 – 13) ,	(14 – 19) ,	(20 – 23) ,	(24)
4 .	(7 – 13) ,	(14 – 19) ,	(20 – 23) ,	(24)

FOR BUREAU OF MATERIALS' USE

DATA ENTRY INSTRUCTIONS

When ready to input data into the system, type CYLMENU and select option 3 to input data via the screen panel.

Enter in-house Job Number (cols. 1-6) as recorded on Job Track File.

Right justify Job Number.

FOR CONSTRUCTION'S USE

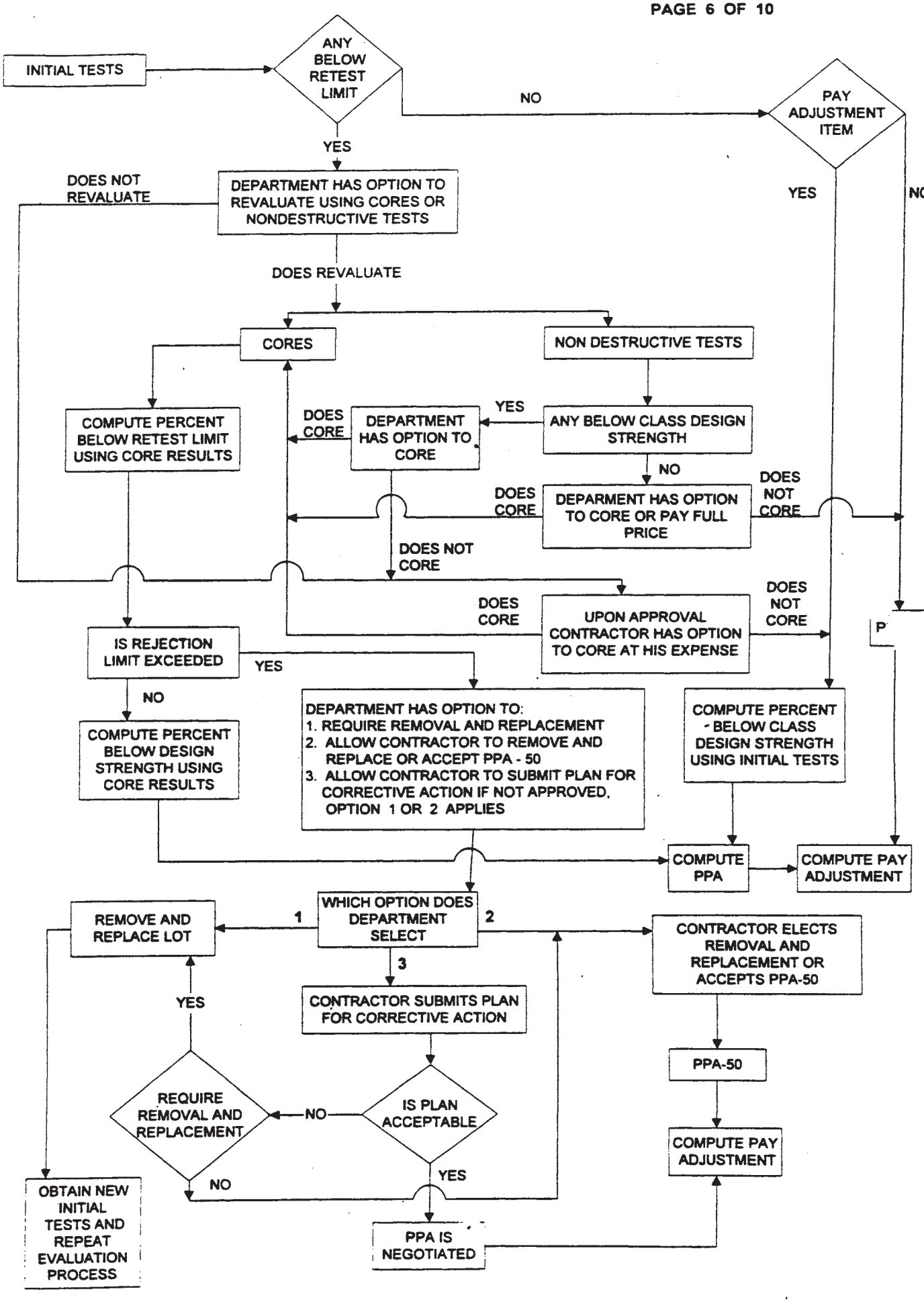
DATA ENTRY INSTRUCTIONS

Enter DP NUMBER, JOB DESCRIPTION, LOT NUMBER, DATE CAST, ITEM NUMBER AND STATUS. This information can be obtained from the 'PAY FACTOR SUMMARY REPORT'. Do not enter Job Number (cols. 1-6) Submit form to Bureau of Materials for processing.

Enter the following for status:
'X' if concrete has been approved for 50% payment;
'R' if concrete has been replaced.

SUBMITTED BY : _____ SITE : _____

TELEPHONE NO: _____ DATE : _____


INITIAL TESTS
ANY BELOW RETEST LIMIT
NO
PAY ADJUSTMENT ITEM
YES
DOES NOT REVALUATE
DEPARTMENT HAS OPTION TO REVALUATE USING CORES OR NONDESTRUCTIVE TESTS
YES
DOES REVALUATE
CORES
NON DESTRUCTIVE TESTS
COMPUTE PERCENT BELOW RETEST LIMIT USING CORE RESULTS
DOES CORE
DEPARTMENT HAS OPTION TO CORE
YES
ANY BELOW CLASS DESIGN STRENGTH
NO
DOES CORE
DEPARMENT HAS OPTION TO CORE OR PAY FULL PRICE
DOES NOT CORE
DOES NOT CORE
DOES CORE
UPON APPROVAL CONTRACTOR HAS OPTION TO CORE AT HIS EXPENSE
DOES NOT CORE
IS REJECTION LIMIT EXCEEDED
YES
NO
DEPARTMENT HAS OPTION TO:
1. REQUIRE REMOVAL AND REPLACEMENT
2. ALLOW CONTRACTOR TO REMOVE AND REPLACE OR ACCEPT PPA - 50
3. ALLOW CONTRACTOR TO SUBMIT PLAN FOR CORRECTIVE ACTION IF NOT APPROVED, OPTION 1 OR 2 APPLIES
COMPUTE PERCENT - BELOW CLASS DESIGN STRENGTH USING INITIAL TESTS
COMPUTE PERCENT BELOW DESIGN STRENGTH USING CORE RESULTS
COMPUTE PPA
COMPUTE PAY ADJUSTMENT
WHICH OPTION DOES DEPARTMENT SELECT
1
2
3
REMOVE AND REPLACE LOT
CONTRACTOR ELECTS REMOVAL AND REPLACEMENT OR ACCEPTS PPA-50
YES
CONTRACTOR SUBMITS PLAN FOR CORRECTIVE ACTION
PPA-50
REQUIRE REMOVAL AND REPLACEMENT
NO
IS PLAN ACCEPTABLE
COMPUTE PAY ADJUSTMENT
NO
YES
OBTAIN NEW INITIAL TESTS AND REPEAT EVALUATION PROCESS
PPA IS NEGOTIATED

ATTACHMENT "D"

EXAMPLE #1A (Pay-Adjustment Item) METRIC

Item: Bridge Deck

Class: A

Table 914-2

28-day Test Results : 33.4, 33.1, 32.4, 32.1, 32.4, 33.0

Test average strength of cylinder pair

N = 6

RETEST LIMIT for pay-adjustment item, Class A, Table 914-4

X_{min}=32.1

Lowest test value ≥ 28.0, retest not required Table 914-4

$\bar{X}$ = 32.7

Average, to nearest tenth

S = 0.5

Standard deviation, Eq. 3, Subsection 914.02 (e), to nearest tenth

CLASS DESIGN STRENGTH, Table 914-3

$$Q = \frac{32.7 - 32}{.5} = 1.40$$

Eq. 2, Subsection 914.02(e), to nearest hundredth

PD = 6.63

Percent defective, Table 914-5, N=6

PPA = 2.0 - 0.2 x 6.63 = 0.67

Percent pay adjustment, Eq. 1, Subsection 914.02 (e), to nearest hundredth

BASE PRICE, concrete in superstructure, deck slabs, Subsection 914.02(e)

PAY ADJUSTMENT = 0.0067 x 650 x 135.00 = +$587.93

PPA in decimal form

BONUS

PLAN QUANTITY, CM

ATTACHMENT "D"

EXAMPLE #1B (Pay-Adjustment Item) ENGLISH

Item: Bridge Deck

Class: A (Table 914-2)

28-day Test Results : 4870, 4630, 4120, 4520, 4360, 4490

Test average strength of cylinder pair

N = 6 (RETEST LIMIT for pay-adjustment item, Class A, Table 914-4)

X_{min}=4180 (Lowest test value ≥ 3,600, retest not required Table 914-4)

$\bar{X}$ = 4508 (Average, to nearest whole value)

S = 235 (Standard deviation, Eq. 3, Subsection 914.02 (e), to nearest whole value)

(CLASS DESIGN STRENGTH, Table 914-3)

$Q = \frac{4508 - 4200}{235} = 1.31$ (Eq. 2, Subsection 914.02(e), to nearest hundredth)

PD = 8.48 (Percent defective, Table 914-5, N=6)

PPA = 2.0 - 0.2 x 8.48 = 0.30 (Percent pay adjustment, Eq. 1, Subsection 914.02 (e), to nearest hundredth)

BASE PRICE, concrete in superstructure, deck slabs, Subsection 914.02(e)

PAY ADJUSTMENT = 0.003 x 500 x 145.75 = +$218.62

- 0.003: PPA in decimal form
- 500: PLAN QUANTITY, CY
- +$218.62: BONUS

ATTACHMENT "D"

EXAMPLE #2A (Non-Pay-Adjustment Item) METRIC

Item: Footing Class: B (Table 914-2)

28-Day Test Results: 24.8,26.4 (Test = average strength of cyclinder pair)

(RETEST LIMIT for non-pay-adjustment item, Class B, Table 914-4)

X_{min} = 24.8 (Test value <25.0, retest required, pay-adjustment section now applies. Otherwise, accept and pay 100 percent.)

Core Results: 25.1, 26.2, 23.4, 25.1, 23.7, 24.9

N = 6 (Retest rate, Class B, Table 914-4)

$\bar{X}$ = 24.7 (Average, to nearest tenth)

S = 1.0 (Standard deviation, Eq.3, Subsection 914.02 (e), to nearest tenth)

(RETEST LIMIT for pay-adjustment items, Table 914-4)

$$Q_{REJECT} = \frac{24.7 - 21}{1.0} = 3.70$$

(Eq.4, Subsection 914.02(e), to nearest hundredth)

PD_{REJECT} = 0.0 (Table 914-5, N=6, Q positive and beyond range of table. PD is less than REJECTION LIMIT = 10 in Table 914-4 so lot is not rejectable.)

(CLASS DESIGN STRENGTH, Table 914-3)

$$Q = \frac{24.8 - 26.0}{1.0} = -1.20$$

(Eq. 2, Subsection 914.02 (e), to nearest hundredth)

PD = 100 - 10.99 = 89.01 (Percent defective, Table 914-5, N=6, table value subtracted from 100 because Q is negative)

PPA = 2.0 - 0.2 x 89.01 = -15.80 (Percent pay adjustment, Eq. 1, Subsection 914.02 (e), to nearest hundredth)

(BID UNIT PRICE)

PAY ADJUSTMENT = (-.1580) x (280) x (53.47) = (-$2,365.51)

(PPA in decimal form) (PLAN QUANTITY, CM) (REDUCTION)

ATTACHMENT "D"

EXAMPLE #2B (Pay-Adjustment Item) ENGLISH

Item: Footing

Class: B

Table 914-2

28-day Test Results : 3580, 3720

Test average strength of cylinder pair

RETEST LIMIT for non- pay-adjustment item, Class B, Table 914-4

X_{min}=3580

Test value < 3600, retest required, pay-adjustment section now applies. Otherwise, accept and pay 100 percent.

Core Results: 3650, 3760, 3280, 3640, 3430, 3590

N = 6

Retest rate, Class B, Table 914-4

$\bar{X}$ = 3558

Average, to nearest whole value

S = 174

Standard deviation, Eq. 3, Subsection 914.02 (e), to nearest whole value

RETEST LIMIT for pay-adjustment items, Table 914-4

$^{Q}REJECT = \frac{3558 - 3000}{174} = 3.21$

Eq. 4, Subsection 914.02(e), to nearest hundredth

$^{PD}REJECT = 0.0$

Table 914-5, N = 6, Q positive and beyond range of table. PD is less than REJECTION LIMIT = 10 in Table 914-4 so lot is not rejectable.

CLASS DESIGN STRENGTH, Table 914-3

$Q = \frac{3558 - 3700}{174} = -0.82$

Eq. 2, Subsection 914.02 (e), to nearest hundredth

PD = 100.00 - 21.49 = 78.51

Percent defective, Table 914-5, N = 6, table value subtracted from 100 because Q is negative

PPA = 2.0 - 0.2 x 78.51 = -13.70

Percent pay adjustment, Eq. 1, Subsection 914.02 (e), to nearest hundredth

BID UNIT PRICE

PAY ADJUSTMENT = (- 0.1370) x 215 x 49.53 = (-$1458.91)

PPA in decimal form

REDUCTION

PLAN QUANTITY, CY

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION F	DATE
CONSTRUCTION COMPLETION	PROCEDURE FOR BITUMINOUS PAVEMENT THICKNESS AND AIR VOID LOTS	05/15/06

Within one (1) week after the prepaving meeting, the Resident Engineer will partition or divide the bituminous pavement into both thickness and air void lots. It is important to remember that anywhere a core is drilled in a given lot, it must yield the full depth of all component mixtures listed for that lot. (No thickness cores should be taken in variable or transition areas).

1. Thickness Lots

   The general procedure necessary to divide the bituminous pavement into thickness lots is as follows:

   a. All areas on a project that belong to the same bituminous pavement group will represent one square meter (yard) quantity that will be divided into lots. Quantities and group type will vary from project to project. Pavement sections with different underlying subgrade shall not be grouped in the same lot. Shoulder areas will not be included in mainline areas. Inside shoulder and outside shoulder areas will be considered to be separate lots; however, if the total square yards for either lot is less than the minimum, the inside shoulder and outside shoulder areas may be combined.

      Before division of lots can be accomplished, it will be necessary to first establish the actual number of groups on the project and the total square meters (yards) area associated with each group and then anticipated sequence of paving, by lane for each mainline.

      Four (4) pavement sections common to many projects (the total area of each section requiring separate consideration) will be used to illustrate the procedure. They are as follows:

      1) Mainline Pavement Section (including acceleration and deceleration lanes)
      2) Shoulder Sections
         a) Inside shoulder area
         b) Outside shoulder area
      3) Ramp Pavement Section
      4) Overlay of existing pavement (variable thickness pavement section)

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VII, SUBSECTION F

b. The total square meter (yard) quantity of a group having a given uniform thickness pavement section (except for ramps, connector roads, etc.) shall be divided into equal size lots of about 12,000 square meters (15,000 square yards) for thickness. The exact number of lots for a given group will be determined from columns 1 and 2 of Table A for Metric projects and Table B for English projects. Column 3 lists the permitted range in lot size for the number of lots involved.

   Thought should be given how the project will be paved, [illegible] lane, when establishing lots, so that complete lots can be cored as the paving progresses.

c. In instances where a group having a uniform thickness pavement section established in Table "A" or Table "B" column 1 consists of several ramps, connector roads, etc., these physically separate areas shall be combined into lots of about 12,000 square meters (15,000 square yards). Entire ramps rather than portions thereof should be included in a lot. In combining these various areas into lots, an attempt should be made to keep shoulders, ramps, etc. from the same location on the project together in a lot.

d. In the case where the group consists of variable thickness pavement, **none** of the pavement in the given group will be subjected to the thickness requirements. However, each mixture contained therein shall meet the Air Void requirements.(See Paragraph 2. of this procedure).

   The following are examples of pavements that should be considered variable thickness and therefore require air void lots only:

   1) 50MM (2.00 inch) I-4 over variable depth base
   2) 50MM (2.00 inch) I-4 or I-5 over existing or milled surface

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VII, SUBSECTION F

USE FOR METRIC PROJECTS

TABLE A

1 Square Meters in an Identical Pavement Group on a Project	2 Number of Lots	3 Range in Lot Size S.M.
6,000 - 18,000	1	6,000 - 18,000
18,001 - 30,000	2	9,001 - 15,000
30,001 - 42,000	3	10,000 - 14,000
42,001 - 54,000	4	10,500 - 13,500
54,001 - 66,000	5	10,800 - 13,200
66,001 - 78,000	6	11,000 - 13,000
78,001 - 90,000	7	11,143 - 12,857
90,001 - 102,000	8	11,250 - 12,750
102,001 - 114,000	9	11,333 - 12,667
114,001 - 126,000	10	11,400 - 12,600
126,001 - 138,000	11	11,455 - 12,545
138,001 - 150,000	12	11,500 - 12,500
150,001 - 162,000	13	11,539 - 12,462
162,001 - 174,000	14	11,572 - 12,429
174,001 - 186,000	15	11,600 - 12,400

The actual and equal lot size for a given group will be established in the following manner:

$$\text{Lot Size} = \frac{\text{Total Area (S.M.) of a given uniform thickness pavement section}}{\text{Number of Lots (as shown in Col. 2)}}$$

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VII, SUBSECTION F

USE FOR ENGLISH PROJECTS

TABLE B

1 Square Yards in an Identical Pavement Group on a Project	2 Number of Lots	3 Range in Lot Sizes
7,500 - 22,500	1	7,500 - 22,500
22,501 - 37,500	2	11,250 - 18,750
37,501 - 52,500	3	12,500 - 17,500
52,501 - 67,500	4	13,125 - 16,875
67,501 - 82,500	5	13,200 - 16,500
82,501 - 97,500	6	13,750 - 16,250
97,501 - 112,500	7	13,928 - 16,071
112,501 - 127,500	8	14,062 - 15,937
127,501 - 142,500	9	14,166 - 15,833
142,501 - 157,500	10	14,250 - 15,750
157,501 - 172,500	11	14,316 - 15,681
172,501 - 187,500	12	14,375 - 15,625
187,501 - 202,500	13	14,423 - 15,576
202,501 - 217,500	14	14,464 - 15,535
217,501 - 232,500	15	14,500 - 15,500

The actual and equal lot sizes for a given group will be established in the following manner:

$$\text{Lot Size} = \frac{\text{Total Area (sq. yds.) of a given uniform thickness pavement section}}{\text{Number of Lots (as shown in Col. 2)}}$$

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2. Air Voids Lots

The procedure necessary to divide the bituminous pavement into air void lots is as follows:

a. Three (3) air void lots are included in each thickness lot. Therefore the size of the air voids lots will be equal to one-third (1/3) of a given thickness lot. An air voids lot is represented by a subgroup of five (5) consecutive cores (e.g. the combination of cores 1 through 5, 6 through 10, and 11 through 15 respectively, represent the three air voids lots).

b. 1989 Specifications - see Section 401.4.17 for lot size.
1996 Specifications - see Section 104.1.8 for lot size.

c. When the total square meters (yards) of a given uniform thickness pavement section on a project is **less** than the minimum required for a thickness lot but equal to or greater than 2,000 square meters (2,500 square yards), an air voids lot will be established. (See sample - relocated Bell Avenue)

The exact number of air voids lots for a given group will be determined from Columns 1 and 2 of Table C:

TABLE C

METRIC		ENGLISH	
1	2	1	2
Square Meters in an Identical Pavement Group on a Project	Number of Lots	Square Yards in an Identical Pavement Group on a Project	Number of Lots
2,000 - 12,000	1	2,500 - 15,000	1
12,001 - 20,000	2	15,001 - 25,000	2
20,001 - 28,000	3	25,001 - 35,000	3
28,001 - 36,000	4	35,001 - 45,000	4
36,001 - 44,000	5	45,001 - 55,000	5
44,001 - 52,000	6	55,001 - 65,000	6
52,001 - 60,000	7	65,001 - 75,000	7
60,001 - 68,000	8	75,001 - 85,000	8
68,001 - 76,000	9	85,001 - 95,000	9
76,001 - 84,000	10	95,001 - 105,000	10
84,001 - 92,000	11	105,001 - 115,000	11
92,001 - 100,000	12	115,001 - 125,000	12
100,001 - 108,000	13	125,001 - 135,000	13
108,001 - 116,000	14	135,001 - 145,000	14
116,001 - 124,000	15	145,001 - 155,000	15

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3. Establishing Lot Limits

a. The physical limits of each thickness lot (and air voids lots **not** included in a thickness lot) are to be determined to the nearest full station, from the plans and related computations, as necessary. This shall be accomplished by starting at one end of the project and progressing toward the other, using the lot size established in accordance with the procedure outlined in Sections 1 and 2 above and the anticipated sequence of paving based on the staging of the project. However, for lots comprised of shoulders, entire ramps, connector roads, etc., the exact station limits can be obtained from the plans and should be used. If no stations are shown on the plans, then the Resident Engineer will provide the Bureau of Materials with the length and width of each shoulder, ramp, connector road, etc. The number of lanes and width of each lane shall be provided for each lot.

b. For two (2) lane facilities (one roadway), the lot limits will include both directions of traffic, i.e. both lanes. For multiple lane facilities, lot limits will be determined based on the order and direction that the paving can proceed in the direction of traffic. If paving is anticipated to be entirely completed in one direction prior to beginning the other direction, lot limits are to consider that sequence.

c. When a project has two (2) roadways, lot limits shall be selected for each roadway separately, in accordance with paragraph "1" above based on the anticipated sequence of paving by lane. Therefore, in most instances, a pavement lot will be located entirely within one roadway. There will however, be exceptions to the above. For instance, in many cases the last lot started in one roadway will have to be continued in the other to maintain equal lot sizes. Another example is when the project total area necessary to establish a single lot for a particular pavement is divided between roadways (see Sample Memorandum, Attachment "A" for Metric projects or Attachment "B" for English projects)

d. For intersection improvements and areas not previously addressed, the following information is required:

1) Group pavement types with identical cross-sections throughout the project in order to obtain the desired lot size. Pavement types which differ shall not be grouped in the same lot.

2) Furnish the Bureau of Materials with a detailed location and sketch of the individual lots as determined in this section. The Resident Engineer or his/her representative should assist in the field location of the lots.

3) The cores taken must reveal full depth of all component mixtures listed for the grouping in order to be considered as part of the lot.

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4. Last Paving Day Notice

Telephone the Bureau of Materials, Bituminous Engineering at 609-530-6366 with date(s) of the last paving day(s) for each mixture used on the project. This call should be as soon as all dates are known to the Resident Engineer.

5. Request for Pavement Cores

a. The Resident Engineer shall submit a request for pavement cores by written memorandum two (2) weeks after the preconstruction meeting or as soon as the paving contractor and supplier are known directly to:

Bureau of Materials
930 Lower Ferry Rd.
P. O. Box 600
Trenton, New Jersey 08625
Attn: Principal Engineer, Materials
Bituminous Engineering Section

The Resident Engineer's request for pavement cores should indicate if contract coring is an item on the project or the project is to be cored by the Bureau of Materials.

NOTE: The 1996 Specifications, Section 401.3.1, requires that the Contractor obtain the pavement cores based on locations supplied by the Bureau of Materials. However, Contract coring may be waived by the Bureau of Materials.

b. Copies of this memorandum shall be sent to the following:

Field Manager
Regional Construction Engineer
Project Manager

c. If the project is to be cored by the Bureau of Materials, the Resident Engineer will advise the Bureau at least one week prior to the final completion of resurfacing or new pavement construction. This will enable the coordinator in the Bureau of Materials to schedule equipment and crews in accordance with the current work loads. If extenuating circumstances exist on a project, such as when a roadway (or portion thereof) will be opened to traffic prior to completion of all pavement construction, a request to core in stages should be submitted.

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d. The Resident Engineer's request for pavement cores will contain the following information:

1) List the following:

a) Prime Contractor
b) Paving Contractor
c) Bituminous concrete supplier(s) and plant location.

NOTE: If project utilized multiple suppliers of recycled asphalt pavement, an attempt should be made to identify the location of each material.

d) List the number, description and proposal quantity for each pavement component to be cored.

NOTE: Random Sampling Plan per lot will be determined and provided by the Bureau of Materials. Coring performed by the contractor will be based on this criteria.

2) Indicate the areas not to be cored:
Near loop detectors, furnish accurate field locations
Within 30 meters (100 feet) of a bridge
Within 0.6 meters (2 feet) of an unconfined pavement edge
On a transverse or longitudinal joint
Within 7.5 meters (25 feet) of a manhole or inlet
In a transition area
Within 15 meters (50 feet) of an intersection remaining open to traffic during construction

NOTE: If a core is located within an area which should not be cored, move the location within the sublot and note the new location on the sampling location sheet and the LB-236 form.

e. A request for preliminary pavement density evaluation may be made by contacting the Regional Materials Engineer.

f. The Resident Engineer has the option to obtain cores for thickness or air voids evaluation from pavement areas in question LESS than the minimum required to establish a lot for thickness 6,000 S.M. (7,500 sq. yds.) or air voids 2,005 S.M. (2,500 sq. yds.) However, prior to submitting a request for cores from such areas, the Resident Engineer shall consult with and obtain approval of his/her Field Manager concerning the area(s) in question.

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g. All cores will be tested at the Department's Central Laboratory. If the contractor performs coring, the Resident Engineer will verify the proper location and size of each core. The Resident Engineer or his representative will take custody of these cores and submit them to the Bureau of Materials at 9.0 Lower Ferry Road, P. O. Box 600, Trenton, NJ 08625.

6. Recoring

Requests for recoring shall NOT be submitted unless the Resident Engineer, or the contractor through the Resident Engineer can show some substantial error occurred or an unusual situation existed during the original coring.

7. Evaluation of Core Results

It is the responsibility of the Resident Engineer, the Field Manager, and the Regional Construction Engineer to review the coring results to determine if an adjustment in payment is warranted, based on non-conformance to specified thickness of air voids requirements. (See CPH Section VII-C).

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ATTACHMENT "A"

New Jersey Department of Transportation
Memorandum

TO: Bureau of Materials
P. O. Box 600
Trenton, NJ 08625

ATTN: Project Engineer Materials
(Bituminous Section)

FROM: John Q. Public
Resident Engineer
Route 1 & 9, Section 5A

PHONE: 609-530-1234

DATE: May 7, 1998

SUBJECT: Bituminous Concrete Cores for Thickness and Air Voids

---

This project contains Contractor (State) coring.

I. General

A. The project contains five (5) groups having identical pavement sections. They are as follows:

	Total Area (S.M.)
1. Mainline (includes acceleration and deceleration lanes)	46,640
2. Shoulders Eastbound	11,864
Westbound	12,586
3. Ramps and Connector Road	28,460
4. Overlay of Existing Mainline Pavement (variable thickness)	7,750
5. Relocated Bell Avenue	5,345

* Contract Coring (can be a line item or made an SA item)
Check to see if State Forces are available to cut the cores before going to contract coring.

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NOTE: No cores shall be taken within 30 meters of bridge decks. Field Location information shall be furnished if loop detectors and/or loop detector leads exist in the vicinity to be cored.

B. The total area of each group above has been divided into lots in accordance with current procedures. There is a total of eight (8) thickness lots (each of which contain three (3) air voids) on the project requiring 120 cores (15 cores per lot). An additional fifteen (15) cores are necessary to evaluate lots No. 9, 10, & 11 for air voids only. Therefore, a total of 135 pavement cores are required. The approximate limits of the thickness lots (1 thru 8) and the three (3) separate air voids lots (9, 10 & 11) are included.

NOTE: This example is based on air voids lots of 4,000 square meters size. The Supplemental Specifications, Subsection 634.4 may have increased the lot size to 8,000 S.M.

II. Thickness and Air Voids Lots

A. New Mainline (80MM Surface Course (I-4=40MM & I-3=40MM) and 150MM Bituminous Stabilized Base Course)

Total Area = 46,640 square meters
Number of Thickness Lots = 4; From Table 'A'
Lot size (thickness) = 46,640 = 11,660 S.M.

Number of Air Voids Lots = 12; (3 Lots for each thickness lot)
Lot size (air voids) = 11,660 = 3,886 S.M.
3

Lot #1 (Eastbound Roadway, Baseline "A") - All lanes are 3.6M wide
Sta. 5+000 to 5+210 Accel. Lane
Sta. 5+268 to 7+632 lanes R-1

Lot #2 Eastbound Roadway, Baseline "A" - All lanes are 3.6M wide
Sta. 5+000 to 7+632 lanes R-2
Sta. 5+047 to 7+632 lanes R-3

Lot #3 Westbound Roadway, Baseline "A" - All lanes are 3.6M wide
Sta. 7+268 to 6+318 Decel. lane
Sta. 7+268 to 5+000 lanes L-3

Lot #4 Westbound Roadway, Baseline "A" - All lanes are 3.6M wide
Sta. 7+768 to 5+000 lanes L-2
Sta. 7+250 to 6+250 lanes L-3

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B. Shoulders 0.9 and 3.6 meters wide (100MM I-4 and 200MM Bituminous Stabilized Base Course

Eastbound Roadway
Inside & Outside Shoulder = 11,864 S.M
Westbound Roadway
Inside & Outside Shoulder = 12,586 S.M.
Number of Thickness Lots = 1, For each direction, From Table 'A'

Eastbound Roadway, Baseline "A", Sta. 5+000 to 7+632
Lot #5 - Inside & Outside Shoulder (3.6M wide): 11,864 S.M.

Number of Air Voids Lots = 3; 3 Lots for each thickness lot
Lot Size (air voids) = 11,864 = 3,954 S.M.
3

Westbound Roadway Baseline "A", Sta. 7+714 to 5000
Lot #6 - Inside & Outside Shoulder (0.9 to 3.6M wide): 12,586 S.M.

Number of Air Voids Lots = 3; (3 Lots for each thickness lot)
Lot Size (air voids) = 12,586 = 4,195 S.M.
3

C. Ramps and Connector Roads (100MM Bituminous Concrete Surface Course (I-4) and 200MM Bituminous Stabilized Base Course)

Total Area = 28,460 square meters

Number of Thickness Lots = 2; From Table 'A'
Lot size (thickness) = 28,460 = 14,230 S.M.
2

Number of Air Voids Lots = 6; (3 Lots for each thickness lot)
Lot Size (air voids) = 14,380 = 4,793 S.M.
3

Lot #7

Ramp A, Sta 1+351 to 1+817 = 3,792 S.M. @ 6.7M wide
Ramp B, Sta 24+250 to 24+687 = 3,933 S.M. @ 9M wide
Ramp C, Sta 15+225 to 15+665 = 2,948 S.M. @ 6.7M wide
Ramp D, Sta 20+500 to 21+431 = 3,558 S.M. @ 6.7M wide
Total Lot Size = 14,231 S.M.

Lot #8

E.B. Connector, Sta 0+735 to 1+536 = 5,847 S.M. @ 7.3M wide
W.B. Connector, Sta 5+063 to 6+211 = 8,382 S.M. @ 7.3M wide
Total Lot Size = 14,229 S.M.

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III. Air Voids Lots

A. Overlay of Existing Mainline Pavement (150mm Bituminous Concrete Surface Course, (var. I-4 over var. I-3) Variable Thickness.

Total Area = 7,750 square meters

Number of Thickness Lots = None From Table 'A'

Number of Air Voids Lots = 2; From Table 'C'
Lot Size (air voids) = 7,750 / 2 = 3,875 S.M.

Lot #9 Eastbound Roadway, Baseline "A" - All lanes are 3.6M wide
Sta. 4+462 to 5+000, lanes R-1 & R-2

Lot #10 Westbound Roadway, Baseline "A" - All lanes are 3.6M wide
Sta. 4+465 to 5+000, lanes L-1 & L-2

NOTE 1: If the Supplemental Specification, Subsection 404.17 or Subsection 404.18, increased the air voids lot size to 5,000 S.M., only one lot would be necessary.

NOTE 2: If gap-graded mixture in a group (e.g., bituminous stabilized base course) is of a variable thickness, then the requirements for thickness would NOT be applicable.

B. Relocated Bell Avenue (150MM Bituminous Concrete Surface Course (I-4 = 75MM & I-3 = 75MM) & 200MM Bituminous Stabilized Base Course

Total Area = 5,345 square meters

Number of Thickness Lots = None

Number of Air Voids Lots = 1, From Table 'C'
Lot size = 5,345 S.M.

Lot #1 (North and Southbound, Baseline "B") - All lanes are 3.6m wide.

Northbound Sta 0+150 to 0+894, lanes R-1 & R-2

Southbound Sta 0+894 to 0+150, lanes L-1 & L-2

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IV. Additional Information - Contractors & Suppliers

1. Prime Contractor - XYZ Construction Co., Inc.
100 Parkway Avenue
Trenton, New Jersey 08625

2. Paving Contractor - ABC Paving Corporation
Rt. 206
Prin eto , New Jersey

3. Bituminous Concrete - B ackt p Industries, nc.
Supplier - Mix I-4 21 C rcle Aven e
Tou on, New ersey

Mix I-2 & Bla ktop Ind tries, n
Mix I-3 77 Squ e Dr e
Bottom n, New Jersey

* A of lix I-2 contained 10% RAP

V. Additional In rm tion

Item No	Item	Quantity/MG (megagrams)
23	ituminou oncre e Surface Course ix I-3	860MG
24	Bitu nous Co crete Surfa e Cou se, Mix -4	3,310MG
28	Bi mi Stabilize ase C	7,300MG

c: Re ional Construction E gi er
Fiel Man ger
Project M nager
Proj ect File

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ATTACHMENT "B"

New Jersey Department of Transportation
Memorandum

TO: Bureau of Materials
P. O. Box 600
Trenton, NJ 08625

ATTN: Project Engineer Materials
(Bituminous Section)

FROM: John Q. Public
Resident Engineer
Route 100 Section 5A

PHONE: 609-530-1234

DATE: May 7, 1990

SUBJECT: Bituminous Concrete Cores for Thickness and Air Voids

---

This project contains Contractor cores.*

I. General

A. The project contains five (5) groups having identical pavement sections. They are as follows:

	Total Area (sq. yds.)
1. Northbound Mainline (includes acceleration and deceleration lanes)	64,000
2. Shoulders Eastbound	16,267
Westbound	16,000
3. Ramps and Connector Road	34,511
4. Overlay of Existing Mainline Pavement (variable thickness)	9,600
5. Relocated Bell Avenue	6,400

* Contract Coring (can be a line item or made an SA item)
Check to see if State Forces are available to cut the cores before going to contract coring.

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NOTE: No cores shall be taken within 100 feet of bridge decks. Field location information shall be furnished if loop detectors and/or loop detector leads exist in the vicinity to be cored.

B. The total area of each group above has been divided into lots in accordance with current procedures. There is a total of eight (8) thickness lots (each of which contain three (3) air voids) on the project requiring 120 cores (5 cores per lot). An additional fifteen (15) cores are necessary to evaluate lots No. 9, 10, & 11 for air voids only. Therefore, a total of 135 pavement cores are required. The approximate limits of the thickness lots (1 thru 8) and the three (3) separate air voids lots (9, 10 & 11) are included.

NOTE: This example is based on air voids lots of 5,000 sq. yds. size. The Supplemental Specifications, Subsection 404.17 may have increased the lot size to 10,000 sq. yds.

II. Thickness and Air Voids Lots

A. New Mainline (1-inch (I-4=1.5" & I-3=1.5") and 6 inch Bituminous Stabilized Base Course)

Total area = 64,000 square yards
Number of Thickness Lots = 4, From Table 'B'
Lot size (thickness) = 64,000 = 16,000 sq. yds.
4

Number of Air Voids Lots = 12; (3 Lots for each thickness lot)
Lot size (air voids) = 16,000 = 5,333 sq. yds.
3

Lot #1 Eastbound Roadway, Baseline "A" - All lanes are 12' wide
Sta. 50+00 to 77+65 Accel. lane
Sta. 80+00 to 111+50 lanes R-3

Lot #2 Eastbound Roadway, Baseline "A" - All lanes are 12' wide
Sta. 50+00 to 139+00 lanes R-2
Sta. 50+00 to 80+45 lanes R-1

Lot #3 Westbound Roadway, Baseline "A"
Sta. 130+45 to 100+60 Decel. lane
Sta. 139+00 to 50+00 L-3

Lot#4 Westbound Roadway, Baseline "A"
Sta. 139+00 to 50+00 L-2
Sta. 139+00 to 108+00 lanes L-3

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B. 3 and 12 foot Shoulders (2 inch I-4 and 4 inch Bituminous Stabilized Base Course)

Eastbound Roadway
Inside & Outside Shoulders = 16,267 sq. yds.

Number of Thickness Lots = 1, from Table "B"
Lot Size: 16,267 sq. yds.
No. of Air Void Lots = 3; (3 Lots for each thickness lot)
Lot Size (air voids) = 16,267 / 3 = 5,422 sq. yds.

Lot #5 Inside shoulder 12 foot wide, Eastbound Roadway, Baseline "A"
Sta. 50+00 to 80+50
Outside Shoulder 12 Foot Wide, 50+00 to 141+50

Westbound Roadway
Inside & Outside Shoulder = 16,000

Number of Thickness Lots = 1, from Table "B"
Lot Size: 16,000 sq. yds.
No. of Air Void Lots = 3; (3 Lots from each thickness lot)
Lot size (air voids) = 16,000 / 3 = 5,333 sq. yds.

Lot #6 Outside shoulder 12 to 16 foot wide, Westbound Roadway, Baseline "B"
Sta. 130+45 to 80+00
Inside shoulder 12 foot wide sta. 139+00 to 108+00

C. Ramps and Connector Roads (2 inch Bituminous Concrete Surface Course (I-4) and 4 inch Bituminous Stabilized Base Course)

Total area = 34,511 square yards

Number of Thickness Lots = 2, From Table 'B'
Lot size (thickness) = 34,511 / 2 = 17,225 sq. yds.

Number of Air Void Lots = 6, (3 Lots for each thickness lot)
Lot size (air voids) = 17,225 / 3 = 5,752 sq. yds.

Lot #7

Ramp A, Sta 16+51 to 21+97 = 1,335 sq. yds. @ 22 ft. wide
Ramp B, Sta 242+50 to 256+90 = 4,800 sq. yds. @ 30 ft. wide
Ramp C, Sta 152+25 to 166+73 = 3,540 sq. yds. @ 22 ft. wide
Ramp D, Sta 205+00 to 235+68 = 7,500 sq. yds. @ 22 ft. wide
Total Lot Size = 17,175 sq. yds

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Lot #8

E.B. Connector, Sta 7+35 to 33+74 = 7,038 sq. yds. @ 24 ft. wide
W.B. Connector, Sta 50+63 to 89+25 = 10,298 sq. yds. @ 24 ft. wide
Total Lot Size = 17,336 sq. yds.

III. Air Voids Lots

A. Overlay of Existing Mainline Pavement (3 inch Bituminous Concrete Surface Course, (var. I-4 over var. I-3) Variable Thickness)

Total Area = 9,600 square yards

Number of Thickness Lots = None
Number of Air Voids Lots = 2, From Table 'C'
Lot Size (air voids) = 9,600 = 4,800 sq. yds.
2

Lot #9 Eastbound Roadway, Baseline "A" - All lanes are 12 feet wide
Sta. 32+00 to 50+00, lanes R-1 & R-2

Lot #10 Westbound Roadway, Baseline "B" - All lanes are 12 feet wide
Sta. 50+00 to 32+00, lanes L-1 & L-2

NOTE 1: If the Supplemental Specification, Subsection 404.17, increased the air voids lot size to 10,000 sq. yds. only one lot would be necessary.

NOTE 2: Again, if any mixture in a group (e.g., bituminous stabilized base course) is of a variable thickness, then the requirements for thickness would NOT be applicable.

B. Relocated Bell Avenue (3 inch Bituminous Concrete Surface Course (I-4 = 1.5" & I-3 = 1.5") x 4 inch Bituminous Stabilized Base Course

Total Area = 6,400 square yards
Number of Thickness Lots = None, From Table 'B'

Number of Air Voids Lots = 1; From Table 'C'
Lot size = 6,400 sq. yds.

Lot #11 North and Southbound, Baseline "B" - All lanes are 12 feet wide.
Northbound Sta 1+50 to 13+45 lanes R-1 & R-2
Southbound Sta 13+45 to 1+50 lanes L-1 & L-2

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IV. Additional Information - Contractors & Suppliers

1. Prime Contractor - XYZ Construction Co., Inc.
100 Parkway Avenue
Trenton, New Jersey 08625

2. Paving Contractor - ABC Paving Corporation
Rt. 206
Princeton, New Jersey

3. Bituminous Concrete Supplier - Mix I-4 — Blacktop Industries, Inc.
21 Circle Avenue
Trenton, New Jersey

Mix I-2* - Blacktop Industries, Inc.
Mix I-3 77 Square Drive
Bottsmith, New Jersey

* All of Mix I-2 contained 10% RAP

V. Additional Information - Contract Information

Item No., Description and Proposed Quantity

Item No.	Item	Quantity
23	Bituminous Concrete Surface Course, Mix I-3	776 Tons
24	Bituminous Concrete Surface Course, Mix I-4	1,758 Tons
28	Bituminous Stabilized Base Course	4,492 Tons

c: Regional Construction Engineer
Field Manager
Project Manager
Project File

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SECTION VII	SUBSECTION G	DATE
CONSTRUCTION COMPLETION	PROCEDURE FOR DETERMINING CONFORMANCE OF BITUMINOUS MIXTURES AND PAVEMENT TO SPECIFIED QUALITY REQUIREMENTS	05/15/06

The Resident Engineer will review and utilize the following Forms/Reports for conformance and possible adjustment to the various in place quantities of individual Bituminous Concrete Items.

1. Form LB-256-Bituminous Concrete Lot Data (Job Mix & Stability) Attachment "A" English and Attachment "A-1" Metric
2. Bituminous Core Summary (Voids) Attachment "B"
3. Bituminous Core Summary (Thickness) Attachment "C"
4. Form LB-315-Rolling Straightedge Report (Surface Tolerance) Attachment "D"

The Review will follow a three step procedure when nonconformance adjustments are required.

a. Each Lot Pay Quantity (material in place) is determined utilizing delivery tickets and paving inspection reports.
b. Various Adjustments are calculated from the above Forms/Reports.
c. These Adjustments are applied to the Bituminous Concrete Items and a Final Quantity is calculated.

* The procedures necessary to determine possible nonconformance and individual lot adjustments for each Form/Report are as follows:

1) Form LB-256 Bituminous Concrete Lot Data- Job Mix and Stability Individual Lot Payment Reductions due to nonconformance with Job Mix Formula and stability will be made in accordance with Tables 903-6 and 903-7 respectively and applied by the Resident Engineer to the in place lot weights. The calculation of the adjustments will be done by the Regional Materials Staff and indicated on the LB-256.

2) Bituminous Core Summary- Air Voids and Thickness
The Resident Engineer will request, from the Bureau of Materials, Bituminous Concrete Core locations. The request will conform to the requirements of CPH Section VII-F "Procedure for Bituminous Pavement Thickness and Air Voids". The Bureau of Materials' Program to produce a Bituminous Concrete Core Summary report will conform to Subsection 404.17 and 404.19 (1989 Spec) or

RESCINDED 09/16/2016

Subsection 404.20 and 404.18 (1996 Spec) re[illegible]ly. [illegible]ad[illegible]tments will be applied to the individual in place lots by t[illegible]e [illegible]ide[illegible] Engi[illegible].

3) Form LB-315-Surface Tolerance Requir[illegible]ts
The Resident Engineer will request that [illegible] R[illegible]ona[illegible] Mate[illegible]s Staff perform a Rolling Straightedge Test and acco[illegible]mpany[illegible] spe[illegible]i[illegible] formation regarding Lot Size and Stationing will be provide[illegible] the [illegible]ident [illegible]ngineer. The testing and adjustments will be in accorda[illegible]ce [illegible]hsectio[illegible]4.18 (1989 Spec) or Subsection 404.19 (1996 Spec). Pay[illegible]ent adju[illegible]ents due to nonconformance will be applied by the Residen[illegible]eer [illegible] the in pl[illegible] lot weights for each pay quantity.

4) Both the In-Place As-Bu[illegible]qu[illegible]ty and the [illegible]inal Payment Quantity shall be documented on the As-Bui[illegible]em S[illegible]ma[illegible]eet (Form DC-30) and As-Built Summary (Form DC-104). (At[illegible]hme[illegible]E" English and Attachment "E-1" Metric)

Refer to Section [illegible] Subs[illegible]ion G-1 for As-Built Pavement Database Implementatio[illegible]

RESCINDED 09/16/2016

EXAMPLE

Form LB-256 1/89

Attachment "A"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

BITUMINOUS CONCRETE – LOT DATA

Mix No. I-4 HD

L[illegible] 3

I No. [illegible]6242

PRODUCER ROCK ASPHALT CO. LOCATION TRENTON

LOT: STARTED 6-1-97 (Date) ENDED 7-2-97 (Date) EXA[illegible]ZE [illegible]3.8 (Tons)

PROJECT SHIPPED TO

1. ROUTE 123
2.
3.
4.

CONTRACTOR

TOM'S PAVING

[illegible]S-St[illegible]ED

[illegible]3.[illegible]

TOTAL

LOT PORTION	A	B	C	D	[illegible]	5		JOB MIX REQUIREMENTS for 5 samples.		
Date Sampled	6-1	6-1	6-1	7-1	7-	AVG.	[illegible]ANGE	MIN.	MAX.	RANGE
* Project Shipped To	1	1	1	1						
Inspector's Report No.	2	2	2	[illegible]	[illegible]					
Technician Name	JOE ASPHALT									
Inspector's Name	JOE INSPECTOR									

SIEVE SIZE PASSING		COMPOSITION ANALYSIS									
2"	%										
1½"	%										
[illegible]"	%	100	100	[illegible]	[illegible]	100	100			100	
¾"	%	98	9[illegible]	9[illegible]	(95)	96	97		95	100	
½"	%	88	[illegible]	[illegible]		89	89		75	95	
3/8"	%										
No. 4	%	51	[illegible]	[illegible]	[illegible]	49	51		35	65	
No. 8	%	37.	[illegible]	[illegible]	[illegible]5	48.0	(41.5)	11.0	31.5	39.5	13.0
No. 16	%	[illegible]	[illegible]	[illegible]	[illegible].6	27	87		15	35	
No. 30	%	21	19	2[illegible]	20	19	20		10	30	
No. 50	%	[illegible]	[illegible]	[illegible]	14	14	14		8	25	
No. 100	%										
No. 200	%	[illegible]5	[illegible]4	[illegible]0	4.7	5.1	5.1	0.8	4.5	7.3	4.5
Asphalt	%	5.[illegible]	5.[illegible]	5.45	5.35	5.55	(5.3)	0.55	4.35	5.25	1.5

TEST PROPERTY	MARSHALL TEST RESULTS						MIN.	MAX.
Stability, lbs	[illegible]260	[illegible]710	2860	2710	2935	2815	1500	
Flow, .01	[illegible]9	10	10	10	9	9	6	16
Air Vo[illegible] %	[illegible]U	3.9	3.8	4.1	3.8	3.9		

* ID[illegible]Y P[illegible]T BY [illegible]NE NUMBER

[illegible] TO CONFORM TO PASSING # 8 AND ASPHALT CONTENT

[illegible]ENA[illegible]S WILL BE APPLIED AS PER TABLE 903-6 1989 STANDARD SPEC.

[illegible] (fails to conform) with job mix requirements.

c LAB
REGION
RES. ENG.
ROCK ASPHALT

2% PENALTY

Prepared by Joe Asphalt 7-2-97
Engineering Aide Materials Date

Approved by Joe Inspector 7-3-97

RESCINDED 09/16/2016

EXAMPLE

Form LB-256 1/89

Attachment "A-1"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

BITUMINOUS CONCRETE – LOT DATA

Mix No. I-4 HD

Lot No. 3

Ser... No. 316_47

PRODUCER ROCK ASPHALT CO. LOCATION TRENTON

LOT: STARTED 6-1-97 (Date) ENDED 7-2-97 (Date) ...CT SIZE ...043.8 (Tons)

	PROJECT SHIPPED TO	CONTRACTOR	TON... SHIPPED
1.	ROUTE 123	TOM'S PAVING	...04.8
2.			
3.			
4.			

TOTAL

LOT PORTION	A	B	C	D	E	...LES	RANGE	JOB MIX REQUIREMENTS for 5 samples. MIN.	MAX.	RANGE
Date Sampled	6-1	6-1	6-1	7-1						
* Project Shipped To	1	1	1	1						
Inspector's Report No.	2	2	2							
Technician Name	JOE ASPHALT									
Inspector's Name	JOE INSPEC...									
SIEVE SIZE PASSING	COMPOSITION ANALYSIS									
2 " %										
1½ " %										
1 " %	100	10...	100	100	100	100			100	
¾ " %	98			(illegible)	96	97		95	100	
½ " %	88	1	9...		89	89		75	95	
3/8 " %										
No. 4 %	5...	4...	5...	46	49	51		35	65	
No. 8 %				42.5	48.0	41.5	11.0	31.5	39.5	13.0
No. 16 %	2...	2...	2...	26	27	27		15	35	
No. 30 %			...	20	19	20		10	30	
No. 50 %	15	15	...	14	14	14		8	25	
No. 100 %										
No. 200 %	...	...	5.0	4.7	5.1	5.1	0.8	4.5	7.3	4.5
Asphalt %	...00	...25	5.45	5.35	5.55	5.3	0.55	4.35	5.25	1.5
TEST PROP...	MARSHALL TEST RESULTS							MIN.	MAX.	
Stability ...	7...	7.0	6.9	7.1	7.3	7.1		6.7		
Flow ...	...	10	10	10	9	9		6	16	
...s, %	...0	3.9	3.8	4.1	3.8	3.9				

...ENT... OBJECT BY LINE NUMBER

...KS: ...ALS TO CONFORM TO PASSING #8 AND ASPHALT CONTENT

... ...NES WILL BE APPLIED AS PER TABLE 903-6 1996 STANDARD ...

... (fails to conform) with job mix requirements.

C L...

REG...

RES. END.

ROCK ASPHALT

2% PENALTY

Prepared by Joe Asphalt 7-2-97
Engineering Aide Materials — Date

Approved by Joe Inspector 7-3-97

RESCINDED 09/16/2016

RESCINDED 09/16/2016

ATTACHMENT "B'

EW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF MATERIALS
BITUMINOUS CORE SUMMARY

02/24/98

ICKNESS
OIDS
T NO.: A

PROJEC ROUTE 123 SECTION Z

ORE N	LOCATION (NOT SHOWN)	STATI	N	OF	THICKNESS (INCHES) SURFACE	BINDER	BASE	TOTAL	% VOIDS SURFACE	BINDER	BASE
A1		2008+49			2.		3.85	6.26	6.7		4.2
A2		2009+71	.2		2		4.60	6.86	6.9		3.8
A3		2012+04	R1		4		4.70	6.54	5.5		4.7
A4		2015+01	R2	1	.8		4.56	6.44	6.2		4.1
A5		2017+31	R1	7	1		4.37	6.27	8.2		5.9

OIDS
OT NO.: B

ORE N	LOCATION NOT SHOWN	STATION	LANE	OFFSET (FT)	THICKNESS (IN SURFACE	BINDER	BASE	TOTAL	% VOIDS SURFACE	BINDER	BASE
A6		2017+93	R2	14	1.40		.89	.09	.2		5.9
A7		2021+61	R1	1	2.69		4.5	7.4	7.8		5.2
A8		2022+35	R2	9	1.71		4.4	.18	8		5.9
A9		2026+85	R1	7	2.37		5.14	7.51			5.2
A10		2027+09	R2	9	2.37		4.10	6.47	.1		8.5

OIDS
OT NO.: C

ORE N	LOCATION NOT SHOWN	STATION	LANE	OFFSET (FT)	THICKNESS (INCHES) SURFACE	BINDER	BASE	TOTAL	% VOIDS SURFACE	BINDER	BASE
A11		2029+28	R1	3	2.35		3.19	5.54	5.1		3.3
A12		2032+21	R1	10	2.37		4.38	6.75	6.7		4.
A13		2034+57	R1	7	2.45		3.16	5.61	5.6		5.3
A14		2037+36	R2	11	2.11		4.45	6.56	5.3		3.8
A15		2039+60	R1	4	1.53		5.00	6.53	6.3		4.9

OF 13

ATTACHMENT "C"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF MATERIALS
BITUMINOUS CORE SUMMARY

02/24/98

THICK[illegible]SS [illegible]OT [illegible]

PROJEC ROUTE 123 SECTION Z

VOIDS LOT NO.	C[illegible]	[illegible]R V[illegible]DS AV[illegible]	CO[illegible]RO[illegible]	LOT SIZE (SQ YD)	#/SY/IN	AVG. THICK (INCHES)		PD	PAY ADJUSTMENT PERCEN	TONS
A →	SURFACE	[illegible].7	[illegible]	4296	109.6	2.06		8.21	0.2	1
	BINDER		2							
	BASE		[illegible]		114.7	4.42		0	1.0	[illegible]

VOIDS LOT NO.	COURSE	AIR VOIDS AVERAG	CON[illegible]O[illegible]	LO[illegible]	#/S[illegible]	[illegible]G. THICK [illegible]CHES)		PD	PAY ADJUSTMENT PERCEN	TONS
B →	SURFACE	7.5	2 - 8	[illegible]	[illegible].8	2.11		42.54	- 3.3	- 16
	BINDER		2 - 8							
	BASE	6.1	2 - 8		11[illegible]	[illegible]		6.79	0.3	3

VOIDS LOT NO.	COURSE	AIR VOIDS AVERAG	CONTROL	LOT SIZE (SQ YD)	#/SY/IN	A[illegible]G. T[illegible]C [illegible]S)		PD	PAY ADJUSTMENT PERCEN	TONS
C →	SURFACE	5.6	2 - 8	4296	104.2	2.[illegible]		[illegible].21	[illegible].1	0
	BINDER		2 - 8							
	BASE	4.3	2 - 8		115.1	4.[illegible]			[illegible].0	10

THICK. LOT NO.	COURSE	THICKNESS (IN) AVERAG	SPEC	AL	LOT SIZE (SQ YD)		AVERAG RANGE	QL		[illegible] ADJ[illegible]T [illegible]N	T[illegible]S
1	SURFACE	2.11	2.00	1.25	12888		0.93	0.93		SUR[illegible]	[illegible]CKS
	TOTAL	6.46	6.00	5.30			1.08	1.08		0.[illegible]	

RESCINDED 09/16/2016

ATTACHMENT "D"

LB-315

ROLLING STRAIGHT EDGE REPORT

Project: Route 195 Section 1L
Bit. Lot #: 19 MM PCC Lot # LMC Lot #: 1
Location: Station 15 + 470 to 17 + 734
Conducted By: J. Panico, J. Rosidivito, J. Abbott, F. Kern
Date: June 16, 1998
Date Calibrated: June 10, 1998 By Whom: J. [illegible]

Left Path	Lane No. of [illegible]	Left High/Low	[illegible]	Lane No. [illegible]	Left High/Low		
27	3	L					
5438	3	L					
5444	2	H					
5449	5	L					
5492	2	H					
5498	4	L					
5499	5	H					
5514	1	L					
5675	2	H					
5701	4	L					
5742	3	H					
5746	6	L					
5752	3	H					
5759	2	L					
5784	2	H					
5788	3						
5851	3						
5838	6						
5856	5	H					
5861	2	[illegible]					
5867	6	[illegible]					
5891	3	L					
5952	2						
6368	[illegible]	L					
6744							
To[illegible]s			Total Defects				
[illegible]		Total Length	7380			Total Length	
[illegible]fecti[illegible]		1.12%		% Defective			

[illegible]tribution:
[illegible] Mater[illegible]
Re[illegible] Engin[illegible] - J. Timpone
[illegible]gion[illegible] [illegible]ffice
[illegible]ct Ma[illegible] Office
[illegible] Co[illegible]t. Engineer

John L. Panico

RESCINDED 09/16/2016

ATTACHMENT E (ENGLISH)

Form DC-30 (a)
3/94

NEW JERSEY DEPARTMENT OF TRANSPORTATION

AS-BUILT SUMMARY

___ OF ___

Route 123 Section Z Federal Aid No. ___

Other Description ___

Item No. 69 Item Description BITUMINOUS STABILIZED SURFACE COURSE MIX I4

Made By MIA TECHNICIAN Date 03/02/99 Checked by MIA INSPECTOR Date 03/09/99

SUMMARY

Plan Sheet	Plan	Adjust	Asbuilt
5	1000.0 TN	10[illegible] TN	1020.3 TN
6	1000.0 TN	10[illegible].4 TN	1022.4 TN
7	1000.0 TN	1001.1 TN	1001.1 TN
IAWD			
TOTAL	3000.0 TN	3043.8 TN	3043.8 TN

BITUMINOUS CONCRETE ADJUSTMENTS

LOT 1	TOTAL MIX	-60.9 TONS
	[illegible]	0.0 TONS
	THICKNESS	0.0 TONS
	AVG VOLTS	-15.0 TONS
	[illegible] TOLERANCE	0.0 TONS

Total -75.9 TONS

PAYMENT QUANTITY 3043.8 TN - 75.9 TN

2967.9 TN

REFER TO DC-27 & DC-29A (NOT SHOWN)

RESCINDED 09/16/2016

ATTACHMENT E (ENGLISH)

Form DC-30 (c)
3/94

NEW JERSEY DEPARTMENT OF TRANSPORTATION

AS-BUILT WORK SHEET

SHEET NO. ____ OF ____

Route 123 Section Z Federal Aid No. ____

Other Description BITUMINOUS CONCRETE SURFACE [illegible] HD

Item No. 69 Item Description BITUMINOUS S[illegible]D [illegible]RFACE COURSE MI[illegible]

Made By MIA TECHNICIAN Date 03/02/99 Checked By [illegible] INSP[illegible]R Date 03/09/9[illegible]

1. BITUMINOUS CONCRETE ADJUSTMENTS [illegible] 1989 SPEC)

JOB MIX LB-256 5 SAMP[illegible] (TA[illegible] 903-2, 903-4)

RANGE — NO RANGE PENALTY [illegible] 903-4

MIX — FAILURES-N[illegible] 8 [illegible] (AVG)

[illegible] ASP[illegible]ALT[illegible] AVG)

* PENALTY

NO 8 SIEVE [illegible] 111.5-3[illegible]* / [illegible]0*** $\frac{2.0}{4.0} \times 100 = 50\% \Rightarrow 2\%$

ASPHALT [illegible] .25** / [illegible]*** $\frac{.05}{.45} \times 100 = [illegible]\% \Rightarrow 2\%$

* PE[illegible] [illegible]BLE 903-6 USE HIGHEST
** MAX[illegible] [illegible] FROM JOB MIX FORMULA
*** TOL[illegible] [illegible]% [illegible]OM TABLE 903-2 DRUM PLANT

PEN[illegible] [illegible] * 3043.8 TON = 60.9 TONS

2. [illegible] LB-256 1989 SPEC

AVG [illegible] 2815 > 1500

[illegible] [illegible]BILITY PENALTY

3. B[illegible]NOUS CORE SUMMARY (THICKNESS)

[illegible] THICKNESS PENALTY

RESCINDED 09/16/2016

ATTACHMENT 'E' (ENGLISH)

Form DC-30 (c)
3/94

NEW JERSEY DEPARTMENT OF TRANSPORTATION

AS-BUILT WORK SHEET

SHEET ___ OF ___

Route 123 Section Z Federal Aid No. ___

Other Description ___

Item No. 69 Item Description BITUMINOUS ST[illegible] SU[illegible]E COURSE MIX I-

Made By MIA TECHNICIAN Date 03/02/99 Checked [illegible] INSPE[illegible]R Date 03/09/99

4 BITUMINOUS CORE SUMMARY AI[illegible]S.

ADD 3 AIR VOID PAY A[illegible] (SURFACE)

LOT 1 LOT A +1 TONS
LOT B −16 TONS
LOT C 0 TONS

−15 TONS

5 SURFACE TOLER[illegible] LB-315

NO PENALT[illegible] (% [illegible]VE = 1.12%). IN ACCORDANCE WITH SUBSECTION 40[illegible]8 ([illegible]9 SPEC) OR 404.19 (1996 SPEC).

RESCINDED 09/16/2016

ATTACHMENT E-1 (METRIC)

Form DC-30 (a)
3/94

NEW JERSEY DEPARTMENT OF TRANSPORTATION

AS-BUILT SUMMARY

SHEET NO. ____ OF ____

Route 123 Section Z Federal Aid No. ____

Other Description ____

Item No. 69 Item Description BITUMINOUS STABILIZED SURFACE COURSE MIX II

Made By MIA TECHNICIAN Date 03/02/99 Checked IN[illegible]OR Date 03/09/9

SUMMARY

Plan Sheet	Plan	Revised	Asbuilt
5	1000.0 MG	[illegible]3 MG	1020.3 MG
6	1000.0 MG	22.4 MG	1022.4 MG
7	1000.0 MG	1001.1 MG	1001.1 MG
IAWD			
TOTAL	3000.0 MG	3043.8 MG	3043.8 MG

BITUMINOUS CONCRETE ADJUSTMENTS

LOT 1	[illegible]M	-60.9 MG
	[illegible]AP	0.0 MG
	THICKNESS	0.0 MG
	[illegible]DS	-15.0 MG
	[illegible]E TOLERANCE	0.0 MG
Total		-75.9 MG

[illegible]NAL PAYMENT QUANTITY 3043.8 MG - 75.9 MG

2967.9 MG

REFER TO DC-27 & DC-29A (NOT SHOWN)

RESCINDED 09/16/2016

ATTACHMENT E-1 (METRIC)

Form DC-30 (c)
3/94

NEW JERSEY DEPARTMENT OF TRANSPORTATION

AS-BUILT WORK SHEET

NO. ____ OF ____

Route 123 Section Z Federal Aid No. ____

Other Description BITUMINOUS CONCRETE SURFACE [illegible] HD

Item No. 69 Item Description BITUMINOUS STABIL[illegible]D [illegible]RFACE COURSE MIX

Made By MIA TECHNICIAN Date 03/02/99 Checked By [illegible] Date 03/09/9[illegible]

1. BITUMINOUS CONCRETE ADJUSTMENTS [illegible] 196 SPEC)

JOB MIX LB-256 5 SAMP[illegible] ([illegible]3-2, 903-4)

RANGE — NO RANGE PENALTY [illegible]E 903-4

MIX — FAILURES-N[illegible] 8 [illegible] (AVG)

[illegible] ASPHALT [illegible]-VG)

* PENALTY

NO 8 SIEVE [illegible] $\frac{2.0}{4.0} \times 100 = 50\% \Rightarrow 2\%$

ASPHALT [illegible] $\frac{.05}{.45} \times 100 = 11.1\% \Rightarrow 2\%$

* PEN[illegible] [illegible]LE 903-6 USE HIGHEST
** MAX[illegible] FROM JOB MIX FORMULA
*** TO[illegible] % [illegible]OM TABLE 903-2 DRUM PLANT

PEN[illegible] * 1583.47 MG = 31.7 MG

2. STA[illegible] LB-256 1996 SPEC

AVG > [illegible] 7.1 > 6.7

NO [illegible]BILITY PENALTY

3. BI[illegible]NOUS CORE SUMMARY (THICKNESS)

N[illegible] THICKNESS PENALTY

RESCINDED 09/16/2016

ATTACHMENT E-1 (MET

Form DC-30 (c)
3/94

NEW JERSEY DEPARTMENT OF TRANSPORTATION

AS-BUILT WORK SHEET

SHEET ___ OF ___

Route 123 Section Z Federal Aid No. ___

Other Description ___

Item No. 69 Item Description BITUMINOUS S... SURFACE COURSE MIX I

Made By MIA TECHNICIAN Date 03/02/99 Checked By IN... INSPECTOR Date 03/09/9

4 BITUMINOUS CORE SUMMARY (... VOIDS)

ADD 3 AIR VOID. PAY ... TUST... S (SURFACE)

LOT 1 LOT A +1 ...
LOT B -16 ...
LOT C ...

$\boxed{-15 \text{ MG}}$

5 SURFACE TOL... ...NC... LB-315

NO PEN... Y

RESCINDED 09/16/2016

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION G-1	DATE
CONSTRUCTION COMPLETION	AS-BUILT PAVEMENT DATABASE IMPLEMENTATION	05/15/06

2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VII SUBSECTION G-1 SUPERCEDED BY

The Resident Engineer shall submit Form DC-177 to the Pavement Management Section of the Bureau of Project Support and Engineering after completion of work on State or Interstate Routes involving roadwork, new pavement, resurfacing, and/or reconstruction.

1. ATTACHMENTS

   Sample - As-Built Database Input Form (Attachment "A)

2. DISTRIBUTION

   Original: Bureau of Civil Engineering
   Pavement Management and Technology Unit
   New Jersey Department of Transportation
   P. O. Box 600
   Trenton, NJ 08625

   Copy Regional Construction Office

   Copy Project Field Records

Form DC-177 5/00

ATTACHMENT "A"

NEW JERSEY DEPARTMENT OF TRANSPORTATION
AS - BUILT DATABASE INPUT FORM

Page _____ of _____

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VII, SUBSECTION G-1

UTE:	SECTION:	AS—BUILT DATE:
TYPE OF WORK:		MEASURING SYSTEM English ☐ Metric ☐
MUNICIPALITY:	COUNTY:	REGION:
CONTROL SECTION:	UPC NO.:	DP NO.:
BEGIN STATION:	END STATION:	MEDIAN TYPE:
BEGIN MILEPOST/ KM:	END MILEPOST/ KM:	TOTAL MILES or KILOMETERS:
AADT/YEAR: /	DHV:	% D:
/	% TRUCKS	V: MPH or KM/H

LOCATION INFORMATION		CROSS SECTION INFORMATION			
		MAINLINE		SHOULDER	
STA	MILEPOST or KM	MATERIAL	THICKNESS	MATERIAL	THICKNESS

SHOULDER AND LANE WIDTHS

STA	MILEPOST or KM	DIR N, E	SH OS	LANES etc, 3, 2, 1	SH IS	DIR S, W	SH IS	LANES 1, 2, 3, etc.	SH OS

REMARK: _____

Person Completing this Form _____ Resident Engineer _____

Telephone No. ( ) -

● *FOR INSTRUCTIONS REFER TO REVERSE SIDE* ●

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VII, SUBSECTION G-1

INSTRUCTIONS FOR COMPLETING THE AS-BUILT DATABASE INPUT

1. Fill in the lines at the top of the form from the Design Traffic information and from the key sheet contained in the Key Sheet.
2. Fill in the Cross Section and the Shoulder and Lane widths portions of this form from the information contained on the Typical Sections Plan Sheets.
   a. The information required is for the pavement and shoulders.
   b. On projects, which contain changes in pavement or shoulder material or change in thickness of the same materials along the profile, use stations and mileposts/KM to define those limits.
   c. On projects with acceleration or deceleration lanes or changes in lane widths, use stations and mileposts/KM to define the limits.
   d. If typical sections are more complicated, send a copy of the Key Sheet and all typical sections.
3. If the project stations contain equations, place them in the remarks section of the form.

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION H	
CONSTRUCTION COMPLETION	CONSTRUCTION AS-BUILT PROCEDURE	03/04/11

1. Introduction

This subsection of the Construction Procedures Handbook provides a standardized procedure and format for the preparation of as-built quantities for contract items. The As-Built sheets (DC-30) are to be prepared manually or using ACES with manual modifications as specified in this subsection. The as-built plans are to be prepared with care and due diligence because of their importance to future contracts.

Following Substantial Completion the Resident Engineer will finalize the as-built quantities for all pay items and for Extra Work that has been authorized and incorporated into the project and submit the as-built quantities to the Contractor for review and agreement in accordance with Specification Subsection 109.10. The Contractor review period shall be 20 calendar days and a due date shall be included in the transmittal letter. The Resident Engineer has the discretion to extend the Contractor's 20 day response period but only upon receipt of a written request from the Contractor within that 20 day period. Resident Engineers are to be guided by the Project Completion Flow Chart at the beginning of CPH Section VII that shows all as-built work must be completed within 90 days of substantial completion so that final payment can be made in accordance with the time line.

Contract items for which final DC-30 sheets are to be prepared manually are those with large quantities that generate numerous pay reports and those that are constructed and paid for partially, piece-meal or in fragmented sections over many reported stations and locations. Preparing these items manually will provide a conformance to the established format where the piece-meal or fragmented sections are shown in whole runs or overall sections on each sheet on the As-built sheets (DC-30). This will aid in the detection of gaps, overlaps and errors in reporting during construction. The 1990 revision of the Construction As-Built Manual shall be used as a guide for sample DC-30 sheets. This manual will eventually be updated to include sample DC-30 sheets prepared on ACES and using metric quantities. This procedure will supercede any conflicting items in the 1990 As-Built Manual.

Contract items for which final DC-30 sheets may be prepared on ACES are those paid for by lump sum or unit, those with minimal pay reports and locations, those with small quantities and those that are constructed and paid for in whole runs or sections.

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The Resident Engineer will from time to time, prior to completion of the project, complete as-built quantities and incorporate those quantities into the monthly estimate certificate through an appropriate Construction Order. (Refer to CPH Section IV-B and Contract Specifications Subsection 109.10).

2. Reporting of Items

During the course of construction, completed quantities for contract items that are to be as-built on ACES DC-30 sheets will be reported on the ACES system as pay quantities only. Reporting of as-built quantities on DC-30 sheets shall be withheld until the item has reached completion and the as-built pay quantity has been established. This will allow for any corrections or adjustments without having them appear on the final ACES DC-30 sheets.

Quantities for items that are to be manually added on DC-30 sheets may be reported as both pay and as-built quantities during the course of construction since any corrections or adjustments that may be made to the quantity will not appear as such on the final manual DC-30 sheets.

Quantities for all contract items will be reported to the nearest decimal in accordance with the following:

Unit Price	Report Pay Quantity To the Nearest	Example
From $ 0.01 to $ 9.99	Whole Unit	7 CM (CY)
From $ 10.00 to $ 99.99	Tenth Unit	7.1 CM (CY)
$100.00 and over	Hundredth Unit	7.14 CM (CY)

Rounding off of quantities shall occur as follows:

If the portion of decimal to be dropped is less than one-half of an increment, the last digit to be retained remains the same. If the portion of the decimal to be dropped is one-half or more of an increment, the last digit to be retained is increased to the next higher number.

Examples:

Unit Price	Measured/Calculated Quantity	Is Rounded Off To
$ 8.50	235.3 LM (LF)	235 LM (LF)
$ 7.50	103.5 SM (SY)	104 SM (SY)
$ 35.65	956.57 MGR (TONS)	956.6 MGR (TONS)
$ 46.00	405.13 SM (SY)	405.1 SM (SY)
$ 75.00	160.45 CM (CY)	160.5 CM (CY)
$215.00	123.135 CM (CY)	123.14 CM (CY)

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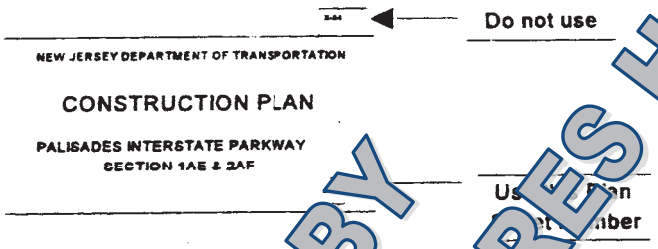
Reporting of pay and/or as-built quantities will be referenced to their respective Plan Sheet Numbers. The Plan Sheet Number will be as noted below.



3. Office Plans

A set of plans will be maintained in the office to record all work. As construction proceeds completed work shall be plotted on the plans to insure that all items are accounted for. It is also important that all extra work is plotted on the office plans along with any uncovered unknown conditions which were not known and have been left in place. This includes utilities. The office plans will be used in preparation of the As-built Plans in accordance with Paragraph 8. of this subsection.

4. Adjustments to Quantities

When Plan Quantities for items distributed on plan sheets are adjusted by Construction Order, Increases and Decreases will be entered into ACES in reference to their respective Plan Sheet.

For items not distributed on plan sheets such as Force Accounts or Lump Sums, enter **N/A or IAWD** (In Accordance With Directed), whichever is applicable.

5. As-Built Pay Quantities

When an item has reached completion and all pay quantities have been entered, preliminary DC-30 as-built sheets can be generated from ACES. These sheets will be used to establish as-built pay quantities and assist in the preparation of final DC-30 sheets manually from ACES.

The Resident Engineer will review the preliminary DC-30 reports, all previously entered pay quantities, and data sources to establish the as-built pay quantity, based upon plan sheet totals where applicable, for each pay item. Any corrections or adjustments that are necessary shall be made with appropriate DC-29 entries. A check shall be made to verify that the totals of the DC-29's, DC-30's and DC-70's are in agreement.

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To expedite the as-built process, as contract items are completed, items may be submitted to the Contractor for agreement. The As-Built pay quantities shall be sent to the Contractor for concurrence with a 20 calendar day turnaround time. Any disputed quantities will be resolved and if necessary corrected by means of appropriate DC-29 entries. Once an agreement (See Note #2) on the as-built quantities has been obtained, the DC-30 sheets shall be finalized. To finalize the ACES DC-30 sheets, the As-built DC-29 Reports are to be entered and the final DC-30 Reports generated. Manual entries are then required as specified in Paragraph 7. of this subsection.

NOTE #1: As-builts prepared on ACES DC-30 sheets do not eliminate the need to accurately prepare and check the as-built information and provide the separate signatures of the preparer and checker.

NOTE #2: The Resident Engineer shall proceed with project closeout without the contractor's agreement if the contractor does not respond within 20 calendar days (established due date) following substantial completion. (See Project Completion & Closeout Flow Chart in the end of CPH Section VII)

An As-Built Review by the Bureau of Construction Engineering will be scheduled in accordance with CPH Section I-H when as-builts and as-built plans are completed.

6. <u>As-Built Data</u>

As-Built measurements shall be taken as soon as practical after completion of any portion of item. Measurements shall be recorded on sketches as part of inspector's reports (DC-29's) or in standard field books in accordance with the samples in the Construction As-Built Manual. In no case should a portion of an item be as-built in a field book and another portion on inspector's reports. The as-built field books and inspector's reports shall be reference documents for the As-Built Sheets (DC-30).

a. Calculations and sketches are to be shown on the reference documents or DC-30 sheets. Calculations and sketches presented on the DC-30 sheets shall be referenced to the appropriate as-built source document (field book, DC-29, plan dimension, etc.).

b. Earthwork Calculations Sheets (DC-19) shall be used for Stripping, Roadway Excavation, and other earthwork items that may be calculated by Construction and/or Design personnel that are not Pay Proposal Quantity items (see paragraph 7j below).

c. Legible copies of all as-built calculations and sketches shall be maintained in the project records.

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7. As-Built Sheets (DC-30)

a. The DC-30 sheets for any specific item shall indicate the plan and revised plan (where applicable) and as-built quantities for each plan sheet and separate work location listed. On ACES DC-30 sheets these quantities shall be manually entered neatly. ACES DC-30 sheets also indicate pay quantities. On ACES DC-30 sheets (Summary or Detail), if a plan sheet number and its original quantity do not appear because of no work performed, then the plan sheet number and all its quantities must be manually entered neatly. The Plan quantity shown on the DC-30 sheets shall be either the original contract quantity for original items or the initial quantity for an Extra Work item. The Adjusted quantity will result from item quantity adjustments by Construction Orders. The DC-30 Summary Sheets shall include any approved Construction Orders processed prior to the final As-Built Construction Order; indicate Extra Work, increased and decreased quantities to the original contract; and refer to the supporting documentation used. On ACES DC-30 sheets the reference document(s) for each item must be manually entered neatly at the bottom of the summary sheet.

b. Completed DC-30 sheets shall be assembled with the items in consecutive order, and maintained in the project records in a suitable cover binder.

c. Extra Work shall be organized in road and bridge categories following the original contract items, and shall be in the order of their respective item Numbers (9001, 9002, etc.). The DC-30 sheets shall be referenced to the respective Construction Order(s).

d. When the DC-30 sheets for an item are completed, the sheets for that item shall be numbered consecutively using the following format:

Sheet ___ of ___

On ACES DC-30 sheets the numbering is to be entered manually.

e. All information at the top of the DC-30 sheets shall be completed. On ACES DC-30 sheets whatever is omitted by the ACES system shall be entered manually (e.g. preparer and checkers signatures and dates, etc.).

f. Road items are to be identified with a station and offset. Bridge items are to be identified according to their location in the structure or with a station and offset, whichever is more appropriate. This information shall be entered manually if necessary on ACES DC-30 sheets.

g. Items deleted from the original contract shall have a DC-30 Summary Sheet prepared manually indicating a zero quantity and refer to the Construction Order(s) (if applicable) accomplishing the deletion. A DC-29 showing a zero as-built

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quantity shall be made out to indicate the reason for the deletion and be referenced in the item file.

h. Each item shall have a separate DC-30 Summary Sheet, and each item requiring calculations and other supporting information shall have separate DC-30 Worksheets/Detail sheets; no more than one item shall appear on each DC-30 sheet. The only exception is for any contract "NO ITEMS" that are listed consecutively. A group of "NO ITEMS" listed in order may be shown on one DC-30 Summary Sheet prepared manually. The DC-30 Summary Sheet shall contain summary information only; no calculations or back-up information shall appear on a DC-30 Summary Sheet.

i. On projects with multi-participation, the participation breakdown will be entered on each DC-30 Summary Sheet where applicable (a particular item has multi-participation).

j. DC-30 Summary Sheets for type 1 and type 2 pay items as defined in Specifications Subsection 109.01 for which the specifications indicate that payment is to be made for the quantity in the proposal adjusted for change orders, and also, any contract item that may be designated in the specifications not to be measured and payment to be made for the quantity in the proposal adjusted for change orders, the reference to the appropriate specification (i.e. Subsection 109.01, subsection [illegible] method of measurement) by which the item is measured or calculated, the requestor (Department or Contractor) should be noted on the DC-30 Summary Sheet.

NOTE: Pay proposal quantities are not "spot" as-built items. The percentage difference for as-built adjustment is of the entire quantity in the proposal adjusted for change orders. However, pay proposal quantities can be adjusted for additional work that is required beyond work shown in the contract documents and conversely work shown can be deleted by Construction Order. Unless specifically stated in the Construction Order, adjustments made will not be measured.

8. As-Built Plans

a. Changes made by Construction that affect the accuracy of the plans will be neatly sketched in red ink or red pencil on the plan sheet(s) of an As-Built Plan Set, upon which the changes occur. Some examples would be the change in location of an item, additional or deleted items, permanent "If and Where Directed" items or geometric changes such as extension of guide rail, driveway revisions or field changes in accordance with CPH Section IV-A, uncovered field conditions, such as an existing pipe, conduit, bridge foundation, etc., that is left in place, and utility changes. The As-built Plans need to be as accurate as possible because they will be used as a reference for future projects.

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b. Formally issued Change-of-Plan sheets will be inserted in the As-Built plan set, immediately behind the original plan sheet. They too must be as

c. All As-Built Quantities will be neatly entered in the As-Built plan set on the Estimate-Distribution of quantities sheet.

d. The following statement will be included on the Key Sheet of the As-Built Plan set and will be signed and dated by the Resident Engineer. (See Sample Attachment "A")

> I certify that to the best of my knowledge the project has been constructed in conformity with the original plans, specifications and modifications, if any, as described in the various Construction Orders, numbers _____.
>
> _____ _____
> RESIDENT ENGINEER DATE

e. Electrical As-Built Plans shall be prepared by the Resident Engineer for new or revised Traffic Signals. These as-built plans shall be prepared in the same manner as the complete set of as-built plans.

The Intersection's Electrical As-Built plans shall be provided by the Resident Engineer at the traffic signal turn-on, in accordance with CPH Section VI-H. A copy shall also be included in the set of as-built plans.

9. As-Built Summary DC-104

The final DC-104 As-Built Summary Report shall be generated by ACES. All Construction Orders and final adjustments to items shall be shown. When applicable, the Resident Engineer shall prepare a memorandum for attachment to the DC-104 report listing all contract "NO ITEMS" that are not shown on the DC-104 computer print.

10. Information Required by the Division of Design Services

a. The Regional Survey office shall be notified when cross-sections are required for Borrow Pits, Channel Excavation, Wet Excavation, Unsuitable Material, Extra Depth Excavation, Borrow Excavation, Zone 2, etc. Before construction starts, the Resident Engineer shall make sure that a current set of original ground elevations has been taken in the above areas.

b. Before any areas of the cross-sections are calculated, a meeting will be held with the Regional Survey Coordinator, Resident Engineer, and Contractor to review and confirm pay limits.

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CONSTRUCTION PROCEDURES

c. The Resident Engineer shall submit the following to the appropriate Design (Regional Survey) with a copy of the letter of transmittal to the Regional Construction Engineer, Field Manager and Project Manager:

1) As-Built plans
2) As-Built Summary (DC-104) (Retain original, submit a copy).

NOTE: On items for which the Division of Design Services is responsible for as-built calculations, the Resident Engineer will request from the Division of Design Services the original calculations for inclusion in the project files.

11. As-Built Index

An as-built index shall be placed at the beginning of the DC-30 sheets in the soft cover binder. A copy of the DC-104 As-Built Summary Report can be used as the index. A sample index is included in the Construction As-Built Manual. The sample DC-30 sheets in the Construction As-Built Manual shall be used as a guide for all As-Built work manually prepared or generated by ACE.

12. As-Builts for projects with 2006 Standard Specifications

a) Review Section 104.03.03 Types of Changes to determine if any contract item is to be adjusted as described in this section or whether a change is to be addressed by a supplementary agreement item.

b) Review Section 109.01 Measurement of Quantities.
Review the Estimated Distribution of Quantities in the plan sheets to identify which items have been designated as measured items (M) or as proposal items (P) by having suffix P or M in the item number respectively.

c) The percentage difference for As-Built Adjustment of a proposal item (P) as indicated in section 109.01 is based on the entire quantity in the proposal not on percentage differences or discrepancies of quantities at individual locations or individual plan sheets.

d) Review Section 109.08 As-Built Quantities for procedure of acceptance of As-Built Quantities by the Contractor.

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e) Review Section 152.04 Insurance.
Final payment for the noted liability insurance items (OCP, Pollution, Railroad) is based on the bid amount. Final payment is not to exceed the bid amount. The paid invoices are to be kept in project files. Refer to BDC # BDC10S-12 dated 12/22/10.

f) Review Section 155.03.03 Telephone Service.
Telephone Service consists of monthly charges for telephone and cellular phones provided for the field office and materials and laboratory including set up charges. Payment for Telephone Service is for the actual costs of the charges as evidenced by paid bills submitted within 60 days of receipt from the service provider for telephone and cell phones.

g) Review Sections 401.03.02 (H),(I),(J),401.03.01 (H),(I), 405.03.02 (I), (J) , 405.03.02(I),(J), 507.03.02(I) and 90[illegible].05 (E), (F). Asphalt and Concrete Quality pay adjustments shall be applied by creating the applicable extra item from the 2007 Standard Pay Item List.

The Standard Pay Item list with item description can be found at:
http://www/st[illegible]/transportation/business/transport/pdf/payitemlist.pdf

This includes Hot Mix Asphalt Air Void Quality Adjustment, Hot Mix Asphalt Rideability Quality Adjustment, Hot Mix Asphalt Thickness Quality Adjustment, Concrete Thickness Quality Adjustment, Concrete Rideability Quality Adjustment and Concrete Strength Quality Adjustment. Note: Adjustments cannot be made in Asphalt or Concrete contract bid item.

13. Regional Construction Stormwater Report

At Substantial Completion the RE must complete a DC-13 Regional Construction Stormwater Report. Each type of stormwater/drainage structure constructed or modified must be shown on the report. All the stormwater structures specified in Subsection 102 of the Standard Specifications and Items such as Retention Basins, Wetland Mitigation, Weir scuppers etc must also be shown on the report. Record the milepost for interstate, State and county routes on the form. For locations which do not have a milepost, record the station provided on the Plans. The RE must submit the report to the Regional Office by December 31 of each year. The Region Office will compile all the reports into a master report and submit them to Environmental Services before March 1 of the following year.

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2011 CONSTRUCTION SUPERCEDED BY SECTION VII, SUBSECTION H PROCEDURES HANDBOOK

UTILITIES
NEW JERSEY DEPARTMENT OF TRANSPORTATION ROADWAY L...

State of New Jersey
Department of Transportation

PLANS OF

ROUTE 440 (1953)

FROM THE VICINITY OF THE N.J. TURNPIKE (RP 0.00) TO THE OUTER BRIDGE (RP 7.25)

CONTRACT NO. 0009S0537

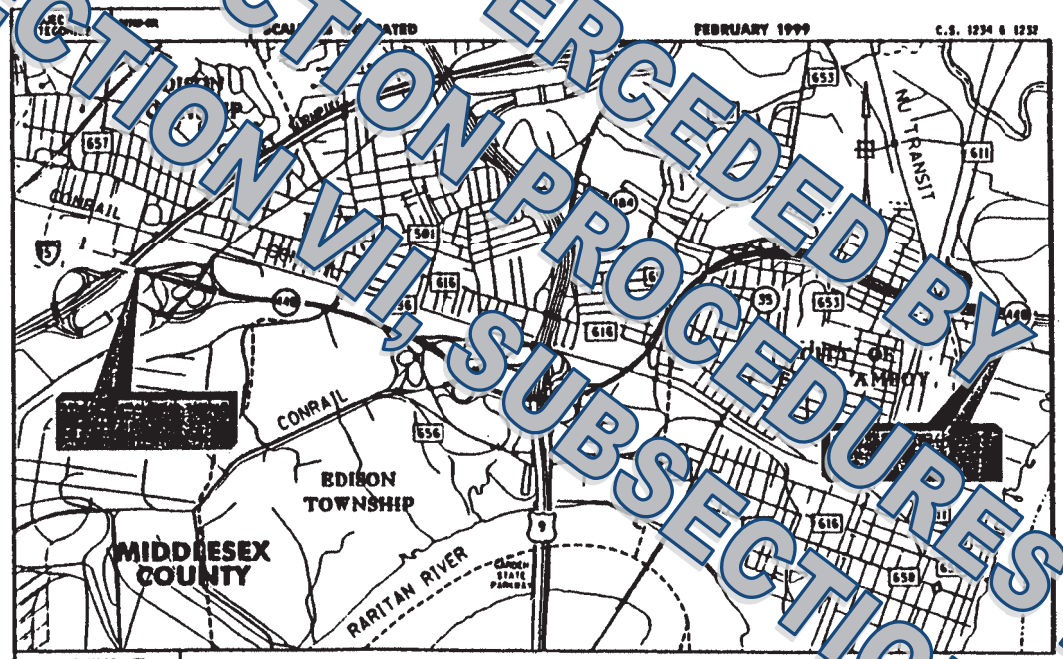
LANDSCAPE ENHANCEMENT

...SHIP OF EDISON ... AND
... PERTH AMBOY

COUNTY OF MIDDLESEX

FEBRUARY 1999

C.S. 1234 & 1232



HIGHWAY TYPE - FD

KEY MAP

NOT TO SCALE

TYPE	FEDERAL PROJECT NO.
N.J.	STP-34(106)

INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
1	KEY
2	ESTIMATE - DISTRIBUTION OF QUANTITIES
3-4	TRAFFIC CONTROL PLAN
5	CONSTRUCTION DETAILS
6-8	LANDSCAPE DETAILS
.	.
.	.

STANDARD ROADWAY CONSTRUCTION/TRAFFIC CONTROL/BRIDGE CONSTRUCTION DETAILS BOOKLET OCTOBER 1996, AND STANDARD ELECTRICAL DETAILS BOOKLET, 1996, ARE APPLICABLE TO THIS PROJECT EXCEPT FOR THOSE DETAILS CONTAINED HEREIN.

WORK SITE LOCATIONS AND WORK DESCRIPTIONS ARE ON LANDSCAPE CONSTRUCTION AERIAL PHOTOGRAPHS 1 THROUGH 20 ATTACHED TO THE SPECIAL PROVISIONS.

THE CONTRACTOR SHALL COMPLY WITH THE STATE'S UNDERGROUND FACILITY PROTECTION ACT AND NOTIFY THE STATE'S ONE CALL SYSTEM AND IDENTIFY ITSELF AS THE STATE'S CONTRACTOR AND SPECIFY THE ROUTE AND SECTION NUMBER OF THE PROJECT BEFORE PERFORMING WORK ON THE PROJECT. THE ONE CALL SYSTEM CAN BE REACHED BY CALLING 1-800-272-1000.

CERTIFICATION

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THIS PROJECT HAS BEEN CONSTRUCTED IN CONFORMITY WITH THE ORIGINAL PLANS, SPECIFICATIONS, AND MODIFICATIONS, IF ANY, AS DESCRIBED IN THE VARIOUS CONSTRUCTION ORDERS, NUMBERS --- THROUGH ---.

RESIDENT ENGINEER DATE

Submitted: _____ Director Project Management

Approved by: _____ Assistant Commissioner/Capital Program Management Date

TOTAL LENGTH OF THE PROJECT = 7250 METERS OR 7.25 KILOMETERS

TOTAL LENGTH OF FEDERAL PROJECT NO. STP-34(106) = 7250 METERS

1996 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION TO GOVERN

1-8

ATTACHMENT "A"

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION I	DATE
CONSTRUCTION COMPLETION	STORAGE OF MATERIALS FROM COMPLETED OR TERMINATED CONSTRUCTION PROJECTS FOR USE ON FUTURE CONSTRUCTION PROJECTS	05/15/06

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1. To prevent theft or damage to materials not incorporated into a completed or terminated construction project, that will become the property of the NJDOT specifically for use on a subsequent project or project not yet awarded, the Resident Engineer, through the chain of command, shall notify the Executive Director of Regional Operations with a list of specific materials. This should be accomplished at the earliest possible date, prior to the completion of the construction project so that any special handling or needs can be accomplished as part of the contract, because Maintenance may not be capable of picking up and moving the materials.

2. The Executive Director of Regional Operations shall determine whether the value of materials, difficulty of storage or security measures are an issue and if so, set up a "security meeting". When a meeting is necessary the Executive Director of Regional Operations shall arrange the meeting and invite a representative from the Office of Investigative and Security Services, the Resident Engineer, and an employee designated by the Executive Director of Regional Operations as the "monitor". The monitor will inventory materials and periodically verify their condition and quantity, and if there are any losses and damages will report them to the Executive Director of Regional Operations.

   NOTE: Items of significant value and bulk materials such as fill and top soil may be excluded depending upon the difficulty of control. This should be addressed at the security meeting.

3. The Executive Director of Regional Operations will be responsible for the determination of the measures needed to ensure security, storage location, and methods of storage.

   NOTE: Should materials to be stored be of a chemical nature (e.g., paints, coatings, aromatic compounds, etc.) the Bureau of Project Support, Environmental Services and Support Unit, shall be contacted at (609) 530-2975 to determine how to store the materials in an environmentally acceptable manner or if the materials should be disposed of as hazardous waste by the contractor.

4. The Executive Director of Regional Operations will insure that a monitoring plan is developed. This plan will include a detailed report with exact locations for each material and the systems of security to protect these materials. The monitoring plan will name

the employee, designated by the Executive Director of Regional Operations, who will be responsible to perform routine checks of materials. The monitoring plan will also state at what intervals the checks will occur. In the event of damages or losses, refer to current Department Procedure 2.1101. In the event a security meeting is not held, a monitoring plan will be prepared once it is known what materials are to be stored. A standard monitoring plan can be utilized adjusting steps to fit the situation. The monitoring plan will be maintained by the Executive Director of Regional Operations and a copy filed with the Office of Investigation and Security Services. .

5. Prior to turning over materials to a NJDOT designated storage facility, a joint inventory will be made by the contractor's representative and the monitor of the material as it is being stored. The inventory will list the quantity and condition of each material. The contractor and the monitor will both sign a concurrence to the inventory's accuracy. A copy of the inventory will be provided to the Resident Engineer for the project records.

   In case of a terminated or defaulted contract where the cooperation of the contractor is not possible, the Resident Engineer will prepare and sign a preliminary inventory. When the materials are then stored, a follow up inventory will be taken by the monitor. Any discrepancies between the two will be reported to the Executive Director of Regional Operations. The original of the final inventory will be maintained by the Executive Director of Regional Operations with a copy to the monitor and the Resident Engineer.

6. Once the materials are stored, the Executive Director of Regional Operations is to determine if State and/or local police should be notified. When notification is necessary, a complete description of items, quantities and storage locations will be provided to those organizations.

7. Prior to advertisement of the new contract, the Project Manager should have contacted the Executive Director, Regional Operations to verify that the quantity and quality of the original inventory is consistent with the specifications of the new contract.

8. After the new contract is awarded, the established final inventory will be provided by the Executive Director of Regional Operations, through the assigned Resident Engineer, to the contractor that has been awarded the contract for which the materials were intended. Verification of the inventory will be made by the contractor's representative, the monitor, and the Resident Engineer. Termination of the monitoring plan will occur once written acceptance from the contractor has been received by the Resident Engineer. Copies of this acceptance will be provided to the Executive Director of Regional Operations, the Regional Construction Engineer and the monitor.

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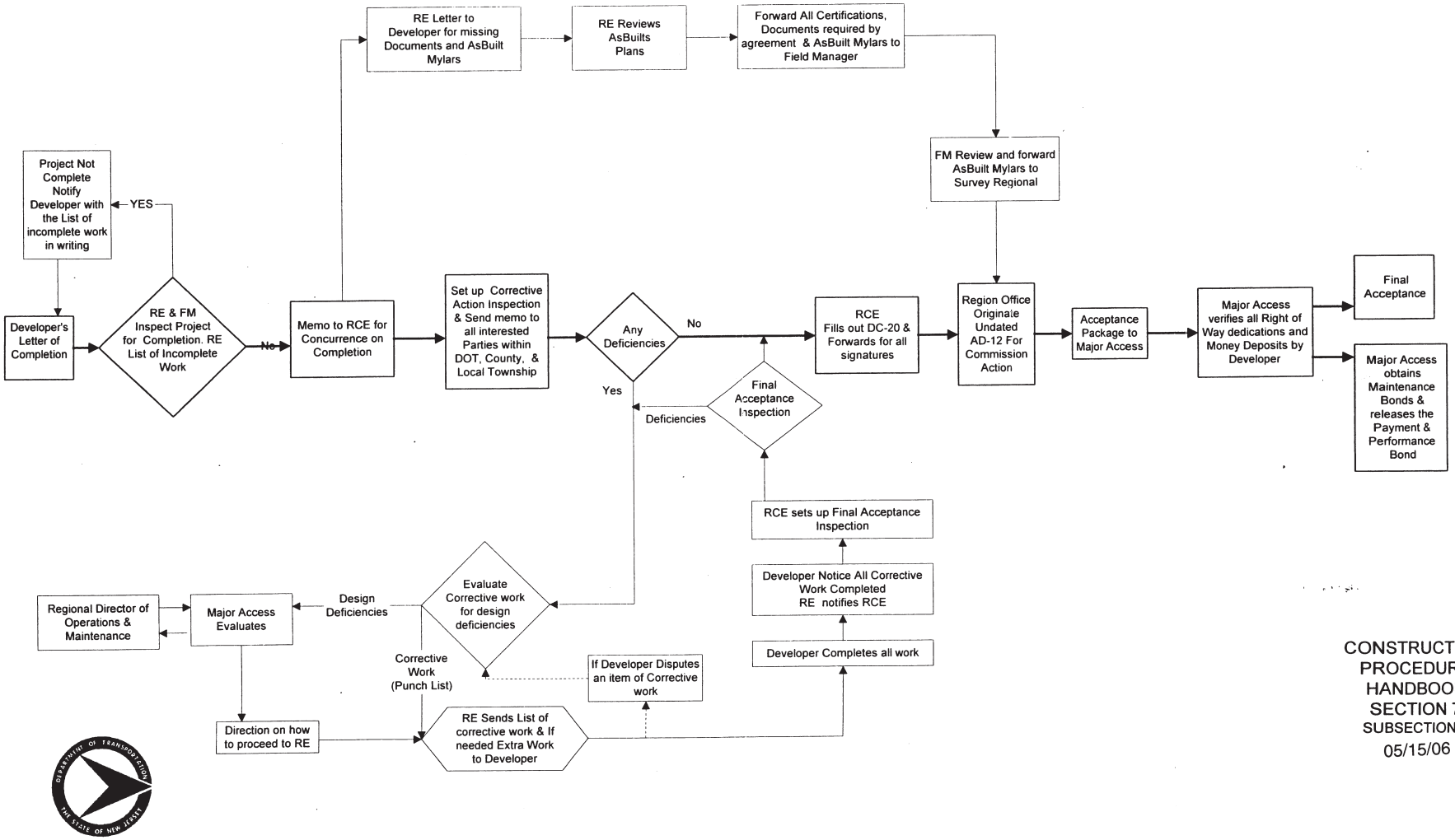
Legend
RE Resident Engineer
FM Field Manager
PM Project Manager
RCE Regional Construction Engineer

DEVELOPER AGREEMENT COMPLETION & CLOSEOUT

From Completion Notice to Acceptance



CONSTRUCTION PROCEDURE HANDBOOK
SECTION 7
SUBSECTION J
05/15/06

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION J	DATE
CONSTRUCTION COMPLETION	PROCEDURE FOR CLOSEOUT OF CONSTRUCTION WORK PERFOR ED UNE DEVELOPER AGREEMENTS	5/15/06

RESCINDED 02/05/2016

1. Once the Developer has notified the Resident Engi n wri g that the hi way improvements are completed the Resident Engine start the c seo procedure. (See CPH Section VII-A.4.b. t placing the term "Con t with "Developer"). The steps of the clos ut proce are shown on the Sec VII-J flow chart. If the Developer A ement proj included w ng on an Interstate System, the FHWA is to be n as if was a Federal inating project. The Resident Engineer wi sure t uired document have en received, e.g., As-built mylars and ma l certific ns.

   NOTE #1 - The Maintenance B ccepted at t time. highway improvement must be accepte ore the Maintenance Bon an be p ded by the Developer and the Pe forma ayment Bonds released he St . The Maintenance Bond will be sted b ior Access f Dev after the AD-12 is executed by Design S es. (Refer to Attac ment)

   NOTE #2 - A requi ent associated with some Developer g ments is the dedication of Right -Way (RO) to the State by t Develo The Bureau of Property and Relo ion should ertify to the Region nd Ma Access Permits when all dedications e beer atisfactorily mpleted. ight-of-Way dedications should be co leted e AD-12 i xec by Director of Design Services.

2. The Resi t E neer all notify the R ion to pr Form DC-20, "Certificate of Completi , for his/ signature. ere Attachment "A")

3. On the C-20 is signed by the Res t Engi r, it shall be forwarded with any o er do ents required by the A eeme Field Manager.

4. The ident gineer will f ard the s-built mylars to the Regional Survey and Design with a co y o he tra mittal memorandum to the Regional nstructio Engineer, F d Ma ger and Major Access Permits. That office will ke copies of the As uilt m ars nd forward the original mylars to the ng Documents Unit.

   TE #3 - Prior t orwar the as-built mylars will be reviewed by the Resident E neer for all fie anges d revisions. The Resident Engineer will attach a memorandum of reco ting at the As-built mylars have been reviewed and are correct to the best of his/he owledge.

5. The Field Manager will review Form DC-20, sign it where indicated and forward the DC-20 to the Regional Construction Engineer.

6. The Regional Construction Engineer will prepare a transmittal memorandum to the Executive Director of Regional Operations and forward it with the DC-20 for Operations acceptance.

7. The Executive Director of Regional Operations will sign the Form DC-20 where indicated and return it to the Regional Construction Engineer.

   The Regional Construction Engineer, after the Form DC-20 is returned from the Executive Director of Regional Operations signs the DC-20. The Regional Construction Engineer shall prepare an updated Form AD-12, "Department Action Slip", (Refer to Attachments "B"& "C") and forward it along with the DC-20 to Major Access for acceptance and signature once the ROW dedication is completed and monies owed the State are received from the Developer (See Notes 4 & 5). A copy of the Transmittal to Major Access shall be forwarded to the Bureau of Construction Engineering signifying construction's [illegible] closeout and to the Bureau of Agreement Accounting to inform them that the Construction portion of the agreement is ready for final closeout.

   NOTE #4 - The Right-of-Way, and/or Major Access units will determine what actions should be taken if the ROW dedications or monies owed delay fulfillment of the terms of the Agreement for any substantial amount of time. A letter to the Developer from Major Access Permits explaining liability responsibilities due to ROW dedication not being finalized should be [illegible].

   NOTE #5 [illegible]es due the State for Design Review, construction inspections, etc. must be paid in full. The AD-12 should not be executed until the Bureau of General Accounting certifies to Major Access Permits that all monies due to the State have been received. This certification should be coordinated by the Office of Major Access Permits.

9. Major Access sends an original signed DC-20 to the Developer along with the required application of Acceptance letter (Refer to Attachment "D"), and sends copies of those documents as well as the signed Form AD-12 to the Resident Engineer and Regional Construction Engineer.

   The retention of these office records will be in accordance with Section VII-L "Retention and Storage of Construction Records".

RESCINDED 02/05/2016

Form DC-20 03/04

New Jersey Department of Transportation
CERTIFICATE OF COMPLETION

Final Acceptance

Route & Section or Project Name: **Route 1, Section 1AZ**

Region:	Federal Project No.:	Job No.:	DP File No.:	Date:
North	Non Federal	12[illegible]56	[illegible]94000	01/01/04

Local Name of Project: **Access to Acme Development at Avenue A, Prosperity Township, Agreeme[illegible]**

Type of Work:

Contractor: **Use Developer's name.**

Address: **[illegible]ain Stre[illegible] Typical City, NJ**

Contract Starting Date	Substantial Completion Dat[illegible]	Final [illegible]te	Co[illegible]etion
Use Precon. Conf. date	N/A	0[illegible]1-2004	01-01-2[illegible]4

RECOMMENDED FOR ACCEPTANCE:	[illegible]NATURE / EXECUTI[illegible]APP[illegible]	DATE
, Reside[illegible]neer		
, Supervisin[illegible]ct Engi[illegible]		
, Regional Elect. Mainte[illegible]upv.		
, Regio[illegible]tenance Engi[illegible]		
, Reg[illegible]al Constructio[illegible]gineer		
, Exec[illegible]Director, Re[illegible] North		
[illegible]t Manager		

CERTIFICATION OF COMPLETI[illegible]

In compliance with Subsectio[illegible]5.2[illegible] Sta[illegible]d Specifications, I certify that [illegible] the best [illegible]ny knowledge, information and belief, and on the basis of observations and [illegible], that th[illegible]ork has been c[illegible]ith the ter[illegible] conditions of the contract. The subject project is recommended for acceptance.

Program Manager, PM[illegible]up 1, CPM: [illegible]ow Indivi[illegible]l's Name Here — Date

Director of Projec[illegible]nager[illegible], CPM: Show Individual's Name Here — Date

CONCURRENCE:

Assistant [illegible]sioner, F. Howard Zahn — Date

Stat[illegible]ansport[illegible]er: Richard Dunne — Date

RECORD[illegible] SECRETARY, NJDOT: Jacqueline Trausi — Date

GUARANTY BOND (IF APPLICABLE):

Surety Corporation — Effective Date — Auditor — Date

DISTRIBUTION BY REGION / BUREAU MANAGER

Contractor / Developer — Prior to Commissioner Concurrence, The Original Signature Copy

Commissioner / Designee — The remaining three (3) copies (or four (4) for Certification Acceptance Projects), with dates and original signatures.

RESCINDED 02/05/2016

Form AD-12 - Pink 02/2004
Blue
Yellow

NEW JERSEY DEPARTMENT OF TRANSPO ATION
COMMISSIONER DEPARTMENT ACTI SLIP

nedule Page # ____ of _____

Date: February 20, 2004

Subject: Final Completion and Acceptance

Project: Developer Agreement No._____

Acme Development Corp., 123 Main Street, Typical City ey, 070 pleted all work u r D velop Agreement for the above noted project on January 6, 2

The project has been inspected and found satisfacto r final accept e

Any and all Right-of-Way dedications have bee comple

All monies due to the state have been received.
It is recommended that the project be accepted.

ROUTE (S)	SECTION (S)	DESCRIPTION
		ss to A Development a A, Pro Township, Agreement No. Voorhees County.

Year & Item No. Construction Program/Prem. Er priation Account No.

leral/State Project No.	Number	Federal Fund Sh	Fund Sharing
		$ ____ ____	Cash $ ____ ____ %
			In-kind $ ____ ____ %

Outside/Other Party Sharing	Non-P State Share	al A	Accounting Use-Req. No
Cash $ ____ ____		____ ____ %	
In-kind $ ____ ____	____ %	In-ki $ ____ ____ %	

EXECUTIVE APPROV AMES d TITLES g. Ref.

Name: Project E eer, M Access
Title:

Name: Manager, ccess DATE
Title:

Name: ATE
Title:

Name:
Title: DATE

APPROVED BY:

me
le Director, Design Services DATE

CERTIFICATION OF FUNDS

DATE
DIRECTOR, ACCOUNTING & AUDITING

SCHEDULE

APPROVED AND
ACTION CERTIFIED:

FOR THE NJDOT
COMMISSIONER OF TRANSPORTATION

Jacqueline Trausi, Secretary, NJDOT

RESCINDED 02/05/2016

ATTACHMENT "C"

New Jersey Department of T nsp tatio
Memorandum

TO: Thomas Hartman
Bureau of Major Access

FROM: Regional Construction ineer

DATE:

PHONE:

SUBJECT: Final Acceptance D per Agreement

Enclosed are the origin and copies the Certificate of mpletio rm DC-20, and Department Action Form D-12 for th ollowing De loper A eemen project:

Route	Project Nam
Route 1 Sect	Acce Acme A Development at Avenue "A", ospe ownship, Voorhees County Agre ent No.

Please p s o e ROW ded n is c pleted and monies owned the state are d as c d by the Bu u o reeme Accounting.

anager, Bureau of ainte ce En neering
ger, Bureau of affic Sig s and Safety Engineering
Ma ger, Bureau of L scape d Urban Design
Manager, Bureau of Co tie Engineering
Manager, Bureau of Agreement Accounting

RESCINDED 02/05/2016

ATTACHMENT "D"

August 31, 2005

Robert Spalterholz
Senior Vice President
Connell Realty & Development Co.
45 Cardinal Drive
Westfield, N.J. 07090-1099

RE: S-78-B-0016-94
I-78/ Oak Way Ramp
Twp. Of Berkeley Heights, Union Co...
4800100-S076

CERTIF... ...TANCE

Dear Mr. Spalterholz:

This certification confirms t... the a... and all asso...ted w...k co...form to the conditions of the permit... ...that the po...n of those imp...oveme...s w...in the State right of way is accepted... the Dep...ment as part of t... State hig... system. This certification is made pu...uant to N.... .C. 16:47-4.13(l) a... Part F...5T, X, and Part SECOND, D of the abov... ...veloper ...greement.

If there are any ...ions or concerns regardin... ...e ...pro...vements, please call me at (609) 53... ...579, ...case manager, Sara... ...aham ...09) 530-5567.

_____

Char... W. G...enzel
Projec... ...ger
Major Acce... ...r...s

...c: R... ...unn
A... ... COMMISSIONER
...unicipal Building In...
...egional Construct... Eng...
...dent Engineer
DAG

RESCINDED 02/05/2016

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION K	DATE
CONSTRUCTION COMPLETION	DOCUMENTS FHWA REQUIRED DOCUMENTS FOR ALTERNATE PROCEDURES AND FULL OVERSIGHT PROJECTS	05/15/06

2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VII SUBSECTION K SUPERCEDED BY

1. FA-8 Contractor's Statement of Materials and Labor:

   The FA-8 form is required on all Federal-aid Projects that are located on the National Highway System (NHS), except projects for which the total final construction cost of the roadway and bridge is less than $1 million or projects consisting primarily of (1) the installation of protective devices at railroad grade crossings, or (2) highway beautification. The Contractor is required to submit the FA-8 form prior to the completion date of the project. Liquidated Damages shall be charged if this form is not submitted in accordance with Specification Subsection 108.16. Liquidated Damages may only be waived with the concurrence of the Regional Construction Engineer.

   Upon receipt of the FA-8 from the Contractor, the Resident Engineer will review the form to verify that the figures are reasonable, complete PART-A, and submit to the Regional Construction Engineer/ Appropriate Bureau Manager for further processing. The Regional Construction Engineer/ Appropriate Bureau Manager will forward the original to the Supervisor, Federal Aid Coordination, for submittal to the FHWA. The Regional Construction Engineer's certification letter, attachment "A", will include a statement indicating the date the FHWA-47 was sent to the Supervisor, Federal Aid Coordination. If the project is less than $1 million or non-NHS, a completed FA-8 is not required and "N/A" is placed in the space in the sample Regional Construction Engineer Certification Letter attachment "A".

2. Regional Construction Engineer Certification:

   Upon receipt of all documents referenced in the sample Certification Letter, attachment "A", the Regional Construction Engineer/Appropriate Bureau Manager will prepare the letter that will have the following attachments:

   - Original LB-96 Material Certification
   - Original fully executed Final Construction Order without attachments but with the final cost sharing distribution (DC-173/174)
   - Original DC-123 Contractor's Final Certification of Compliance
   - Copy of the final Certification of Cost
   - Copy of the AD-12 Department Action Slip (Accepting the Project)
   - Another copy of the FA-8, if required

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VII, SUBSECTION K

- Written confirmation that the Final Inspection Deficiencies noted by the FHWA, have been corrected, if applicable.

Because of the requirements of this procedure, two (2) originals of the final Construction Order are to be prepared and forwarded through the system. The Bureau of Accounting and Auditing will return one (1) fully executed document back to the Regional Construction Engineer. When a Construction Order is not processed, "N/A" is placed in the space provided for the Construction Order number(s). This will allow the FHWA to quickly process the necessary paperwork to closeout the project.

3. Transmittal to Federal Aid Coordination:

Although addressed to the Division Administrator of the FHWA, the Regional Certification letter, attachment "A", signed by the Regional Construction Engineer/Appropriate Bureau Manager will be forwarded by cover memorandum, conforming to attachment "B", with the attachments listed to the Supervisor, Federal Aid Coordination. The Supervisor, Federal Aid Coordination will process and package the closeout documents to be sent to the FHWA.

The Regional Construction Engineer/Appropriate Bureau Manager will prepare a duplicate original signed Certification with copies of all referenced attachments, which will be forwarded to the Bureau of Construction Engineering to assist in the coordination of Federal Aid project close-outs. An additional copy with attachments will be kept in the Regional Construction Office file for the entire 10 year retention period to avoid delays in Federal Aid close-out when documents are lost in transit. A copy w/attachments should also be placed in the Regional Construction Office Project records, which are added to the project records sent to Records Retention (See CPH Subsection VII-L).

ATTACHMENT "A"

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VII, SUBSECTION K

Date

Division Administrator
U.S. Department of Transportation
Federal Highway Administration
840 Bear Tavern Road, Suite 310
West Trenton, New Jersey 08628-2593

Re: Route 100, Section 10C, Fed Proj No. M-3000(100)

Dear _____

This is to certify that this project was completed in compliance with Full Oversight (or Alternate Procedures) and in accordance with the approved plans and specifications as amended by Construction Order Nos. through __ inclusive. All required documents are on file at the Department's Federal Aid Coordination Section including:

Original:
- LB-96 Materials Certification
- DC-123 Contractor's Final Certification of Compliance
- Final Construction Order and Cost Sharing Distribution DC-173/174

Copy:
- Final Certificate of Cost
- AD-12 Department Action Slip (Accepting the Project)
- Written Confirmation that the Final Inspection Deficiencies have been corrected

The original copy of the Form FA-8*, Contractor's Statement of Materials and Labor was sent to the Supervisor, Federal Aid Coordination on _____.

CERTIFIED:

_____
( )
Regional Construction Engineer
Region North, Central or South
or Appropriate Bureau Manager

c: Supervisor, Federal Aid Coordination

* not required for non-NHS projects and projects less than $1 million

2011 CONSTRUCTION PROCEDURES HANDBOOK SUPERCEDED BY SECTION VII SUBSECTION K

ATTACHMENT "B"

NEW JERSEY DEPARTMENT OF TRANSPORTATION

MEMORANDUM

TO: Supervisor, Federal Aid Coordination
Bureau of Capital Program Coordination

FROM: Regional Construction Engineer
Region North, Central or South
Appropriate Bureau Manager

PHONE:

DATE:

SUBJECT: Route 100, Section 10C
Federal Project No. M-0000(100)
CLOSE-OUT DOCUMENTS

Concerning the subject project, copies of the following documents, required for Federal acceptance, are transmitted for your disposition:

Original:

_____ Regional Construction Engineer/ Manager Certification
_____ LB-96 Material Certification
_____ DC-123 Final Certificate of Compliance
_____ Final Construction Order and Cost Sharing Distribution, DC 173

Copy:

_____ Final Certificate of Cost
_____ AD-12 Department Action Slip (Accepting the Project)
_____ Written Confirmation that the Final Inspection Deficiencies noted by the FHWA have been corrected.

The original copy of the Form FA-8*, Contractor's Statement of Materials and Labor, was forwarded to the Federal Aid Coordination Section on _____ . An additional copy is attached.

c: Bureau of Construction Engineering w/attachment
Regional Construction Office File w/attachment

* not required for non-NHS projects and projects less than $1 Million

ATTACHMENT "C"

Form FA-8 3/89

OMB NO. 2125-0033

Department of Transportation
Federal Highway Administration

STATEMENT OF MATERIALS AND LABOR USED BY CONTRACTORS ON HIGHWAY CONSTRUCTION INVOLVING FEDERAL FUNDS

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VII, SUBSECTION K

ALL

1	2	4	5	8	9	12	13	15

To be completed by FHWA Washington Headquarters Personnel

16	18	19	27	28	30	31	33

PART A *To be completed by FHWA or State Highway Personnel (See instruction on reverse)*

STATE*	COUNTY	FEDERAL PROJECT NO.*	URBAN ( ) RURAL ( )*

CARD A

ITEM	DESCRIPTION		
	CONSTRUCTION TYPE CODES	ROADWAY	BRIDGE *(Over 20 ft)*
1	LENGTH OF PROJECT	MILES	
2	FINAL CONSTRUCTION COST	$	

DATE STARTED*

DATE COMPLETED*

TOTAL NO. BRIDGES

PART B *To be completed by CONTRACTOR - SEE INSTRUCTIONS ON REVERSE (remarks attach a plain sheet of paper)*

3	LABOR* TOTAL PROJECT	TOTAL LABOR-HOURS	GROSS EARNINGS

ITEM	DESCRIPTION	UNIT	PROJECT QUANTITY
4	TOTAL COST OF ALL MATERIALS & SUPPLIES*	DOL	
5	PETROLEUM PRODUCTS*	GAL	
6	CEMENT	BBL.	
7		LB.	
8	AGGREGATES PURCHASED	TON.	
9		CU. YD.	
10	BITUMINOUS MATERIAL	GAL	
11	LUMBER	THSK. BD.FT.	
12	REINFORCING STEEL	LB	
13	STRUCTURAL STEEL	LB.	
14	READY-MIXED CONCRETE	CU. YD.	
15	PREMIXED BITUMINOUS PAVING MATERIALS	TON	
16	AGGREGATES PRODUCED	TON	
17		CU. YD	
18	MISCELLANEOUS	LB.	
19	NOISE BARRIERS	LIN. FT.	
20	GUARDRAIL	LIN. FT.	
21	BRIDGE RAIL	LIN. FT.	
22	FINAL CONTRACT AMOUNT FOR SIGNS	DOL	
23	FINAL CONTRACT AMT. FOR LIGHTING	DOL	
24	FINAL CONTRACT AMY. FOR TRAFFIC SIGNALS	DOL	

CARD B **CARD C** **CARD D** **CARD E** **CARD F** **CARD G**

CARD H

CARD I

CARD K

25 CORR. STEEL CULVERT		
SIZE (*In.*)	*LGTH* (Lin ft)	

CARD L

26 CONCRETE PIPE	
SIZE (*In.*)	*LGTH* (Lin ft)

CARD M

27 CLAY PIPE	
SIZE (*In.*)	*LGTH* (Lin ft)

28 CORR. ALUMINUM CULVERT	

29 PLASTIC PIPE	

Blocks 48-70 to be completed by FHWA Washington Headquarters Personnel

48	52	53	61	62	70

*MUST BE REPORTED ON ALL REPORTS REVIEWED BY DATE:

2012 CONSTRUCTION PROCEDURES HANDBOOK
SUPERSEDED BY SECTION VII SUBSECTION K

INSTRUCTIONS FOR PREPARING AND TRANSMITTING FORM FHWA-47

NERAL REQUIREMENTS

Form FHWA-47 should be transmitted for each Federal-aid primary, urban and Interstate system project involving construction performed under contract awarded by competitive bidding, except projects for which the total final construction cost of road and bridge is less than $1,000,000 or projects consisting primarily of (1) the installation of protective devices at railroad grade crossings, or (2) highway beautification.

Form FHWA-47 should be transmitted with, or, if data is already available, in advance of the Final Report required by Federal-Aid Highway Program Manual Vol. 6; CH. 4; Sec. 2; Sub. Sec. 8.

A separate form should be transmitted for each contract except that data for two or more contracts on the same project may be combined when such contracts are completed at approximately the same time. In case of a combination, the earliest starting date and the latest completion date should be reported. Where a single contract covers more than one project, one form may be prepared for each project or for the entire contract, provided none of the data are duplicated. A Form FHWA-47 shall not be prepared for a contract covering only the purchase of material but the quantity and value should be reported when subsequently included in construction project. In all cases, only the original of Form FHWA-47, typed or clearly lettered in ink, no carbon or photocopies, should be transmitted to the Washington Office.

If nonparticipating work is included in the contract, all data should be combined with the Federal-aid data in preparing the form. Data on a subcontract must be combined by the State or the division office with the prime contract if not so combined by the prime contractor. It will be the State's responsibility to see that all prime contract and subcontract costs, material, and labor hours have been reported for each contract, and no duplication of data are involved. Quantities of state-furnished materials should be included with contract quantities, and costs of STATE-furnished materials should be added to Item 2 "Final Construction Cost" and also to Item 4 "Total Cost of All Materials and Supplies." All quantities should be reported to the nearest whole unit and only in the units specified. All costs should be reported to the nearest dollar.

Check urban or rural to indicate whether the major cost is for work within an urban area or in a rural location.

All figures should be verified for reasonableness by State highway department and Federal Highway Administration division office engineers. The total material cost and the total labor-hours and gross earnings should bear reasonable with respect to the size and nature of the contract and with respect to the quantities of other materials. For example, if a large quantity of reinforcing steel is reported with no cement or ready-mixed concrete, an error of omission in reporting would be indicated.

Generally, the total cost of materials, supplies, and labor should be substantially less than the final construction cost, as the latter also includes costs of equipment ownership, overhead, and profit which are not required to be reported. If the final construction cost is less or only a few percent more than the total cost of materials, supplies and labor, the indication is that the contractor suffered a loss on the project or that there is an error in reporting. In such case, if it is determined that the figures reported are correct, a statement should be made on a plain sheet of paper marked "Remarks" to the effect that the contractor actually did suffer a loss, (verify with contractor).

Part A — INFORMATION TO BE SUPPLIED BY FEDERAL HIGHWAY ADMINISTRATION OR STATE HIGHWAY PERSONNEL (FEDERAL-AID HIGHWAY PROGRAM, VOL. 6: CH. 1; SECT. 1; SUB. SEC. 11)

Item 1—"Length of Project." — Report official roadway mileage and official bridge mileage.
Item 2—"Final Construction Cost"—Show best estimate of Federal and State costs incurred to date for contract items, extra work performed by contractor, State-furnished materials.

PART B—INFORMATION TO BE SUPPLIED BY CONTRACTOR IMMEDIATELY UPON COMPLETION OF CONTRACT OR PROJECT

Specific Instructions for the Following Numbered Items:
Item 3— Report total labor-hours worked and earnings of all contractors' employees on the project, including those on operation and maintenance of equipment.
Item 4— This should be the total cost, at the jobsite, of all construction materials and supplies purchased for and used on the project, including the cost of materials for signing and lighting and the cost of any materials and supplies not, specifically listed hereon. Costs of equipment or equipment rental and the cost of operating the equipment, except the costs of fuel and lubricants, should not be included in this item. Small items of equipment such as jackhammers, hand tools, repair parts, tires, etc., are not considered to be supplies. Costs of such items and also overhead costs should not be included. The amount included here for aggregates produced should be only the cost paid by the contractor for the aggregates and should not include the costs of excavating, processing, loading and hauling. Wages and labor-hours for aggregates produced should, of course, be included with Item 3.
Item 5— Report total number of gallons of all gasoline, diesel oil, lubricating oil, and grease for equipment and trucks. For conversion purposes use factor of 8 pounds of grease per gallon.
Items 6 and 14— Report quantity of cement used on project. Do not report here the cement included in Item 14.
Items 8 and 9— Report quantity of aggregates purchased from commercial producers, such as sand, gravel, crushed stone, etc. Do not report here aggregates included in Items 14 and 15. Aggregates produced by the contractor shall be reported as Items 16 and 17.
Item 10— Report number of gallons of bitumens such as asphalt and tar. Do not report here bituminous materials included in Item 15.
Item 11— Report lumber products purchased for and used on the project, including plywood, dressed wood, but excluding timber piling, lumber in fencing, guardrail and signs and lumber purchased for or used on previous projects and previously reported. The quantity of lumber should be reported as the number of thousand board feet and not as the number of board feet.
Item 12— Report total number pounds of reinforcement (plain or coated) for both structures and pavement. Include estimated quantities of reinforcing and prestressing steel in purchased units, except concrete pipe reinforcement.
Item 13— Report total number of pounds of structural steel; steel H-piling, and sheet piling.
Item 14— Report total number of cubic yards of ready mixed concrete plus estimated quantity of concrete in purchased precast units, excluding Item 26.
Item 15— Report total number of tons of bituminous pavement mixtures that are purchased in a prepared condition ready for placement when they reach the job.
Items 16 and 17— Report total quantity of aggregates such as sand, gravel, crushed stone, etc., produced by the contractor.
Item 18— Report estimated total weight of steel products not appropriate for Items 12, 13, and 25, such as joint devices, tubular piling, etc.
Items 19, 20 and 21— Report total lengths, in linear feet, of all types of noise barriers, guardrail and bridge rail. *
Item 22— Report final contract amount for all types of signs including foundations, posts, structural supports, etc. Do not include traffic signals. *
Item 23— Report final contract amount for highway and bridge lighting including foundations, conduits, standards, wiring, switches, luminaries, etc. Do not include traffic signals. *
Item 24— Report final contract amount for traffic signals. *
Item 25— Report, by size, regardless of class, type, gauge or coating, number of linear feet of corrugated steel pipe, structural plate pipe, pip-arches and arches.
Item 26— Report, by size, regardless of class, type, gauge or coating, total number of linear feet of plain and reinforced concrete drain and culvert pipe.
Item 27— Report, by size, total number of linear feet of clay pipe.
Item 28— Report, by size, total number of linear feet of corrugated aluminum culvert.
Item 29— Report, by size, total number of linear feet of plastic pipe.

*Quantities of steel and lumber used in connection with Items 19, 20, 21, 22, 23 and 24 should not be reported unless difficulties are encountered in segregating such quantities from total quantities.

SECTION VII	SUBSECTION L	DATE
CONSTRUCTION COMPLETION	RETENTION AND STORAGE OF CONSTRUCTION RECORDS	05/15/06

1. Construction Project Field Records

   a. Under the direction of the Resident Engineer, each field office will be responsible to box ALL written documentation pertaining to that specific project. (Do not overpack storage boxes.)

   b. All electronic media should be converted to a paper medium since the storage facilities are only equipped to handle paper storage. ALL these magnetic field records of a construction project shall be transferred through the Field Manager to the Regional Construction Office when the Final Estimate has been processed and approved. If there are circumstances which may require the Resident Engineer to retain the records in the field office after the Final Certificate has been approved, the field records shall be transferred to the Regional Construction Office as soon as practical. Data cartridges and diskettes (originals plus all back-ups) will be stored at the Regional Construction Office until the Final Certificate is issued at which time they will be properly recycled. The Regional Construction Records Liaison Officer shall be responsible for the proper environmentally controlled storage and identification of the cartridges and diskettes.

   c. The records shall be placed in one or more storage containers, and a Form AD-103 shall be attached to each container. (Do not include reports for more than one project in each container.) Form AD-103 shall be completed as shown on the following sample.

NOTE: The Resident Engineer is responsible for the project records until they are properly transferred to the Regional Construction Records Liaison Officer.

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VII, SUBSECTION L

AD-103 12/97

RECORDS STORAGE INDEX

Title of Record: (As Shown on Retention Schedule)	Records Series No.	Agency	Box #
Construction Projects			
Division	Bureau/Unit		
Construction Services & Materials			
Inclusive Dates:	Eligible Destruction Date:		
Completion Date Acceptance Date	Acceptance Date + 10 years		
From:			
Field Records			
To:			
Region Date (of Transfer)			

Remarks
Contents of Box

Route_____ Section
DP #
Fed. Proj. # or Trust Fund

d. The Regional Construction Division Officer shall maintain the project field records and shall arrange for them to be transferred to the Records Management Section. A memorandum of record will be prepared by the Regional Construction Engineer (See Attachment "A") noting the transmittal. A copy of this memorandum will be sent to the Manager, Bureau of Construction Engineering.

2. Construction Project Records, Field and Regional

a. By combining project field and regional records, the Regional Construction Office shall eliminate duplicate records through merging and purging.

b. The Regional Construction Office will transfer the combined project field and regional records to the Records Management Section.

c. The containers for these records shall be packed similarly to the field records. The AD-103 shall also be similar except it will be titled "Construction Project Field and Regional Records combined, Route ____, Section ____."

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VII SUBSECTION L

3. Regional Construction Records Liaison Officer

   a. The Regional Construction Records Liaison Officer shall be an individual who is designated by the Regional Construction Engineer (refer to current Policy 1.505D), who will maintain a log indicating the disposition of project field records submitted for storage. The log will indicate the date the project field records were received at the Regional Construction Office and the date the project field and regional records, combined, were sent to the Records Management Section.

   b. It is recognized that it will not be feasible for the Liaison Officer to conduct a comprehensive study of records submitted; however, a random check of the contents of each box should reveal obvious omissions. The following checklist is provided as a guide to the Liaison Officer to indicate the types of construction records that should be included for storage:

      1) Monthly Estimate Certificates
      2) Construction Orders
      3) Item Books (DC-7(a))
      4) Field & Office Diaries
      5) Inspection Reports & Original Source Documents
      6) Delivery Tickets & Invoices
      7) Certifications
      8) Material Questionnaires
      9) Material Test Reports
      10) Files on Public Utilities (if applicable)
      11) Correspondence Files (Incoming and Outgoing)
      12) ROW Records (dates of entry, parcels, etc.)
      13) Contractor's Payrolls & Certifications (if applicable)
      14) EEO Files
      15) As-Built Documents (original DC-30 & DC-104)
      16) Reports for Bituminous Concrete and Bituminous Materials (DC-26& DC-27)
      17) Original Design Quantity Calculations
      18) Contract and Bond
      19) Insurance Certificates

   c. Some projects, due to the nature of construction, will have construction records other than those included in this check list. Upon finding an apparent omission, the Liaison Officer will contact the Resident Engineer for an explanation. If vital records cannot be furnished for storage, the written explanation from the Resident Engineer will be kept with the record file in lieu of such actual records.

4. Retrieval of Stored Records

   a. Refer to current Departmental Policy and Procedure No. 1.505, "Storage, Retrieval, Disposal, and Microfilming of NJDOT Records, including Services, Systems and Equipment".

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VII SUBSECTION L

ATTACHMENT "A"

SAMPLE

New Jersey Department of Transportation
MEMORANDUM

TO: Memo of Record
Records Management

FROM: Thomas Dowd
Regional Construction Engineer
Central Region Construction

PHONE: (732)308-4074

DATE: October 29, 2005

SUBJECT: Records to Storage
(7) Seventh Shipment 2005

On 10/29/05, 28 boxes of construction project records, Series 0001-0000 with a ten (10) year retention period were picked up in Freehold and taken for storage.

The information contained therein has been properly recorded on AD-703 for the following projects:

DP#	Records for Storage	Acceptance Date	No. Of Boxes	Box Storage #
96440	Rt. 129 Sec 11C 100% Trust	4/ /04	2	49973078-49973079
93403	Maint. Bridge Paintg. Cont. 03-5 Fed. Proj. No. BRI-STP-OOOS(720)	2/23/04	3	49973080-49973082
95206	Rt. 79 Sec.1A Fed.Proj.No.STP-OOOS(433)	12/12/04	4	49973083-49973086
93251	Rt. I-195 Sec. 3J 100% Trust	7/ /00	3	49973087-49973089
95205	Rt. 1 Sect. 7A Fed.Proj.No.STP-033(200)	6/7/03	12	49973090-49973101
93257	Rt. 29 Sec. 12H & 13H Fed. Proj.No. STP-31(106)	7/27/01	4	49973102-49973105
	Total		28 Boxes	

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CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII	SUBSECTION A	DATE
WORK ZONE SAFETY	NJDOT EMPLOYEE RESPONSIBILITIES	06

1. **All** NJDOT employees are responsible for complying with the Department's Safety Program.

2. Employees are required to wear an orange safety vest (minimum ANSI/ISEA 107-1999 Class 2, recommended Class 3) with 360-degree retroreflective striping and work shoes at all times when on the work site. An orange hard hat with retroreflective markings is required at all times while on the work site with one exception. The employee may choose not to wear a hard hat if the temperature is above 85 degrees Fahrenheit and there is no visible danger of head injury from impact, or from falling or flying objects or from electrical shock and burns.

3. If there is a life threatening situation or a potential for serious injury, stop the operation/project and immediately notify the Resident Engineer.

4. **Field Managers** are required to personally observe each of their assigned projects biweekly to be certain that the TCP is properly implemented. The Field Manager is responsible for implementation, reporting and mitigation efforts on an ongoing basis.

5. Each **Regional Construction Engineer** will be responsible for providing the Director of Construction Services and Materials with a biweekly Safety report detailing observations and actions taken by his Field Managers.

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SECTION VIII	SUBSECTION B	DATE
WORK ZONE SAFETY	RESIDENT ENGINEER RESPONSIBILITIES	05/15/06

1. The Resident Engineer is responsible for the following actions on Construction projects:

   a. Taking charge to ensure assigned staff is using personal safety equipment when on the project. Visitors to the project, be they NJDOT employees, or others, are to use personal safety equipment. If they choose not to, they are to be asked to leave until properly equipped. An orange vest with 360-degree retroreflective striping, orange hard hat with retroreflective markings and work shoes with a well-defined heel is the minimum required safety equipment.

   b. Designating a member of his project staff as the person responsible for the implementation and maintenance of the Traffic Control Plan. In the absence of personnel, the Resident Engineer will be the designated person. This person shall work with the Contractor's designated Traffic Control Coordinator. The designated person shall have completed the Rutgers Road Technology Transfer (R2T2) Traffic Control Coordinator Course. (See CPH Section VIII-C for details regarding the responsibilities of this person)

   c. Prior to the start of the project, the Resident Engineer and his designee shall meet with the Contractor's Traffic Control Coordinator to establish the day to day working process that will maintain the traffic control plan and the traffic control devices as detailed in CPH Section VIII-C.

   d. Temporary traffic control is implemented according to an approved Traffic Control Plan (TCP). The TCP shown in the project plans or NJDOT Standard Details is to be reviewed to determine if it will work for the project. If improvements are needed that are outside the Resident Engineer's authority, the Resident Engineer is to discuss these with the Regional Traffic Engineer, Work Zone and receive his approval in writing for any changes made to the TCP. This approval is required at any time changes are to be made to the TCP. Changes to the TCP may involve a Construction Order for a debit or credit. Currently there are two Regional Traffic Engineers, Work Zone:

      The Region North Traffic Engineer, Work Zone covers all counties north of Hunterdon, Mercer and Monmouth counties. The phone number is 732-409-3260 / FAX number 732-308-4101.

      The Region South Traffic Engineer, Work Zone covers Hunterdon, Mercer, Monmouth and all counties south thereof. The phone number is 856-486-6792 / FAX number 856-486-6833.

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e. When a situation occurs, which requires immediate attention and there is no Regional Traffic Engineer, Work Zone available to consult or provide approval, proceed with developing and implementing a TCP to fit the situation. The latest edition of the Manual of Uniform Traffic Control Devices is to be used; however, may deviate from the typical drawings to allow for conditions and requirements of a particular site or jurisdiction. Consulting with the Field Manager, the Contractor's traffic control coordinator and the State Police Construction unit trooper assigned to the project, may be of help. The resulting temporary TCP still must be submitted to the Regional Traffic Engineer, Work Zone for approval. The Regional Traffic Engineer, Work Zone may approve the plan as submitted or with changes. Any changes are to be implemented without delay.

f. Discuss the implementation of the TCP with the Contractor prior to set up. The Contractor must have the correct signs and devices in order to proceed. They must be in new condition. They do not have to be new. Use the American Traffic Safety Services Association (ATSSA) booklet "Quality Standards for Work Zone Traffic Control Devices" as a guide. Any device that does not meet the acceptable condition shown in the booklet is not to be used.

g. Signs, cones and drums are straightforward items to install. They are placed as designated on the TCP. Standard Details apply to all NJDOT projects and developer agreements unless superseded by the project plans. The correct installation of truck mounted attenuators (TMA's), temporary crash cushions and temporary concrete barrier curb requires attention to the specifications. Manufacturers publish instructions for the installation and use of crash cushions. Directions for mounting crash cushions are very specific and can vary for temporary and permanent installations. Their installation requires a manufacturer's trained technician to be present. Refer to Section VIII-C paragraphs 6 and 7, for information on the installation of attenuators and precast concrete barrier curb, respectively.

h. Installations shall be checked the day they are made for conformance to the TCP and the Standard Details. For as long as traffic control devices are needed on the project, the designated person shall report the status of the TCP and devices each workday by making a minimum of one project tour and documenting the findings on an OCPS-1 "Highway Construction Safety Improvement Report" (Refer to Attachment "A"). Reports are to include both positive and negative aspects of the daily review. TCP surveillance will also include periodic night and weekend inspections and reporting, as conditions warrant.

i. A copy of each daily report for traffic safety that cites needed improvements will be given to the Contractor the day of the inspection. If the Contractor fails to make the improvements within the time allotted by specification, a report documenting the failure to perform will be sent to the Contractor and a copy of

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both reports will be sent to the Contractor's insurance company. Repeated lack of performance in this area shall result in a meeting with the Contractor and the stoppage of work to correct the lack of action. The Resident Engineer will keep a separate file of these incidents and all pertinent information (reports, photographs, etc.) are to be placed in the file.

j. Static and Variable Message Signs that advise the public of impending or on-going construction activities will contain appropriate messages and the messages will be updated as activities progress. If such advisory sign is no longer required, it is to be removed. (Refer to CPH Section III Subsection F, paragraph 2.)

k. Review newly issued Safety Alert Bulletins with staff. Sign the bulletin after reviewing it and have the staff sign off. Safety Alert Bulletins are to be kept in a loose-leaf binder in the field office and available to staff for reference.

l. Use the Project Incident Notification Process (Refer to Attachment "B") in the event of disabling injury, fatality, accident or incident which impacts traffic or takes a lane, hazardous spills, acts involving firearms or violence and unusual adverse occurrences which take place within the project limits. Like events that occur on projects or items listed on the Commissioner's Notification List are to be reported in the same manner.

m. <u>ACTION TO BE TAKEN FOLLOWING A WORK ZONE ACCIDENT INVOLVING A FATALITY OR HOSPITALIZATION</u>

1) Within 48 hours of an accident occurring within a work zone, involving the fatality or hospitalization of an NJDOT employee or consultant employee assigned to a construction project, a meeting is to be held at the office of the Director of Construction Services and Materials. The appropriate Regional Construction Engineer is to schedule this meeting and invite those listed below. The purpose of the meeting shall be to review the available information and reports pertaining to the event and make recommendations, if any, for prevention of a repeat occurrence. Discussion is to be centered on the known facts. Any recommendations will be issued from the Director's office.

The following persons shall be invited:

Director, Construction Services and Materials
Manager, Bureau of Construction Engineering
Regional Construction Engineers
Supervisor, Office of Capital Project Safety
Field Manager
(CONTINUED ON PAGE 4)

Resident Engineer
Regional Representative, Office of Capital Project Safety
Consultant Project Manager (if applicable)
State Police Construction Unit Coordinator
Concerned project field staff
FHWA (if applicable)

2) A written report is to be filed within five (5) working days following the event of a Contractor employee fatality on a project. The Resident Engineer is to prepare the report using only the facts available. The report is to be free from opinions. This report is to be sent to the Director, Construction Services and Materials, the Regional Construction Engineer and the Manager, Bureau of Construction Engineering.

n. On Federal Full Oversight Projects the FHWA Area Engineer will be notified by the Resident Engineer of all accidents and be given a copy of all accident reports.

o. Assuring that the Contractor has covered/removed non-applicable construction signs, detour signs as soon as they are no longer in use.

p. Informing the Contractor that work is to be wrapped up and closed lanes reopened as quickly as practical in case of emergency. The Contractor shall maintain the manpower and equipment necessary to accomplish such emergency work swiftly on a short notice.

q. Carry out the NJDOT Safety Program on the project. This program is maintained in a separate binder. (This program is in preparation.)

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STATE OF NEW JERSEY
HIGHWAY CONSTRUCTION SAFETY IMPROVEMENT REPORT

Form OCPS-1
CPH - SAMPLE

ROUTE:	SECTION:	LOCATION OF WORK ZONE:	JOB NO.:

MILE POST: FROM _____ TO _____	WEATHER CONDITIONS:	ROAD SURFACE CONDITION:

DATE:	RESIDENT ENGINEER:	CONTRACTOR:

TYPE OF WORK

☐ SHOULDER CLOSURE ☐ LANE CLOSURE ☐ RAMP CLOSURE ☐ DETOUR ☐ INTERSECTION ☐ OTHER

OBSERVED BY		TOTAL HOURS	OBSERVATION TIME		WORK or ACCESS SUSPENSION (If Applicable)		NUMBER OF PEOPLE EFFECTED
STATE POLICE	N.J.D.O.T.		BEGIN	END	STOP	RESUME	

CONDITIONS OBSERVED(Place an X through the numbered box(es) where improvement is recommended)

1 CONSTRUCTION EQUIPMENT	8 CONSTRUCTION SIGNS	15 SIGNS
2 BREAKAWAY BARRICADES	9 DRUMS	16 CONES
3 HIGH INTENSITY FLASHING LIGHT	10 FLASHING ARROW BOARD	17 REFLECTORS ON CONCRETE BARRIER
4 PRECAST CONCRETE BARRIER	11 IMPACT ATTENUATORS	18 TRUCK MOUNTED ATTENUATOR (TMA)
5 TRAFFIC CONTROL TRUCK	12 TRAFFIC DIRECTORS	19 EXISTING TRAFFIC STRIPES
6 TEMPORARY TRAFFIC STRIPE	13 BUFFER ZONE	20 SAFETY VESTS, HARDHATS AND SHOES
7 CLEAR ZONE	14 RAISED PAVEMENT MARKERS	21 WORKSITE (PUBLIC, OSHA ETC.)

REMARKS: (List Conditions, or/and Work Activities effected by the Safety Improvement Inspection or State "No Activities" need Improvement)

WAS THE SAFETY IMPROVEMENT IMPLEMENTED ☐ YES ☐ NO

EXPLAIN: (YES or NO)

Name of person notified	Title	*Signature*	*Date*
Observer Name	**Title**	***Signature***	***Date***

ORIGINAL to RESIDENT ENGINEER

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ATTACHMENT "B"

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NJDOT CAPITAL PROGRAM PROJECT INCIDENT NOTIFICATION PROCESS

In the event of disabling injury, fatality, an accident or incident which impacts traffic or takes a lane, hazardous spills, acts involving firearms or violence and unusual adverse occurrences which take place within the project limits or field office; first deal with the problem, contact the necessary law enforcement, first aid, etc., then proceed with the notification process outlined below.

The notification process only works when the caller speaks personally to the person at the next level. The process is not served by leaving a message. A message may be left but calls are to continue until someone at a level above the initial caller has personally received the notification and makes a decision as to whether or not to continue the notification process.

It is expected that notification will occur as quickly as possible but without compromising anyone's safety in the process. The procedure is in effect 24 hours a day, 7 days a week. When in doubt make the call. Ensure that you have the phone numbers necessary to complete the procedure. The Incident Notification Phone Number List will have the numbers you require. The Bureau of Construction Engineering publishes the list.

Report the information you have available concerning the incident: identify the project, the location, the situation and the persons involved and state the number at which you can be reached.

The Resident Engineer or his/her designee is required to speak to their immediate supervisor as soon as possible when any of the following events occur within the project limits or field office):

- Disabling Injury
- Fatality [Also, the Resident Engineer is to notify the Office of Communications and if a Federal Project, the FHWA Area Engineer.]
- Accident or Incident, which impacts traffic movement or takes a lane
- Hazardous Spills [Also, Resident Engineer is to notify the Bureau of Project Support. The Contractor is to notify DEP Hotline and local county health department.]
- Firearms and Violence
- Unusual Adverse Occurrence

The Resident Engineer or his/her designee is to notify the appropriate Traffic Operations office if there is an impact to traffic movement or a lane is taken out of service.

ATTACHMENT "B" (CONTINUED)

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If the immediate supervisor is not available, speak with another supervisor assigned to the region. If no Supervisor is available, go to the next level.

The Supervisor is required to speak, as soon as possible, with one of the three Regional Construction Engineers starting with the one responsible for the project. If no Regional Construction Engineer is available, go to the next level.

The Regional Construction Engineer is to make a determination of the importance of the incident and if the situation merits, speak with one of the following in this order: Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; the Director's Assistant. If one of these three is not available, go to the next level.

The Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; or the Director's Assistant is to make a determination of the importance of the incident and if the situation merits, speak with the Assistant Commissioner, Capitol Program Management or the Assistant Commissioner Operations in that order.

The Assistant Commissioner will speak with the Deputy Commissioner and the Commissioner. If the Deputy Commissioner is not available call the Commissioner.

Firearms and Violence:

Any incident involving firearms or any act of violence within the project limits or field office shall be reported immediately in the following order:

- Commissioner [Must be contacted in person]
- Deputy Commissioner [Must be contacted in person]
- Inspector General
- Asst. Comm. Capitol Program Manage. [Must be contacted in person]
- Asst. Comm. Operations [*Maintenance Projects only*] [Must be contacted in person]
- Director, Construction Services and Materials
- Office of Communication
- Regional Construction Engineer
- Director of Regional Maintenance [if applicable]

ATTACHMENT "B" (CONTINUED)

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Materials Personnel:

- If an incident, as described above, is project specific, contact the Resident Engineer or his/her designee in person. The Resident Engineer will follow his/her incident notification process.
- If an incident is not project specific (for example occurring at a Regional office or plant location) it shall be reported in person to the Regional Materials Engineer. Inspection Section and Coring personnel, speak with the Project Engineer or supervisor who will in turn speak with the Manager, Bureau of Materials.
- The Regional Materials Engineer is to make a determination of the importance of the incident and if the situation merits, speak with the Manager, Bureau of Materials. If this person is not available go to the next level.
- The Manager, Bureau of Materials is to make a determination of the importance of the incident and if the situation merits, speak with the Director, Construction Services and Materials; Manager, Bureau of Construction Engineering; the Director's Assistant. If one of these is not available go to the next level.

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SECTION VIII	SUBSECTION C	DATE
WORK ZONE SAFETY	RESPONSIBILITIES OF THE PERSON PERFORMING THE DAILY TRAFFIC CONTROL PLAN INSPECTION	1/15/06

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IMPORTANT: Keep in mind when reading this that the Traffic Control Plan and its devices protect you. You want responsible people in charge and correct installation for your protection.

1. REQUIREMENTS OF THE PERSON DESIGNATED TO PERFORM THE TRAFFIC CONTROL PLAN (TCP) INSPECTION

   The Resident Engineer shall designate a member of his project staff as the person responsible for the daily safety inspection of the TCP. This person shall work with the Contractor's designated Traffic Control Coordinator. In the absence of personnel the Resident Engineer shall assure the duty. The designated person shall have:

   a. Completed the Rutgers four-day Traffic Control Coordinator Course.

   b. A thorough knowledge of the project's TCP.

   c. Thorough knowledge of the implementation of the proper TCP, the locations of signs and devices, maintenance and the Contractor's program for maintaining the TCP.

   d. A thorough knowledge of what is acceptable and what is not acceptable for the condition and maintenance of TCP devices. Use the American Traffic Safety Services Association (ATSSA) booklet "Quality Standards for Work Zone Traffic Control Devices" as a guide. Devices must be in new condition but do not have to be new. Devices that can be described as marginal or unacceptable shall be replaced. Observe each device on its own. A well-maintained TCP is not an average of the overall condition of the TCP. Each device stands on its own and serves a purpose in the setup.

2. CONTRACTOR'S TRAFFIC CONTROL COORDINATOR

   Prior to the start of the project, the Resident Engineer and his designee shall meet with the Contractor's Traffic Control Coordinator to establish the day-to-day working process that will maintain the TCP and the traffic control devices. At this meeting, the duties of the Contractor's Traffic Control Coordinator, as outlined in Subsection

617.08 of the Specifications, shall be discussed along with other traffic safety issues pertinent to the project. The Contractor's Traffic Control Coordinator must provide documentation verifying he/she has been trained in accordance with the requirements of Subsection 617.08 of the Specifications.

3. DAILY TCP INSPECTION REPORTS

As long as traffic control devices are needed on the project, the designated person will be responsible for reporting the status of the TCP and devices each workday by making a minimum of one project tour per work day and documenting the findings on a Daily Inspector's Report, OCPS-1 "Highway Construction Safety Improvement Report" (Refer to CPH Sec VIII-B Attachment "A"). Installations shall be checked the day they are made for conformance to the TCP and the Standard Details. TCP surveillance will also include periodic night and weekend inspections and reporting, as conditions warrant. Standard Details apply to all NJDOT projects and developer agreements. A copy of each daily report for the safety site notes needed improvements will be given to the Contractor the same day. The Contractor shall, in accordance with Subsection 617.03 of the Specifications, correct the deficiencies of the traffic control devices within two hours of the discovery or notification by the Resident Engineer. The designee is responsible to insure that the deficiencies are corrected within the allotted two-hour time frame and is to note in the Daily Inspector's Report the Contractor's performance in making the corrections.

If the Contractor fails to make the improvements within the time allotted by Specifications, notify the Resident Engineer. A report documenting the failure to perform will be sent to the Contractor and a copy of both reports (initial inspection and failure to perform) will be sent to the Contractor's insurance company. Repeated lack of performance in this area shall result in a meeting with the Contractor and the stopping of work to correct the lack of action. The Resident Engineer will keep a separate file for these incidents and all pertinent information (reports, photographs, etc.) is to be kept in the file.

4. COOPERATION WITH OTHER TCP INSPECTIONS

The designee shall read and discuss the New Jersey State Police and Office of Capital Project Safety improvement reports (form OCPS-1) with the people who write the reports. Work with others as a team to improve the project TCP.

5. TCP DEVICES

The motorist will have more respect for a project if he/she notices the TCP devices are in good condition, well-ordered and well-maintained. Signs, cones and drums

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are straightforward items to install. They are placed as designated in the TCP. The installation of signposts is very specific and requires specific breakaway feature hardware. Signpost erection details are found in the Standard Details (619-5). Signs used in the flagger set up and detours, must be covered/removed when the signed activity is not occurring. Tree limbs and brush must be kept trimmed to enable the motorist to read the signs as they approach them. Static and variable message signs which advise the public of impending or on-going construction activities will contain appropriate messages and the messages will be updated as activities progress. If an advisory sign is no longer required it is to be removed.

6. ATTENUATORS (Refer to 617.03 -5 and 617.12 of Standard Specifications)

The correct installation of truck mounted attenuators (TMA's) and temporary crash cushions (Inertial Barrier System, Crashable Absorbing System and Non-redirective Absorbing Terminal) requires attention to the specifications. Manufacturers publish instructions for the installation and use of these devices. Directions for mounting Ground Mounted Attenuators (GMA's) are very specific and can vary for temporary and permanent installations. These devices have been crash tested for approval. They are to be installed as required in order to perform as designed should a crash occur. Safety Alert Bulletin Number 11, Attachment "A" contains additional information concerning TMA's. Use checklists Attachments "B", "C", "D", "E" and "F" as a guide for installation and approval of these devices prior to making payment for the items and attach the completed checklist to the item inspection report. Attention should be paid to current updates for Attenuators.

7. TEMPORARY CONCRETE BARRIER CURB (TCBC) (Refer to 617.03 -2 of Standard Specifications)

TCBC is to be installed according to the Standard Details. Attachment "G" contains the Construction details taken from the Standard Details. TCBC sections are to be in new condition. If at all possible they should be inspected prior to arrival on the project. When connecting one piece to another the slack is to be taken out between the two units. Read the Construction Plan notes to determine the type of joint to be used. Use the construction details to determine anchor rod or anchor bolt length. Anchor rods used on asphalt pavement installations are approximately 27 inches (685 mm) long. This length is necessary to accomplish the 18-inch (450 mm) embedment required by the Standard Details. Do not place anchor rods in anchor bolt holes. Safety Alert Bulletin Number 7, Attachment "H" contains additional information concerning TCBC. Use Attachment "I" checklist as a guide for installation and approval of these devices prior to making payment for the items and attach the completed checklist to the item inspection report.

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ATTACHMENT "A"

Bulletin No. 11 SAB 11 TMA
02/26/01

NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF CONSTRUCTION ENGINEERING
OFFICE OF CAPITAL PROJECT SAFETY

Truck Mounted Attenuators

This Safety Alert Bulletin was developed as a result of observing people working from temporary traffic control device vehicles, equipped with truck mounted attenuators (crash cushions), during the setup and take down process.

Temporary traffic control device set out vehicles are often equipped with an impact attenuator or crash cushion. When these vehicles are used in the process of setting out the devices they do not qualify as a shadow vehicle for the set out crew. A separate attenuator equipped truck is to be placed behind the set out/pick up crew. An attenuator equipped truck used as a shadow vehicle is not to be occupied by anyone other than the driver and it is not to be used as a working platform or carrier of temporary traffic control devices. Crash cushion manufacturers recommend that:

- The driver be the only person on the vehicle
- The driver be wearing seat belt and shoulder harness
- The driver's seat be equipped with a head restraint
- There be no loose material in the truck bed
- Heavy objects and all body must be properly anchored to the truck to prevent shifting during impact. See the manufacturer's recommendation. It usually requires the anchoring devices to be capable of resisting a 20 G acceleration of the truck. This can only be confirmed by a system analysis of the anchorage.

There is no problem with the set out vehicle having an attenuator; it is just that that attenuator does not constitute protection for the crew working off that truck. If there is no loose material on the truck and no one is working from the truck it may be used as a shadow vehicle or in a fixed position.

REMEMBER, SAFETY IS EVERYONE'S RESPONSIBILITY!
OUR GOAL IS ZERO INJURIES

CONCURRENCE: _____
Michael W. Seigfried
Acting Director, Construction Services and Materials

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ATTACHMENT "B"

TRUCK MOUNTED ATTENUATORS

PROJECT: _____

OWNER: _____

TRUCK TAG NUMBER: _____ **TRUCK MA** _____

TRUCK DESCRIPTION (COLOR, DUMP, ETC.) : _____

	QUESTIONS	YES	NO	REMARKS
1	IS THE UNIT NCHRP 350 CERTIFIED?			
	LEVEL (45 MPH)			
	LEVEL (62 MPH)			
	MANUFACTURER: MODEL:			
2	IS VEHICLE REGISTERED FOR USE IN N			
	IS VEHICLE INSURED FOR USE IN NJ			
	IS VEHICLE INSPECTED FOR USE IN NJ?			
	IS VEHICLE IN GOOD WORKING ORDER?			
3	DOES THE VEHICLE WEIGH 10 TONS GROSS, MINIMUM? (VERIFIED BY WEIGHT TICKET)			
4	IS ANY REQUIRED BALLAST SECURELY ATTACHED? AND HOW?			
5	ARE REPAIR/REPLACEMENT PARTS AVAILABLE ON THE PROJECT?			
6	IS THE ARROWBOARD MOUNTED ON THE BED OR THE REAR OF THE TRUCK IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS? AND HOW?			
7	IS THE ILLUMINATED FLASHING ARROWBOARD THE CORRECT SIZE? (4FT X 8FT)			
8	WHILE IN SERVICE, IS THE BOTTOM OF THE ILLUMINATED FLASHING ARROWBOARD, A MINIMUM OF 7 FEET ABOVE THE GROUND?			
9	IS ARROWBOARD PROPERLY SET FOR DAY/NIGHT OPERATION?			

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ATTACHMENT "B"

TRUCK MOUNTED ATTENUATORS

	QUESTIONS	YES	NO	REMARKS
10	ARE ALL LIGHTS IN WORKING ORDER?			
11	IS THE TRUCK-MOUNTED ATTENUATOR PROPERLY SET UP FOR THE OPERATION?			
	MANUAL TRANSMISSION IN 2ND GEAR?/AUTOMATIC TRANSMISSION IN PARK?			
	PARKING BRAKE SET?			
	WHEELS LOCKED (TURNED)?			
	PAVEMENT CLEAR AND DRY?			
	IS ROLL-AHEAD SPACE AND OFFSET FROM WORK ZONE CLEAR?			
12	DOES THE TRUCK AND CRASH CUSHION HAVE CONSPICUITY TAPE FOR NIGHT WORK?			
13	IS THE CRASH CUSHION PROPERLY ATTACHED TO VEHICLE ACCORDING TO THE MANUFACTURER PROCEDURES?			
14	IS THE HYDRAULIC TILT SYSTEM INSTALLED?			
15	IS THE CRASH CUSHION IN GOOD CONDITION?			
16	IS THE CRASH CUSHION YELLOW?			
17	DOES THE CRASH CUSHION HAVE THE CORRECT INVERTED "V" PATTERN ON BACK? (4 INCH BLACK STRIPES ON TYPE II OR III-A YELLOW RETROREFLECTIVE SHEETING)			
18	DOES THE CRASH CUSHION HAVE STANDARD TRAILER LIGHTING SYSTEM (INCLUDING BRAKE LIGHTS, TAIL LIGHTS AND TURN SIGNALS)			
19	IS THE CRASH CUSHION SET LEVEL TO THE ROADWAY SURFACE AT THE MANUFACTURER'S SPECIFIED HEIGHT (NORMALLY 12" +/- 1")			

COMMENTS:

INSPECTED BY: _____

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ATTACHMENT "C"

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TEMPORARY CRASH CUSHION – CRUSHABLE ENERGY ABSORBING SYSTEM

PAGE 1 OF 1

PROJECT: _____

LOCATION: _____

WORK PERFORMED BY: _____

	CHECKLIST	YES	NO	REMARKS
1	IS THE UNIT A QUADGUARD "CZ" DESIGNED AND MANUFACTURED BY ENERGY ABSORPTION SYSTEMS, INC.?			
2	IS CERTIFICATION OF COMPLIANCE, NCHRP REPORT 350, TEST LEVEL 3 ON FILE?			
3	IS THE MODULE MANUFACTURER'S TRAVEL TECHNICIAN ON THE PROJECT AT ALL TIMES DURING THE INSTALLATION OF THE SYSTEM?			
4	IS THE TEMPORARY QUADGUARD INSTALLED ON A RELATIVELY FLAT CONCRETE OR ASPHALT FOUNDATION WITH STEEL BACKUP STRUCTURES?			
	WAS THE QUADGUARD CZ MONORAIL ASSEMBLY USED AS A TEMPLATE FOR DRILLING THE 7/8" ANCHOR HOLES?			
6	ARE THE STUDS OF THREADED ROD 1" DIAMETER?			
7	IF THE FOUNDATION IS CONCRETE (7" MIN), ARE THE STUDS 7" IN LENGTH WITH 5" EMBEDMENT?			
8	IF THE FOUNDATION IS ASPHALT, ARE THE STUDS 18" IN LENGTH WITH 16" EMBEDMENT.			
9	ONCE THE GROUT HAS HARDENED, WERE THE NUTS ON THE 7" STUDS TORQUED TO 120 FT/LBS?			
10	ONCE THE GROUT HAS HARDENED, WERE THE NUTS ON THE 18" STUDS TIGHTENED UNTIL THEY ARE JUST SNUG AGAINST THE QUADGUARD CZ PLATFORM (LESS THAN 10 FT/LBS.)?			
11	IS THE NOSE COVER HIGHWAY YELLOW COLOR?			
12	IS THE REFLECTIVE SHEETING (CHEVRON) PLACED ON THE NOSE IN THE DIRECTION OF THE TRAFFIC?			

REMARKS:

INSPECTED BY: _____ **DATE:** _____

ATTACHMENT "D"

TEMPORARY CRASH CUSHION – INERTIAL BARRIER SYSTEM

PROJECT: _____

LOCATION: _____

WORK PERFORMED BY: _____

	CHECKLIST	YES	NO	REMARKS
1	IS CERTIFICATION OF COMPLIANCE, NCHRP REPORT 350, ON FILE?			
2	ARE THE MODULES OUTLINED ON THE ROADWAY SURFACE IDENTIFYING ITS WEIGHT WITHIN THE CIRCUMFERENCE?			
3	IS THE MODULE MANUFACTURER'S TRAINED TECHNICIAN ON PROJECT AT ALL TIMES DURING THE INSTALLATION OF THE SYSTEM?			
4	ARE THE INERTIAL BARRIER MODULES IN GOOD CONDITION?			
5	IS THE TYPE OF TEMPORARY CRASH CUSHION SPECIFIED?			
6	IS THE OUTER SURFACE OF THE MODULES H[illegible] MAY YELLOW COLOR?			
7	ARE THE MODULES (DRUMS) BEING FILLED WITH LOOSE SAND HAVING A DRY DENSITY OF 90 TO 100 POUNDS PER CUBIC FOOT AND 3% MOISTURE CONTENT WITH 5 – 7% SODIUM CHLORIDE BY WEIGHT ADDED AND EVENLY DISPERSED THROUGHOUT?			
8	ARE THE MODULES (DRUMS) PLACED ON A RELATIVELY FLAT SURFACE?			
9	ARE THE PLASTIC LID COVERS PLACED ON EACH MODULES AND LOCKED? (FOUR RIVETS OR OTHER FASTENERS PER LID)			
10	IS EACH UNIT (MODULE) KEPT CLEAN?			
11	IS THE REFLECTIVE SHEETING (DELINEATION) PLACED ON FIRST MODULES IN THE DIRECTION OF THE TRAFFIC?			
12	IS THERE A ONE FOOT GAP BETWEEN THE END OF THE BARRIER AND THE FIRST MODULES?			
13	IS THE AREA AROUND THE UNITS FREE OF DEBRIS?			

REMARKS:

INSPECTED BY: _____ DATE: _____

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VIII, SUBSECTION C

ATTACHMENT "E"

GROUND MOUNTED – TEMPORARY CRASH CUSHION

PROJECT: _____

LOCATION

ITEM # _____ **DESCRIPTION** _____

WORK PERFORMED BY ____ **PRIME** ____ **SUBCONTRACTOR NAME**

	CHECKLIST	YES	NO	REMARKS
1	IS CERTIFICATION OF COMPLIANCE ON FILE FOR THE INERTIAL BARRIER MODULES?			
2	ARE THE INERTIAL BARRIER MODULES IN GOOD CONDITION?			
3	IS THE TYPE OF TEMPORARY CRASH CUSHION SPECIFIED?			
4	IS THE TEMPORARY CRASH CUSHION PLACED AS SHOWN ON THE TRAFFIC CONTROL PLANS?			
5	IS THE OUTER SURFACE OF THE MODULES THE CORRECT COLOR?			
6	ARE THE MODULES (DRUMS) BEING FILLED WITH PROPER MEDIA?			
7	ARE THE MODULES (DRUMS) PLACED ON RELATIVELY FLAT SURFACES?			
8	ARE THE PLASTIC COVERS PLACED ON EACH MODULES AND LOCKED?			
9	IS EACH UNIT (MODULES) CAT SYSTEM INTACT?			
10	IS EACH UNIT (MODULES) KEPT CLEAN?			
11	IS THE REFLECTIVE SHEETING PLACED ON FIRST MODULES IN THE DIRECTION OF THE TRAFFIC?			
12	IS THERE A ONE FOOT GAP BETWEEN THE END OF THE BARRIER AND THE FIRST MODULES?			
13	IS THE AREA AROUND THE UNITS FREE OF DEBRIS?			

SKETCH AND REMARKS

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VIII, SUBSECTION C

ATTACHMENT "F"

TEMPORARY CRASH CUSHION
NON-REDIRECTIVE ENERGY ABSORBING TERMINAL (N.E.A.T.)

PROJECT: _____

LOCATION: _____

WORK PERFORMED BY: _____

	CHECKLIST	YES	NO	REMARKS
1	IS THE UNIT DESIGNED AND MANUFACTURED BY ENERGY ABSORPTION SYSTEMS, INC.?			
2	IS CERTIFICATION OF COMPLIANCE, NCHRP REPORT 350, TEST LEVEL 2 (45MPH) ON FILE?			
3	IS THE MODULE MANUFACTURER'S TRAINED TECHNICIAN ON THE PROJECT AT ALL TIMES DURING THE INSTALLATION OF THE SYSTEM?			
4	WAS THE STRAP PLATE UNDER THE BARRIER ALONG WITH A STEEL COLLAR PLACED OVER THE BARRIER FOR PROPER INSTALLATION OF THE SYSTEM?			
5	WERE THE 2 RODS OR U-BOLTS ANCHORED INTO THE BARRIER END WITH MP-3 ANCHORING GROUT, OR EQUAL?			
6	WERE THE STEEL BRACKETS AND BACK PLATES ATTACHED TO THE LOOPS AT THE END OF THE CONCRETE BARRIER WITH A UNIQUE WEDGE AND THREADED CONNECTION?			
7	IS THE TEMPORARY CRASH CUSHION (N.E.A.T.) INSTALLED ON A RELATIVELY FLAT FOUNDATION?			
8	WERE THE TRANSITION PANELS INSTALLED TO PREVENT SNAGGING?			
9	IS THE REFLECTIVE SHEETING (CHEVRON) PLACED ON THE NOSE IN THE DIRECTION OF THE TRAFFIC?			

REMARKS:

INSPECTED BY: _____ DATE: _____

2011 CONSTRUCTION PROCEDURES HANDBOOK
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SECTION VIII, SUBSECTION C

INSTALLATION OF PRECAST CONCRETE CURB, CONSTRUCTION BARRIER TYPE 4 (ALTERNATE "A" & "B" WHERE ANCHOR RODS ARE REQUIR

BARRIER UNITS TO BE IN NEW CONDITION

SUPERCEDED BY CONSTRUCTION PROCEDURES HANDBOOK 2011 SECTION VIII, SUBSECTION C

- **REFLECTOR** 6" WIDE BY 12" HIGH
- RETRO REFLECTIVE SHEETING TYPE II OR TYPE IIIA
- MOUNTED ON PLASTIC OR 1/16" ALUMINUM SUPPORT AT 98' INTERVALS FOR RADII LESS THAN 1900' USE 50' INTERVALS
- ON FLARED PORTION OMIT REFLECTORS WHEN TRAFFIC CONTROL DEVICES (EXCLUSIVE OF TRAFFIC LINES) ARE USED TO DELINEATE TRAVELED PATHS

JOINT CLASS	TABLE OF JOINT AND ANCHORAGE TREATMENTS JOINT TREATMENT	M
A	CONNECTION KEY ONLY	20
B	CONNECTION KEY & GROUT IN EVERY JOINT	
C	CONNECTION KEY & GROUT, AT EVERY JOINT & ANCHOR EVERY OTHER UNIT. IN UNITS THAT BE ANCHORED, ANCHOR RODS SHALL BE R IN EVERY ANCHOR ROD HOLE	

ELM - EXPECT LATERAL MOVEME

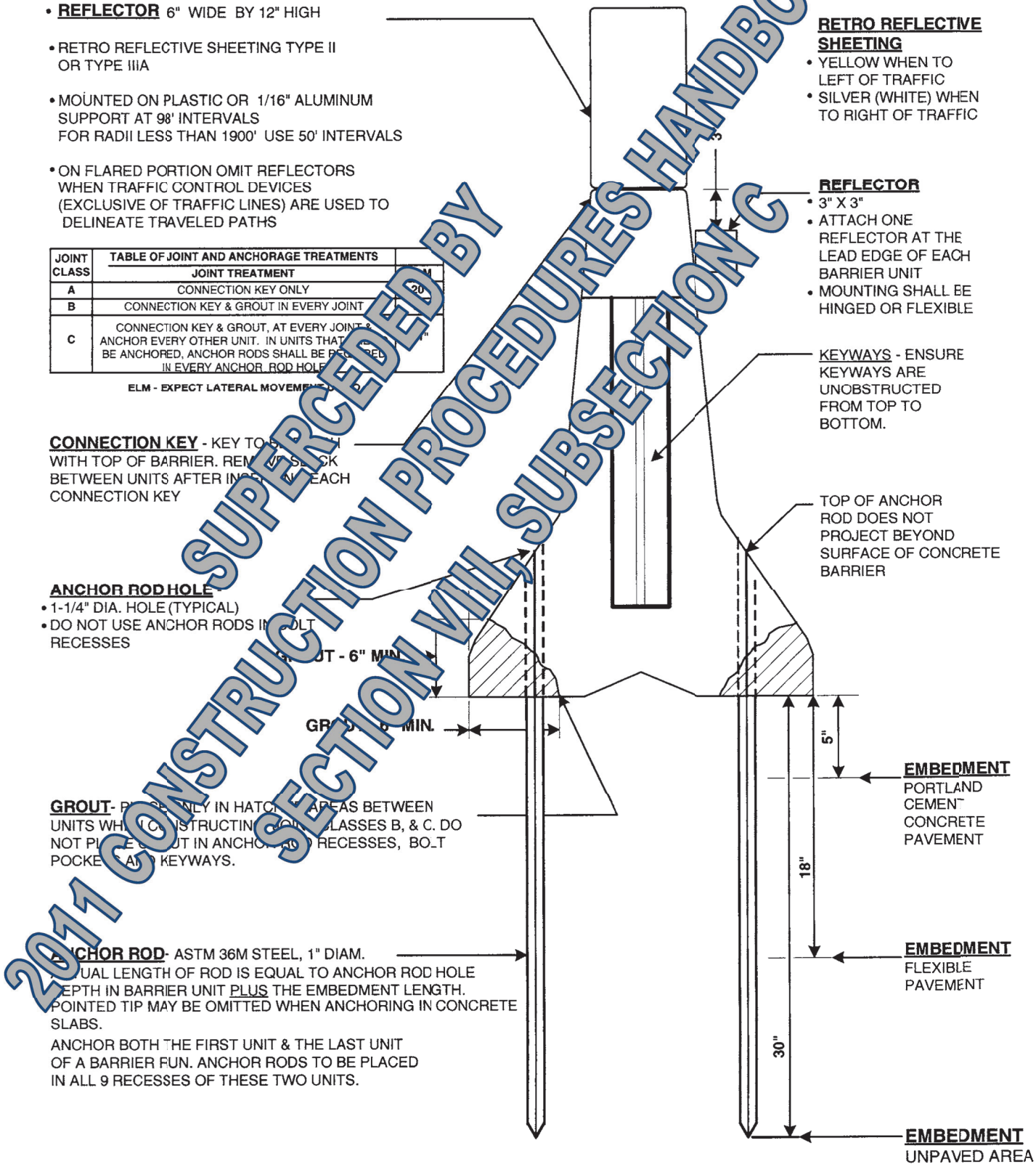
CONNECTION KEY - KEY TO WITH TOP OF BARRIER. REM BETWEEN UNITS AFTER IN CONNECTION KEY

ANCHOR ROD HOLE
- 1-1/4" DIA. HOLE (TYPICAL)
- DO NOT USE ANCHOR RODS I RECESSES

GROUT- R UNITS WH NOT PL POCKE

ANCHOR ROD- ASTM 36M STEEL, 1" DIAM. UAL LENGTH OF ROD IS EQUAL TO ANCHOR ROD HOLE EPTH IN BARRIER UNIT PLUS THE EMBEDMENT LENGTH. POINTED TIP MAY BE OMITTED WHEN ANCHORING IN CONCRETE SLABS.

ANCHOR BOTH THE FIRST UNIT & THE LAST UNIT OF A BARRIER RUN. ANCHOR RODS TO BE PLACED IN ALL 9 RECESSES OF THESE TWO UNITS.



SEE SEPARATE SHEET FOR TYPE I, JOINT CLASS D, BOLTED BARRIER

INSTALLATION OF PRECAST CONCRETE CURB, CONSTRUCTION BARRIER TYPE 4 (ALTERNATE "A" & "B" WHERE ANCHOR RODS ARE REQUIRED)

BARRIER UNITS TO BE IN NEW CONDITION

SUPERCEDED BY CONSTRUCTION PROCEDURES HANDBOOK 2011 SECTION VIII, SUBSECTION C

- **REFLECTOR** 150 MM WIDE BY 300 MM HIGH
- RETRO REFLECTIVE SHEETING TYPE II OR TYPE IIIA
- MOUNTED ON PLASTIC OR 2MM ALUMUNUM SUPPORT AT 30 M INTERVALS FOR RADII LESS THAN 580 METERS USE 15M INTERVALS
- ON FLARED PORTION OMIT REFLECTORS WHEN TRAFFIC CONTROL DEVICES (EXCLUSIVE OF TRAFFIC LINES) ARE USED TO DELINEATE TRAVELED PATHS

JOINT CLASS	TABLE OF JOINT AND ANCHORAGE TREATMENTS JOINT TREATMENT	ELM
A	CONNECTION KEY ONLY	500mm
B	CONNECTION KEY & GROUT IN EVERY JOINT	406mm
C	CONNECTION KEY & GROUT, AT EVERY JOINT & ANCHOR EVERY OTHER UNIT. IN UNITS THAT ARE TO BE ANCHORED, ANCHOR RODS SHALL BE REQUIRED IN EVERY ANCHOR ROD HOLE	280mm

ELM - EXPECT LATERAL MOVEMENT UP TO

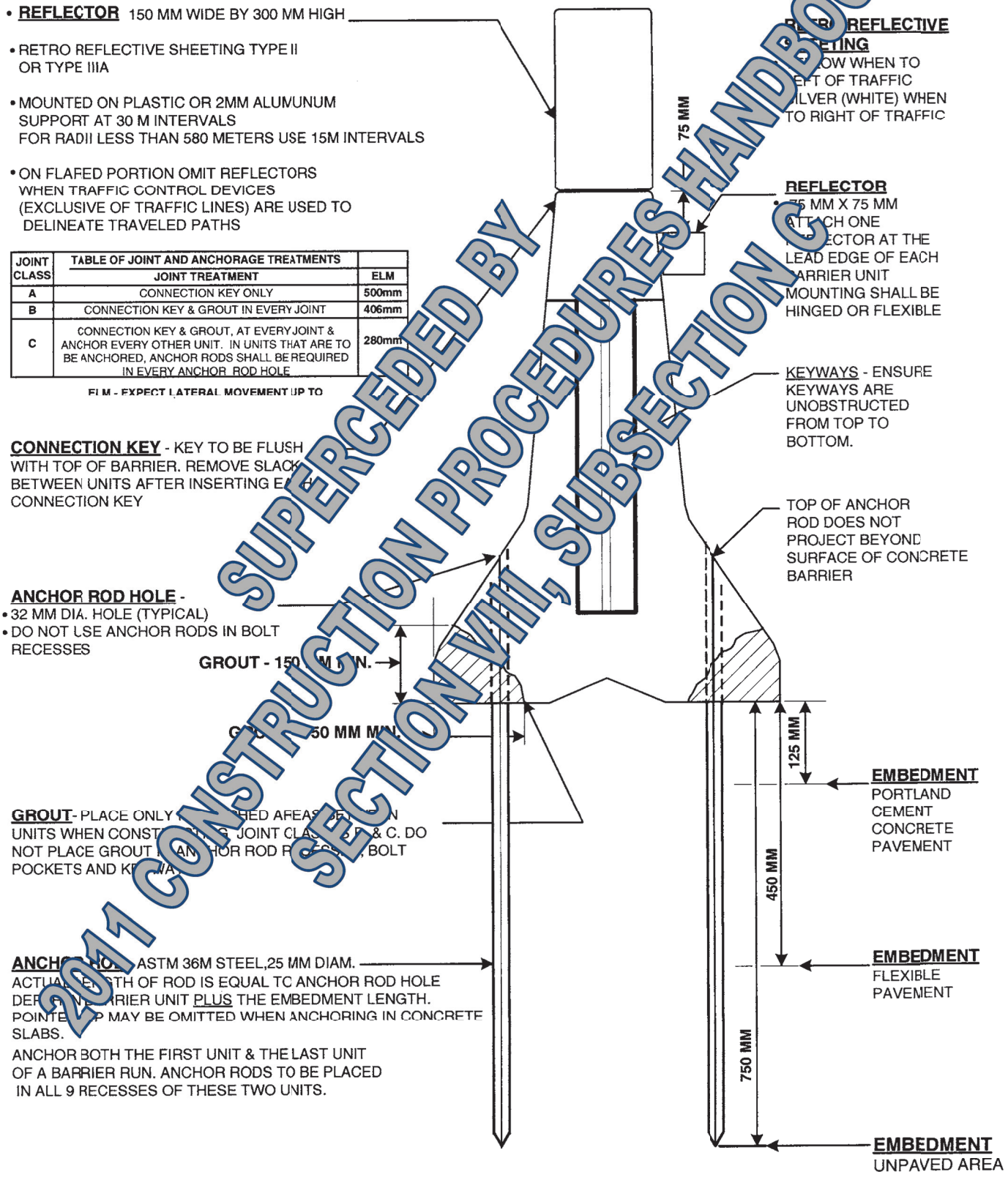
CONNECTION KEY - KEY TO BE FLUSH WITH TOP OF BARRIER. REMOVE SLACK BETWEEN UNITS AFTER INSERTING EACH CONNECTION KEY

ANCHOR ROD HOLE -
- 32 MM DIA. HOLE (TYPICAL)
- DO NOT USE ANCHOR RODS IN BOLT RECESSES

GROUT- PLACE ONLY IN SPECIFIED AREAS OF EACH UNITS WHEN CONSTRUCTING JOINT CLASS B & C. DO NOT PLACE GROUT IN ANCHOR ROD RECESS, BOLT POCKETS AND KEYWAYS.

ANCHOR ROD - ASTM 36M STEEL,25 MM DIAM. ACTUAL LENGTH OF ROD IS EQUAL TO ANCHOR ROD HOLE DEPTH IN BARRIER UNIT PLUS THE EMBEDMENT LENGTH. POINTED TIP MAY BE OMITTED WHEN ANCHORING IN CONCRETE SLABS.

ANCHOR BOTH THE FIRST UNIT & THE LAST UNIT OF A BARRIER RUN. ANCHOR RODS TO BE PLACED IN ALL 9 RECESSES OF THESE TWO UNITS.



REFLECTIVE SHEETING ... SHOW WHEN TO LEFT OF TRAFFIC SILVER (WHITE) WHEN TO RIGHT OF TRAFFIC

REFLECTOR
- 75 MM X 75 MM ATTACH ONE REFLECTOR AT THE LEAD EDGE OF EACH BARRIER UNIT MOUNTING SHALL BE HINGED OR FLEXIBLE

KEYWAYS - ENSURE KEYWAYS ARE UNOBSTRUCTED FROM TOP TO BOTTOM.

TOP OF ANCHOR ROD DOES NOT PROJECT BEYOND SURFACE OF CONCRETE BARRIER

EMBEDMENT PORTLAND CEMENT CONCRETE PAVEMENT

EMBEDMENT FLEXIBLE PAVEMENT

EMBEDMENT UNPAVED AREA

SEE SEPARATE SHEET FOR TYPE I, JOINT CLASS D, BOLTED BARRIER

Bulletin No. 7 11/19/98

NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF CONSTRUCTION ENGINEERING
OFFICE OF CAPITAL PROJECT SAFETY

SAFETY ALERT

PRECAST CONCRETE CURB, CONSTRUCTION BARRIER

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VIII, SUBSECTION C

The Office of Capital Project Safety has received reports of various deficiencies concerning the installation and maintenance of Precast Concrete Curb, Construction Barrier. This Safety Alert Bulletin has been prepared to help clarify the Standard Details and Standard Specifications.

1) PINNING THE END SECTIONS: General Note #4 of Standard Details, October 1996 CD-617-4 & CD-617-5 and September 1995 CD-23A & CD-23B, states "**All** end sections **SHALL** be pinned unless otherwise noted." On the same details under note "A" it will specify the length of the anchor rods required for each surface and Note "B" states "In units that are to be anchored, pins **SHALL** be required in every anchor recess." A standard 6 meter barrier curb section should have a total of nine anchor recesses.

2) REFLECTORS ON PRECAST CONCRETE CURB, CONSTRUCTION BARRIER: The Standard Specifications state "All construction barriers **SHALL** be provided with reflectors. The reflectors for precast concrete Types 1 and 4, and also for beam guide rail, **SHALL** consist of 150-millimeter (6") wide by 300-millimeter (12") high retroreflective sheeting, Type II or Type III A, as specified in Subsection 916.04. The reflectors **SHALL** be mounted on a plastic or 2-millimeter (0.080") aluminum support attached to the top of the construction barrier at 30-meter (100') intervals, except that on curves with a radii less than 580 meters (1910'), the interval SHALL be 15 meters(50'). The reflectors **SHALL** be omitted on the flared portion of the construction barrier, the reflectors **SHALL** be omitted when other traffic control devices are used to delineate travel paths." For the purpose of this bulletin traffic lines are markings, **NOT** "other traffic control devices." This determination has been made by both north and south Traffic Engineers and the FHWA.

The 75 by 75 millimeters (3" by 3") side mounted reflectors required at the lead end of each barrier section are in **addition** to the top mounted reflectors.

3) TAKING THE SLACK OUT: Standard Details, October 1996 CD-617-4 & CD-617-5 and September 1995 CD-23A & CD-23B, General Note #11 states "After a barrier unit has been placed and the connector key inserted, remove any slack in the joint by sliding the unit in a direction parallel to its longitudinal axis." This will reduce the barrier curb deflection when impacted. Also, in areas where vandalism occurs, it can prevent the connection keys from being stolen and sold as scrap iron. This has occurred in some of our projects.

4) CLASS JOINT, WHEN FIRST SETTING BARRIER: If the TCP's call for a specific class joint, install that joint with the initial installation of the barrier curb. If you don't, you may need to set up a lane closure to do the joint and this would be an additional disruption to traffic that would not have been needed if the proper joint was installed with the initial installation. Further you will eliminate the hassle with the contractor that occurs when he starts work behind the barrier and it has yet to be pinned. It works to everyone's advantage to install to plan the first time.

5)END TREATMENTS (ALIEM, etc.) ATTACHED TO BARRIER CURB: When an end treatment is used with Precast Concrete Curb, Construction Barrier, the end section of barrier curb to which the treatment is attached **SHALL** be pinned at all anchor locations.

6)SAFETY: Following the specifications for the installation of barrier contributes to the safety of the motorist, the workers and yourself when in the work zone.

Supervisor sign off:

Staff sign off:

REMEMBER: SAFETY IS EVERYONE'S RESPONSIBILITY!
OUR GOAL IS ZERO INJURIES

CONCURRENCE:_____
Michael W. Seigfried
Director, Construction Services and Materials

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VIII, SUBSECTION C

ATTACHMENT "I"

PRECAST CONCRETE CURB, CONSTRUCTION BARRIER

PROJECT: _____

LOCATION: _____

WORK PERFORMED BY: _____

	CHECKLIST	YES	NO	REMARKS
1	BARRIER CURB IS IN NEW CONDITION?			
2	BARRIER CURB IS WHITE CONCRETE?			
3	BARRIER CURB IS SET AS PER THE TCP?			
4	APPROACH END IS FLARED AWAY FROM TRAFFIC?			
5	END TREATMENT IS THE TYPE SPECIFIED ON THE TCP?			
6	BARRIER UNIT CONNECTION TO END OF RAIL HAS ATTACHMENT SHOE? (WHERE APPLICABLE)			
7	SLACK BETWEEN BARRIER UNITS WAS REMOVED AFTER PLACEMENT OF EACH CONNECTOR KEY?			
8	JOINTS BETWEEN BARRIER UNITS ARE CONNECTED WITH KEYS SET FLUSH WITH TOP OF THE BARRIER?			
9	THERE ARE NO BOLTS OR FASTENING DEVICES ON TOP OF THE BARRIER?			
10	BARRIER CURB END UNITS ONE AT EACH END ARE ANCHORED?			
11	IS THE SPECIFIED TYPE JOINT ADEQUATE FOR THE LATERAL MOVEMENT (DEFLECTION) IN THE BARRIER RUN AT THE PROPOSED LOCATION? (A - 24", B - 16", C - 8", D - 0")			
12	THE TYPE JOINT SPECIFIED IS A, B, C OR D?			
13	THE BARRIER CURB IS PLACED ON CONCRETE, ASPHALT OR UNPAVED AREA?			
14	IF JOINT TYPE IS A, B OR C, THE LENGTH OF THE ANCHOR RODS ARE? (UNPAVED - 39", ASPHALT- 27", CONCRETE - 14")			

SUPERCEDED BY 2011 CONSTRUCTION PROCEDURES HANDBOOK SECTION VIII, SUBSECTION C

ATTACHMENT "I"

	CHECKLIST	YES	NO	REMARKS
15	ANCHOR RODS ARE 1" DIAMETER?			
16	ANCHOR RODS HAVE BEEN PLACED IN ALL 9 ANCHOR ROD HOLES?			
17	ANCHOR RODS HAVE BEEN PLACED IN ANCHOR ROD HOLES AND NOT IN ANCHOR BOLT RECESSES?			
18	ANCHOR RODS DO NOT PROTRUDE ABOVE THE TOP OF THE ANCHOR ROD HOLES?			
19	IF JOINT TYPE IS B OR C, EVERY JOINT HA[illegible] GROUT[illegible] IN AND UP FROM THE BOTTOM CORNER, BOT[illegible]DES? (THIS IS THE ONLY LOCATION FOR GR[illegible]ON A TYPE [illegible] C JOINT)			
20	IF JOINT IS TYPE D, THE LENGTH OF [illegible]E ANCHOR [illegible]TS ARE? (ASPHALT - 19", CONCRETE - 13")			
21	ANCHOR BOLTS HAVE BEEN [illegible]A[illegible] IN ALL 9 [illegible]NCHOR BO[illegible] RECESSES OF EACH BOLTED [illegible]?			
22	IF JOINT IS TYPE D, SQU[illegible]RE [illegible]ASHERS [illegible]" X ¼") A[illegible]TALLED?			
23	IF JOINT TYPE IS D, A[illegible]OR BOLTS ARE GROUTE[illegible]?			
24	6" X 12" RETROR[illegible]LECTIVE RE[illegible]TORS ARE PLACED ON TOP OF THE BARRIER RU[illegible]A 100' INTE[illegible]VALS, CURV[illegible]S OR RADII GREATER THAN 1910' AND 50' INTERVA[illegible]S [illegible]N CURVE[illegible]1910' OR LESS. WHITE TO THE RIGHT OR YE[illegible]W TO THE [illegible]?			
25	3" X 3" RETROREFLECT[illegible]REFLECTOR[illegible] ARE PLACED, 3" FROM THE TOP, AT THE LEAD EDG[illegible]O EACH BA[illegible]ER UNIT, WHITE TO THE RIGHT OR YELLOW [illegible]E LEFT?			
26	SIDE REFLECTORS A[illegible]E FLEXIB[illegible] OR HINGE-MOUNTED?			

COMMENTS:

INSPECTED BY: _____ DATE: _____

2011 CONSTRUCTION PROCEDURES HANDBOOK
SUPERCEDED BY
SECTION VIII SUBSECTION C

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII	SUBSECTION D	DATE
WORK ZONE SAFETY	**WORK ZONE TRAFFIC CONTROL TYPE** **"A"**: NJ STATE POLICE CONSTRUCTION UNIT **"B"**: MUNICIPAL / COUNTY POLICE **"C"**: TRAINED FLAGGERS	05/15/06

2011 CONSTRUCTION PROCEDURE HANDBOOK SUPERCEDED BY SECTION VIII, SUBSECTION D

1. DESCRIPTION.

a. Work Zone Traffic Control TYPE "A": New Jersey State Police Construction Unit, or TYPE "B": Municipal / County Police is required whenever it is necessary to direct traffic such as at an intersection, or to override existing traffic control devices. A flagging operation does not require use of police. State police are not to be used for a flagging operation. Work Zone Traffic Control TYPE "A" and / or TYPE "B" shall consist of the use of Uniformed Police in accordance with these Guidelines and applicable Contract Documents to ensure compliance with the project's Traffic Control Plan (TCP), the Manual on Uniform Traffic Control Devices (MUTCD) and New Jersey Traffic Laws. Members of the New Jersey State Police Construction Unit (NJSPCU) and / or Municipal Police, shall be invited to all safety meetings held with the Contractor.

NOTE: If both TYPE "A" New Jersey State Police Construction Unit and TYPE "B": Municipal / County Police are used together, the New Jersey State Police Construction Unit has the lead over the Municipal / County Police.

b. Work Zone Traffic Control TYPE "C" Trained Flaggers shall utilize trained Flaggers as provided in Subsection 617.10 of the Project's Specifications.

c. The Project Manager, at the pre-construction conference shall provide to the Resident Engineer, a copy of the AD-12 indicating the estimated man-hours for Work Zone Traffic Control Type "A" and / or Type "B". The estimated man-hours for Work Zone Traffic Control Type "C" are included in contract pay item, "Traffic Director, Flaggers".

d. The Resident Engineer is responsible for the interpretation of the contract with regard to Work Zone Traffic Control and shall properly request the assignment of Work Zone Traffic Control TYPE "A", TYPE "B", and/or TYPE "C". However, NJSPCU Troopers and Municipal Police may take any action necessary to correct an emergency situation and report this action immediately to the Resident Engineer.

e. The purpose of Work Zone Traffic Control is to help provide a safer work site for both construction personnel and the traveling public. Work Zone Traffic Control, unless otherwise specified, shall be supplemental to the TCP and shall not be a substitute for required Traffic Control Devices. The Contractor must be capable of establishing, maintaining, and removing the Traffic Control Devices in the proper manner without the need for Work Zone Traffic Control Type "A" or Type "B".

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SECTION VII, SUBSECTION D

2. WORK ZONE TRAFFIC CONTROL TYPE "A": NEW JERSEY STATE POLICE.

a. Troopers provided for Work Zone Traffic Control TYPE "A" will be assigned by the New Jersey State Police Construction Unit (NJSPCU). This dedicated detachment of the New Jersey State Police has been established to enhance and monitor TCP Work Zone Safety on NJDOT projects and to assist the Resident Engineer with all Traffic Control matters. The NJSPCU consists of Troopers who have received specialized Work Zone Safety Training. Troopers conduct independent reviews of Work Zones and complete an OCPS-1 Safety Improvement Report. (Attachment "A")

b. If improvements are needed, the OCPS-1 report is submitted to the Resident Engineer or his/her representative immediately. If no improvements are noted, the report will be submitted within 5 working days. If improvements are needed the Resident Engineer will in turn provide a copy to the Contractor.

c. The Resident Engineer should resolve all safety concerns expeditiously through interpretation of the TCP and contract requirements. The Resident Engineer may confer with his/her immediate supervisor, the Office of Capital Project Safety, the Regional Traffic Engineer, Work Zone, and the NJSPCU Regional Supervisor.

d. Work Zone Traffic Control TYPE "A" (NJSPCU) is a service to the NJDOT and Resident Engineer, not the Contractor. Their use shall not relieve the Contractor of his responsibility to maintain the TCP and proper Safety Devices on the Project. The NJSPCU, with the concurrence of the Resident Engineer, shall ensure that proper safety procedures are followed on the construction site.

e. When requests for assistance from the New Jersey State Police Construction Unit are more than the dedicated Members of the Unit can accommodate, Troopers from outside the NJSPCU, on overtime, will be assigned to projects, on a priority basis, as per guidelines contained herein.

f. REIMBURSABLE CREDIT FOR NON-WEATHER RELATED CANCELLATION OF WORK ZONE TRAFFIC CONTROL TYPE "A":

It is the Contractor's obligation to notify the Resident Engineer of all cancellations of scheduled work for which Work Zone Traffic Control TYPE "A" NJSPCU was requested (per Subsection 617.10 of the Project Specifications).

The following procedure, in accordance with the Project's Specifications, shall be used to charge the Contractor for all non-weather related cancellations occurring within 24 hours of the requested Work Zone Traffic Control Type "A" (NJSPCU) detail:

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- The Contractor is to be notified at the Preconstruction Conference, that cancellation of NJSPCU Trooper Services for non-weather related reasons, shall result in back-charges at the rate of $65.00 per hour, this rate includes the cost of the vehicle.

- Whenever the Contractor cancels planned operations for which he requested Work Zone Traffic Control Type "A" (NJSPCU), the Resident Engineer shall record the date, time, weather conditions, and reasons for the cancellation.

- The day of the cancellation, the Resident Engineer shall review the reasons for the cancellation. If the cancellation was non-weather related, or not made within the specified time for notification, or was not due to any act of the NJDOT, the Resident Engineer will generate a DC-29(a) to implement a credit. The Resident Engineer shall notify the Contractor in writing of the action being taken. The quantity (man-hours charged) shall be a minimum of four hours per NJSPCU Trooper canceled or as otherwise specified.

- **The Resident Engineer will initiate a Construction Order** to create an Extra Work Item: "Credit for Work Zone Traffic Control Type "A". The unit of measurement shall be in man-hours. The quantity in the Construction Order will be the actual quantity (man-hours) for which the Troopers were canceled and a credit is due. This item will be as-built at the end of the project to obtain the total amount charged to the Contractor. On Federal Aid projects this credit is applied to the federally participating amount.

3. WORK ZONE TRAFFIC CONTROL TYPE "B": MUNICIPAL POLICE.

a. If so designated in the Special Provisions, Uniformed Municipal Police assigned to provide Work Zone Traffic Control TYPE "B" shall be on-duty Police Officers from the Municipality or County within which the work of the Project is accomplished. The term "Municipal Police" shall mean all Police other than the NJ State Police.

b. A **signed and enacted NJDOT - MUNICIPAL AGREEMENT** is required prior to any Municipal Police being used on the Project. The Municipality shall be directly reimbursed by the NJDOT for all Municipal Police services, including their vehicles. No payment is to be made by the Contractor to the Municipality for these services. The Agreement shall have provisions stating that all Municipal Police assigned to perform Work Zone Traffic Control, Type "B" shall have completed the NJDOT approved Traffic Control Coordinator Training, (TCC Instruction).

c. The assignment and use of Municipal Police to the Project will be made on the basis of the Contractor's operations and the needs of the work site, at locations and times designated by the Resident Engineer and **in accordance with paragraph 5**

herein. Projections and requests for the anticipated use of Municipal Police shall be made at least 72 hours in advance to allow time for Scheduling. Municipal Police reporting for scheduled work shall be reimbursed for a minimum of four hours.

d. The Resident Engineer is responsible for monitoring the scheduled times and hours worked by Municipal Police through DC-29(a) reports. **After verification by the Resident Engineer**, Municipal Police invoices will be submitted to the Project Manager for approval; justification for payment will be based upon project DC-29(a) reports. Municipal Police are employees of the Municipality, as such, they serve as a Vendor Service to the State of New Jersey.

e. It shall be the Contractor's obligation to notify the Resident Engineer of any cancellations of scheduled operations affecting the assignment of Municipal Police at least 24 hours in advance of when Municipal Police are to start their assignment.

f. As per reasons outlined in Subsection 617.10 of the Project's Specifications, the Contractor is responsible for notifying the Resident Engineer at least 24 hours before cancellation of a scheduled operation for which Municipal Police are requested. If cancelation is made less than 24 hours before the scheduled request, scheduled Municipal Police may be reimbursed for each officer for a minimum of four hours of work. Payments to Municipal Police resulting from non-weather related cancelled work will be made by the State through an Interagency Transfer and the amounts will be **deducted from the Contractor's monthly estimate.**

4. WORK ZONE TRAFFIC CONTROL TYPE "C" TRAINED FLAGGERS.

a. Trained Flaggers shall be competent persons fulfilling the requirements set forth in Subsection 617.10 of the Project Specifications.

b. Trained Flaggers shall not be NJSP or Municipal Police working in uniform, or in any other official status, on behalf of the Contractor. Trained Flaggers shall be employees of the Contractor or of an approved Subcontractor as indicated on the Contractor or Subcontractor's certified payroll, submitted to the Resident Engineer.

c. If the Resident Engineer determines the need for Trained Flaggers on the Project and there is no item in the proposal, the Extra Work Item must be created by issuing a Construction Order. The Extra Work Item, "Traffic Director, Flaggers", must be approved, prior to their use on the project.

d. For all planned Flagging operations Trained Flaggers shall be competent workers, properly attired in a hardhat, safety vest, work shoes, etc., and shall only be allowed to stop and release traffic. Trained Flaggers shall use 24" x 24" STOP / SLOW Paddles and shall work within a properly implemented Flagger Station setup.

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e. All Trained Flaggers shall be Trained in all Flagging Operations and the proper use of the STOP / SLOW Paddle.

f. The Resident Engineer is reminded that special attention and provisions are to be made for Nighttime Flagging Operations:

- Flagger Stations must be properly illuminated and the illumination must be verified by the night lighting demonstration.
- Flaggers **must wear** a 360-degree Retro-Reflective orange Safety Vest and a Hardhat with Retro-Reflective tape or decals.
- Flaggers must be equipped with Retro-Reflective 24" x 24" STOP / SLOW Paddle with a 5' handle. That is 5' long from road to bottom of the sign.
- Flaggers must be equipped with a Flashlight. Glow Sticks, Flares, Emergency Lights, etc., may also be required if the situation warrants.
- Flaggers should wear light colored clothing.

5. GUIDELINES AND RECOMMENDATIONS GOVERNING THE NEED AND USE OF WORK ZONE TRAFFIC CONTROL, TYPE "A" & TYPE "B".

Police Presence on the job site is an Enhancement of the TCP. The Resident Engineer should only consider the use of Municipal Police or NJSPCU when circumstances on the project or the specific construction operations may require their assignment. The Resident Engineer is not responsible for any isolated traffic related instances, which may occur during times when there is no Police presence, providing that the requirements of the project TCP and the MUTCD are properly enforced.

Noting that **Police Presence**, on other than the required situations to **"Direct Traffic"**, is an enhancement to the Traffic Control Plan (TCP), the determining factors for their use will vary from project to project, even of the same type. Therefore, due to project priority, limited manpower resources, scheduling conflicts, and overtime considerations, requests for Police assistance must be weighed against the actual benefit to Safety in the Work Zone that the Police Presence may provide. Police use should be constantly evaluated in order to maximize assignment coverage.

In many cases, the flashing lights on an NJSPCU vehicle provide the desired effect of maintaining traffic speed and conduct through the work zone. However, this is not the primary goal or use of NJ State Police.

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Municipal Police should mainly be considered and used on lower volume, lower speed, "local" roadways of little work zone complexity. Urban construction site locations may require using several Officers with longer-term assignments.

The NJSPCU should be considered for projects with high speed, high volume traffic and more complex Traffic Control Plans. It is not a requirement to have NJSPCU personnel on any project. The Contractor should be able to perform all the functions needed to setup and remove the Traffic Control Devices within the Work Zone without the NJSPCU.

Members of the NJSPCU, due to their specific Work Zone Training, will be assigned to "priority projects", if additional NJ State Police are needed, overtime troopers will be assigned to fill the remaining requests. Most overtime troopers have Work Zone experience and are given a NJSPCU "Supplemental Construction Overtime Program Briefing Sheet" by the Squad Supervisor.

a. The decision to use Work Zone Traffic Control Type "A" and / or Type "B" on the project shall be as determined and directed by the Resident Engineer. The Resident Engineer should only consider the use of Municipal Police or NJSPCU when circumstances on the project or the specific job operations warrant their assignment. There is an inherent risk associated with all construction activity and Police presence will not eliminate the risk. Due to limited manpower resources, schedule conflicts, overtime considerations and priority, the request for Police assistance must be weighed against the actual benefit to the Work Zone Safety that the Police presence may provide.

b. Activities for which the Resident Engineer could consider Work Zone Traffic Control Type "A" and / or Type "B" may include:

   - Traffic Direction through signalized intersections where the integrity of the existing signal system is impacted, or the need to override the signal exists.
   - When starting a new project during the initial setup of a long term work zone, placing precast concrete barrier, or when changing traffic patterns or detours.
   - Setout and pickup of lane closures on high speed / high volume roadways.
   - To perform rolling slowdowns or temporary shutdowns on highways.
   - During Nighttime Operations.
   - Implementing on-site TCP changes affecting traffic interference.

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- Speed enforcement.
- Mitigating job-site conditions: poor sight distances, vertical & horizontal curves, day / night differentials, motorist inattention, or other job-specific hazards.
- Equipment movement, traffic interference, weather related problems

6. SCHEDULING.

a. The Resident Engineer shall review the Contractor's request for Work Zone Traffic Control Type "A" and / or Type "B" referencing the guidelines in paragraph 5.

b. The Resident Engineer may discuss the request for Police Presence with the Regional Office of Capital Program Safety (OCPS) Representative and the NJDOT State Police Coordinator.

c. When Work Zone Traffic Control Type "A" is to be requested, the Resident Engineer shall consult the NJSPCU scheduling Sergeant to discuss availability of Troopers.

d. All Police Requests must be made by FAX or E-mail on Form TO-100 (Attachment "B"); Fax or E-mail the request, Form TO-100, to the NJSPCU scheduling Sergeant, Traffic Operations, and the Regional OCPS Representative. Schedule a week's work at a time when possible.

e. All requests should include the following information:

- Project name, location, job number and funding.
- Field office location and telephone number.
- Date and time for which assistance is requested.
- Number of Police Officers requested.
- Type and location of Contractor activity.
- Time and place to meet project personnel.
- Project personnel name and cell/pager number.

f. The proposed assignment request must include one of the reasons taken from the guidelines in paragraph 5, section b, (or other acceptable job related reason), to assist scheduling personnel in prioritizing assignments.

g. Request confirmation of the request from the NJSPCU scheduling Sergeant.

h. The Regional OCPS Representative shall:

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- Periodically consult with the NJSPCU Regional Supervisors about schedules.
- Provide Resident Engineers with telephone numbers, fax numbers, and other pertinent NJSPCU information.
- Assist the NJSPCU Regional Supervisor with estimated staffing needs for future NJSPCU assistance, based upon the requests received.

7. MONITORING WORK ZONE TRAFFIC CONTROL TYPE "A" (and / or) TYPE "B".

a. When a Trooper or Police Officer arrives on the project for a scheduled assignment, the Resident Engineer or his/her Safety representative shall:

- Meet with the Officer at the time and location scheduled and brief the Officer on the day's operations and the nature of the assistance.
- Familiarize the Officer with the Traffic Control Plans (TCP).
- Provide the 7-digit job number for time charges and recording purposes.
- Record the Officer's name, badge number, cell phone, pager number and vehicle number.
- Provide the Officer with the appropriate contact numbers (field office, cell phone, beeper, etc.) where the Resident Engineer and the Contractor's designated Traffic Control Coordinator (TCC) can be reached and where to submit the OCPS-1Safety Improvement Reports.
- Record the total number of hours scheduled and the total hours worked for each Officer assigned to the project on DC-29(a) daily reports.
- Report NJSPCU time charged into the ACES system and generate a summary man-hour utilization report.
- The NJDOT State Police Coordinator will randomly request copies of the summary man-hour utilization report for quality oversight.

b. Upon receipt of an OCPS-1 Safety Improvement Report, the Resident Engineer or his/her safety representative shall:

- Review the information in the OCPS-1 Safety Improvement Report.
- Direct the Contractor to make any needed improvements promptly and follow up with written documentation on a copy of the Safety Improvement Report.
- Maintain a file with copies of the Safety Improvement Reports at the project field office.
- A copy shall be sent to the Regional Construction Engineer by the Resident Engineer to document any actions taken.

c. Keep the Traffic Interference Report / State Police Request, Form TO-100/TO-101, on file for NJSPCU request verification.

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d. The OCPS will contact NJSPCU Headquarters and the NJSPCU Regional Supervisors periodically to Monitor, Compare and Audit project time charges with the Trooper's timesheets and NJSPCU Invoices.

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STATE OF NEW JERSEY
HIGHWAY CONSTRUCTION SAFETY IMPROVEMENT REPORT

Form OCPS-1
CPH - SAMPLE

ROUTE:	SECTION:	LOCATION OF WORK ZONE:	JOB NO.:

MILE POST: FROM _____ TO _____	WEATHER CONDITIONS:	ROAD SURFACE CONDITION:

	RESIDENT ENGINEER:	CONTRACTOR:

TYPE OF WORK

☐ SHOULDER CLOSURE ☐ LANE CLOSURE ☐ RAMP CLOSURE ☐ DETOUR ☐ INTERSECTION ☐ OTHER

OBSERVED BY		TOTAL HOURS	OBSERVATION TIME		WORK or ACCESS SUSPENSION (If Applicable)		NUMBER OF PEOPLE EFFECTED
STATE POLICE	N.J.D.O.T.		BEGIN	END	STOP	RESUME	

CONDITIONS OBSERVED (Place an X through the numbered box(es) where improvement is recommended)

1 CONSTRUCTION EQUIPMENT	8 CONSTRUCTION SIGNS	15 SIGNS
2 BREAKAWAY BARRICADES	9 DRUMS	16 CONES
3 HIGH INTENSITY FLASHING LIGHT	10 FLASHING ARROW BOARD	17 REFLECTORS ON CONCRETE BARRIER
4 PRECAST CONCRETE BARRIER	11 IMPACT ATTENUATORS	18 TRUCK MOUNTED ATTENUATOR (TMA)
5 TRAFFIC CONTROL TRUCK	12 TRAFFIC DIRECTORS	19 EXISTING TRAFFIC STRIPES
6 TEMPORARY TRAFFIC STRIPE	13 BUFFER ZONE	20 SAFETY VESTS, HARDHATS AND SHOES
7 CLEAR ZONE	14 RAISED PAVEMENT MARKERS	21 WORKSITE (PUBLIC, OSHA ETC.)

REMARKS: (List Conditions, or/and Work Activities effected by the Safety Improvement, Inspection or State "No Activities" need improvement)

WAS THE SAFETY IMPROVEMENT IMPLEMENTED ☐ YES ☐ NO

EXPLAIN: (YES or NO)

Name of person notified	Title	*Signature*	*Date*
Observer Name	**Title**	***Signature***	***Date***

ORIGINAL to RESIDENT ENGINEER at SITE - YELLOW COPY to STATE POLICE - PINK COPY to N.J.D.O.T. REGIONAL OFFICE

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ATTACHMENT "B"

TRAFFIC OPERATIONS
WEEKLY LANE CLOSURE REQUEST

TRAFFIC OPERATIONS NORTH
COUNTIES: BERGEN, ESSEX, HUDSON, HUNTERDON, MIDDLESEX, MORRIS, PASSAIC, SOMERSET, SUSSEX, UNION, WARREN

PHONE: (201) 797-3676
FAX: (201) 797-7538
EMAIL: NJDOT_TOC.North@dot.state.nj.us

TRAFFIC OPERATIONS SOUTH
COUNTIES: ATLANTIC, BURLINGTON, CAMDEN, CAPE MAY, CUMBERLAND, GLOUCESTER, MERCER, MONMOUTH, OCEAN, SALEM

PHONE: (856) 486-6650
FAX: (856) 486-6802
EMAIL: NJDOT_TOC.South@dot.state.nj.us

1 RESIDENT ENGINEER/CREW SUPERVISOR INFO
NAME:
OFFICE:
FAX:
CELL:

2 AFTER HOURS FIELD CONTACT INFO
NAME:
CELL:

3 FORM PREPARED BY
NAME: DATE PREPARED:

4 PROJECT TYPE
☐ CONSTRUCTION ☐ MAINTENANCE ☐ MAINT. CONSTRUCTION
☐ ELECTRICAL ☐ PERMIT ☐ OTHER

5 PROJECT DESCRIPTION
PROJECT NAME:
SECTION:
JOB #:
FED JOB #:
MUNICIPALITY:
COUNTY:
REGION:
CONTRACTOR:

6 ☐ NJSP ☐ MUNICIPAL POLICE **SERVICE REQUEST SECTION**

DATE	# OF OFFICERS	TOTAL HOURS	FULL TIME	DRIVE THROUGH SAFETY	SPEED ENFORCEMENT	DESCRIPTION OF WORK
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	

7 **LANE CLOSURE TYPE**
(R) = RIGHT LN (L) = LEFT LN (2R) = 2 RIGHT LNS (2L) = 2 LEFT LNS (3R) = 3 RIGHT LNS (3L) = 3 LEFT LNS (4R) = 4 RIGHT LNS (4L) = 4 LEFT LNS
(LTL) = LEFT TURN LN (RTL) = RIGHT TURN LN (ACL) = ACCEL LN (DCL) = DECEL LN (DT) = DETOUR (TS) = TRAFFIC SHIFT (AT) = ALTERNATING TRAFFIC (S) = SHOULDER (N) = NONE

8 **WEEKLY LANE CLOSURE REQUEST INFORMATION SECTION**

DATE	ROUTE	DIRECTION	MP/CROSS STREET	LANE CLOSURE TYPE	EXPRESS	LOCAL	NUMBER OF LANES CLOSED	TOTAL NUMBER OF LANES	PERM/TEMP P=PERM T=TEMP	CLOSURE HOURS (LIST)	APPROVED HOURS (YES / NO)
					☐	☐					
					☐	☐					
					☐	☐					
					☐	☐					
					☐	☐					
					☐	☐					
					☐	☐					

9 COMMENTS:

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NJ DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS

DAILY LANE AND SHOULDER CLOSURE REQUEST

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TOC NORTH
TEL: (201) 797-3676
FAX: (201) 797-7538
NJDOT_TOC.North@dot.state.nj.us

TOC SOUTH
TEL: (856) 486-6650
FAX: (856) 486-6802
NJDOT_TOC.South@dot.state.nj.us

RESIDENT ENGINEER: **CREW NUMBER:**

OFFICE PHONE #: **PROJECT NAME:**

OFFICE FAX #: **JOB NUMBER:**

CELL #: **PAGER #:** **DATE OF REQUEST:**

ROUTE: **MP:** **INTERSECTION OR LIMIT:**

MUNICIPALITY: **COUNTY:** **REGION:**

DATE OF WORK: **DAY OF WORK:** **WORK HOURS:**

TYPE OF WORK

- ☐ BRIDGE WORK
- ☐ DRAINAGE WORK
- ☐ ELECTRIC WORK
- ☐ OTHER:
- ☐ MAINTENANCE
- ☐ SWEEPING
- ☐ TREE TRIMMING
- ☐ POTHOLE REPAIRS
- ☐ MILLING & PAVING
- ☐ STRIPING

DIRECTION

- ☐ NB
- ☐ SB
- ☐ EB
- ☐ WB

LANES CLOSED

- ☐ SHOULDER
- ☐ SLOW LANE
- ☐ CENTER LANE
- ☐ SPEED LANE
- ☐ RAMP
- ☐ DETOUR
- ☐ ALTERNATING TRAFFIC
- ☐ STAGING CHANGE
- ☐ SLOW DOWN
- ☐ MOVING OPERATION
- ☐ OTHER (USE COMMENTS BOX)

TOTAL NUMBER OF LANES: **NUMBER OF LANES CLOSED:**

PORTABLE VMS USE: YES: ☐ NO: ☐ **IF YES, LOCATION:**

COMMENTS:

☐ **ABOVE WORK IS BEING CANCELED**

LANE CLOSURE HOURS AS PER PLANS:
☐ **YES**
☐ **NO** ☐ **RCE CONCURRENCE**
IF NO, EXPLAIN:

Disapproved by Traffic Operations _____Date_____

For more information on planned construction related lane closures, log on to: www.njcommuter.com

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII	SUBSECTION E	DATE
WORK ZONE SAFETY	FUNCTIONS OF OFFICE OF CAPITAL PROJECT SAFETY	05/15/06

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1. The goal of the Office of Capital Project Safety (OCPS) is to promote and monitor capital project safety for NJDOT employees, construction contractors, site workers and the motoring public by taking an aggressive proactive approach toward work zone safety. OCPS supports the Department's goal to reduce injuries on Capital Program construction projects.

   The office is concerned with the assessment and development of processes that affect safety in the work zone. Elements of the safety process, responsibility, knowledge, training, implementation, feedback and culture are examined for the purpose of making improvements. Independent audits are made of construction sites to evaluate site safety and collect data. Improvements are implemented, monitored, evaluated and revised in a continuous feedback loop. Monitoring, training and incident records are maintained to accomplish the feedback.

   The Office of Capital Project Safety is located in the Bureau of Construction Engineering and includes three field personnel, one in each region. These people perform audits on all projects, point out deficiencies, suggest changes, train and provide feedback. They provide positive recognition to those who are maintaining a safe project.

2. OCPS regional representatives provide the following services:

   a. Routinely review projects to ensure their traffic control setups are in conformance to the traffic control plans (TCP). Safety improvement reports are prepared for each visit and given to the Resident Engineer for his action. They are available to assist in working out solutions on site; however they are not authorized to make changes to the TCP. The Regional Traffic Engineer, Work Zone is the only person authorized to approve changes to a TCP.

   b. Perform limited quality assurance audits of construction sites for conformance with contract site safety requirements. A report of their findings is given to the Resident Engineer and the Contractor.

   c. Perform independent monitoring of Capital Program employees for conformance with Department site safety requirements.

   d. Participate in Preconstruction Meetings to discuss work zone safety devices to highlight the safety aspects of a project.

e. Review contractor safety and health plans. They will provide a standardized letter that addresses comments pertaining to the plan. They provide continuing reviews until the safety plan meets the specifications.

f. Provide assistance and guidance to the Resident Engineer during night lighting demonstrations.

3. OCPS staff also performs the following functions:

a. Monitoring the Department's involvement with the New Jersey State Police Construction Unit.

b. Participation in the annual TCP review process and is responsible for preparing the TCP Annual Report to the FHWA.

c. Issuance of Safety Alert Bulletins to regional construction staff and the industry to raise safety culture awareness and implement changes.

d. Provides safety training on an individual or group basis.

e. OCPS is an active member in the New Jersey Highway Work Zone Partnership which also includes representatives from the Construction Industry, Labor Unions, Federal Highway Administration, OSHA and NJ State Police. These separate entities have informally joined together to leverage their individual strengths, forming a synergistic unit to promote safety in the work zone and on the work site.

f. Represents the Department on the Rutgers Traffic Control Coordinator Course Development Committee.

g. Reviews the content of the New Jersey Driver's Manual for the purpose of updating signage and providing motorists with information on how to conduct themselves in a work zone.

h. Provides work zone safety presentations to the industry.

i. Promotes built in safety during design of Capital Projects. Revises safety related specifications for construction projects and methods of operation.

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