

# Preliminary Engineering Activity Descriptions

February, 2025



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## Table of Contents

<b>Preliminary Engineering .....</b>	<b>1</b>
Preliminary Engineering Initiated (3000) .....	1
Approve PE Schedule (3002) .....	1
Initiate Preliminary Engineering (3005) .....	1
Prepare & Submit PE Complete Streets Checklist (3006) .....	2
Delineate Wetlands (3008) .....	3
Determine and Calculate Deforested Areas (3010) .....	3
Develop Landscape Architectural Design (3012) .....	4
Prepare Control Survey Report (3015) .....	4
Review Wetland Delineation (3018) .....	5
Conduct Topographic Survey (3020) .....	5
Plan ROW Schedule and Initiate Title Search (3024) .....	6
Prepare Base Maps (3025) .....	7
Conduct Initial Title Search (3028) .....	8
Prepare Horizontal & Vertical Geometry (3030) .....	9
Review & Approve PE Complete Streets Checklist (3034) .....	10
Prepare Utility Base Plans (3035) .....	11
Prepare Detailed Hydrologic and Hydraulics (H&H) Analysis (3038) .....	11
Establish Utility Engineering Funding (3040) .....	12
Review Hydrologic and Hydraulics (H&H) Analysis (3042) .....	12
Prepare & Submit Access Cut-Outs (3044) .....	13
Send Utility Verification Request Letter (3045) .....	14
Review Access Cut-Outs (3046) .....	14
Administer Access Alterations (3048) .....	15
Prepare Utility Agreement (3050) .....	15
Submit Access Conclusion Package (3052) .....	16
Identify and Analyze Utility Risks (3055) .....	16
Execute Utility Agreement (3060) .....	17
Prepare Preliminary ITS Facility Design (3065) .....	17
Prepare Preliminary Roadway Plans (3070) .....	18
Hold Diagnostic Team Meeting (3075) .....	19
Conduct Subsurface Utility Engineering (3080) .....	20
Prepare Preliminary Drainage Design (3085) .....	20
Determine Traffic Engineering Facility Locations (3090) .....	21
Prepare Preliminary Geotechnical Engineering Report (3095) .....	23
Develop Subsurface Exploration Program (3096) .....	23
Review & Approve Subsurface Exploration Plan (3098) .....	24
Prepare Structural Design Recommendation Summary (3100) .....	25
Gather Subsurface Information (3102) .....	25
Prepare & Submit Project Access Plan and Access Impact Summary (3105) .....	26
Review Project Access Plan and Access Impact Summary (3106) .....	27
Prepare & Submit ROW Report, ROW Impact Matrix, & ROW Impact Plans Submission (3110) .....	27

Procedures are subject to change without notice.

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

Distribute ROW Report, ROW Matrix, & ROW Impact Plans Submission (3112)..... 29

Review ROW Report, ROW Impact Matrix, & ROW Impact Plans Submission (3115) ..... 30

Hold PE ROW Kickoff Meeting (3120) ..... 30

Prepare and Submit Tideland Maps, Tideland Application, ROW Plans and Documents (3122) ..... 31

Distribute Tideland Maps, Tideland Application, ROW Plans and Documents (3124) ..... 32

Prepare Initial ROW Estimate (3125) ..... 33

Review Tideland Maps, Tideland Application, ROW Plans & Documents and Prepare and Submit PE ROW Cost Estimate (3126) ..... 33

Submit Comment Resolution Summary-CRS (3128) ..... 34

Update Preliminary Detour and Construction Staging Plans (3130) ..... 35

Update and Submit Preliminary ROW Plans & Documents (3132) ..... 35

Review and Approve Updated Preliminary ROW Plans & Documents (3134) ..... 36

Prepare Construction Cost Estimate (3135) ..... 37

Authorize Right of Way (3136)..... 37

Conduct Preliminary Engineering Constructability-Risk Analysis Workshop(3145) ..... 38

Prepare Design Exception Report (3150) ..... 39

Prepare Draft Preliminary Engineering Report (3160)..... 40

Review PE Complete Streets Checklist (3162) ..... 41

Finalize Project Plan (3165) ..... 41

Prepare Final Design Scope Statement (3170) ..... 42

Complete Preliminary Engineering Quality Certification (3175) ..... 43

Develop FD Public Involvement Action Plan (3185) ..... 43

Prepare Project Management Plan (Major Projects) (3195) ..... 44

FHWA Approves Project Management Plan (Major Projects) (3200)..... 45

NJDOT Reviews Draft Preliminary Engineering Report (3205) ..... 45

Coordinate with USCG (3206) ..... 46

Submit Final PE Report (3208) ..... 46

FHWA Reviews and Approves Preliminary Engineering Report (3210) ..... 47

Present to Capital Program Screening Committee (3215) ..... 47

Capital Program Committee Approves Final Alternative (3220)..... 48

Assess Designer (3225) ..... 49

Develop FD Designer Fee Proposal (3230) ..... 50

Develop FD Independent Cost Estimate (3235) ..... 50

Develop FD Schedule (3240) ..... 51

Negotiate FD Addendum (3245) ..... 51

Approve FD Schedule (3250) ..... 52

Develop FD Budget (3255) ..... 53

Finalize FD Budget (3260) ..... 53

Approve FD Budget (3265) ..... 54

Authorize Final Design (3270)..... 54

Execute FD Addendum (3275) ..... 55

Complete PE Closeout (3285) ..... 56

Initiate Cultural Resources (Section 106) Process (3300) ..... 56

Procedures are subject to change without notice.

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

Conduct CR Survey (3305) ..... 57

Prepare CR Survey Report (3310) ..... 58

Review CR Survey Report (3315) ..... 59

Address Comments on CR Survey Report (3320)..... 59

Approve CR Survey Report (3325)..... 59

Obtain SHPO Concurrence (No Resources, No Effect, No Adverse Effect) (3330)..... 60

Prepare Draft MOA (Adverse Effect Only) (3335) ..... 61

Obtain SHPO Concurrence (No Adverse Effect with Conditions or Adverse Effect) (3340) 61

Obtain FHWA Approval of CR Survey Report (3345)..... 62

Prepare Adverse Effect Documentation & Submit to FHWA (Adverse Effect Only) (3350) 62

FHWA Sends Adverse Effect Documentation to ACHP (3355)..... 63

ACHP Reviews & Accepts or Declines Participation (3360)..... 63

Resolve Adverse Effects (3365)..... 64

Circulate MOA for Comment (3370) ..... 65

Prepare Final MOA (3375) ..... 66

Execute the MOA (3380) ..... 66

Submit Historic Sites Council Application (3390) ..... 67

Present to Historic Sites Council (3395) ..... 67

Inform Jurisdictional Agency Regarding Programmatic Section 4(f) Impacts (3400) ..... 68

Receive Concurrence Regarding Programmatic Section 4(f) Impacts (3405) ..... 68

Prepare Programmatic Section 4(f) Evaluation (3410)..... 69

Prepare De Minimis Section 4(f) Evaluation (3420) ..... 69

Prepare Programmatic Net Benefit Section 4(f) Evaluation (3425) ..... 70

NJDOT Reviews Programmatic Section 4(f) Evaluation (3430)..... 70

Revise Programmatic Section 4(f) Evaluation (NJDOT Comments) (3435) ..... 71

FHWA Reviews Programmatic Section 4(f) Evaluation (3440)..... 71

Revise Programmatic Section 4(f) Evaluation (FHWA Comments) (3445)..... 72

FHWA Approves Programmatic Section 4(f) Evaluation (3450) ..... 72

Inform Jurisdictional Agency Regarding Draft Individual Section 4(f) Impacts (3460)..... 73

Receive Concurrence Regarding Draft Individual Section 4(f) Impacts (3465) ..... 73

Prepare Draft Individual Section 4(f) Evaluation (3470) ..... 74

NJDOT Reviews Draft Individual Section 4(f) Evaluation (3475) ..... 74

Revise Draft Individual Section 4(f) Evaluation (NJDOT Comments) (3480) ..... 75

FHWA Reviews & Comments on Draft Individual Section 4(f) Evaluation (3485) ..... 75

Revise Draft Individual Section 4(f) Evaluation (FHWA Comments) (3490) ..... 76

Conduct Draft Individual Section 4(f) Legal Sufficiency Review (3495) ..... 76

Circulate Draft Individual Section 4(f) Evaluation (3500)..... 77

Prepare Final Individual Section 4(f) Evaluation (3505)..... 78

FHWA Approves Final Individual Section 4(f) Evaluation (3510) ..... 78

Inform Green Acres Program & Local Officials (3520)..... 79

Receive Concurrence on Green Acres Impacts (3525) ..... 79

Hold Green Acres Pre-Application Meeting (3530)..... 80

Negotiate Green Acres Compensation (3535)..... 80

Identify Alternatives (EA Only) (3540) ..... 81

Procedures are subject to change without notice.

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

Prepare EA or EA/4(f) (3545).....	81
NJDOT Reviews EA (3550).....	82
Revise EA (NJDOT Comments) (3555) .....	83
FHWA Reviews EA (3560).....	83
Revise EA (FHWA Comments) (3565) .....	84
FHWA Approves EA (3570) .....	84
Conduct Draft Individual Section 4(f) Legal Sufficiency Review (EA) (3575).....	85
Circulate EA (3580) .....	85
Hold EA Public Hearing & Comment Period (3585) .....	86
Address EA Comments (3590) .....	87
Submit FONSI Request Package (3595) .....	88
FHWA Approves Final Individual Section 4(f) (EA) (3600).....	88
FHWA Reviews and Issues FONSI (3605) .....	88
Publish Notice of FONSI Availability (3610).....	89
Publish Notice of Intent in Federal Register (EIS Only) (3620) .....	89
Invite Cooperating Agencies (EA & EIS) (3625).....	90
Hold NEPA Scope Meeting (EIS Only) (3630) .....	90
Prepare Alternatives Analysis Report (3635) .....	91
Prepare DEIS or DEIS/4(f) (3640) .....	92
NJDOT Reviews DEIS (3645) .....	93
Revise DEIS (NJDOT Comments) (3650) .....	93
FHWA Reviews DEIS (3655) .....	94
Revise DEIS (FHWA Comments) (3660) .....	94
FHWA Approves DEIS to Circulate (3665).....	95
Publish Notice of Availability in Federal Register (DEIS) (3670).....	95
Circulate DEIS (3675).....	95
Hold EIS Public Hearing & Comment Period (3680).....	96
Address Public and Agency Comments (3685).....	97
Select Final Alternative (3690).....	97
Prepare & Submit FEIS (3700).....	98
FHWA Reviews & Comments on FEIS (3705).....	99
Address FEIS Comments (3710).....	99
FHWA Reviews FEIS for Legal Sufficiency & Approval (3715) .....	100
Publish EIS Notice of Availability in Newspaper (3720).....	100
Publish FEIS Notice in Federal Register (3725).....	101
FHWA Publishes ROD in Federal Register (3730) .....	101
Circulate FEIS (3735) .....	102
Conduct Air Quality Study (3740).....	103
Prepare Air Quality TES (3745) .....	103
NJDOT Reviews Air Quality TES (3750) .....	104
Address Air Quality TES Comments (3755).....	104
Approve Air Quality TES (3760) .....	105
Conduct Ecology Study (3765).....	105
Prepare Ecology TES (3770) .....	106

Procedures are subject to change without notice.

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

NJDOT Reviews Ecology TES (3775) ..... 107

Address Ecology TES Comments (3780) ..... 107

Approve Ecology TES (3785) ..... 108

Conduct Socio-Economic Study (3790) ..... 108

Prepare Socio-Economic TES (3795) ..... 109

NJDOT Reviews Socio-Economic TES (3800) ..... 110

Address Socio-Economic TES Comments (3805)..... 110

Approve Socio-Economic TES (3810) ..... 111

Conduct Noise Study (3815)..... 111

Prepare Noise TES (3820) ..... 112

NJDOT Reviews Noise TES (3825) ..... 113

Address Noise TES Comments (3830) ..... 114

Approve Noise TES (3835) ..... 114

Conduct Hazardous Waste Study (3840) ..... 115

Prepare Hazardous Waste TES (3845)..... 116

NJDOT Reviews Hazardous Waste TES (3850)..... 116

Address Hazardous Waste TES Comments (3855) ..... 117

Approve Hazardous Waste TES (3860) ..... 117

Hold Public Information Center (3865) ..... 118

Prepare CED (3870) ..... 119

Execute PE Public Involvement Action Plan (PIAP) (3874)..... 120

FHWA Reviews & Signs Categorical Exclusion Document (3875) ..... 121

Initiate Environmental Technical Studies (3880)..... 121

Prepare Certified Categorical Exclusion (CCE) Document (3890)..... 122

NJDOT Reviews & Signs Certified Categorical Exclusion Document (3900) ..... 123

Prepare Draft EO 215 Document (3910)..... 124

NJDOT Reviews Draft EO 215 Document (3920)..... 124

Revise Draft EO 215 Document (NJDOT Comments) (3925)..... 125

NJDEP Reviews EO 215 Document (3930) ..... 125

Address NJDEP Comments & Prepare Final EO 215 Document (3940) ..... 126

NJDEP Approves EO 215 Document (3945)..... 127

Completed Environmental Document (3950)..... 127

Obtain Environmental Reevaluation (3952)..... 127

Obtain Pavement Design Data (3960) ..... 128

Collect Existing Pavement and Subgrade Soil Information (3970) ..... 128

Conduct Pavement Testing Program (3975) ..... 129

Prepare Pavement Recommendation (3980) ..... 130

Update Utility Risk Assessment Plan (3985) ..... 130

Perform Pavement Life Cycle Cost Analysis (3995) ..... 131

Preliminary Engineering Complete (3990)..... 132

Procedures are subject to change without notice.

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## Preliminary Engineering

### Preliminary Engineering Initiated (3000)

Start the Preliminary Engineering Phase (Milestone).

Activity Predecessor:	2950
Activity Successor:	3002, 3005

### Approve PE Schedule (3002)

The Project Manager completes the Project Baseline Schedule Approval form and submits it to the Executive Regional Manager and Director for approval. The Project Manager forwards the Project Baseline Schedule Approval form to the Office of Schedule and Budget Management. The Office of Schedule and Budget Management creates the baseline for the PE Schedule.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Office of Schedule and Budget Management
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3000
Activity Successor:	3005
Activity Duration:	10
Product Produced:	Project Baseline Schedule Approval; Baseline for PE Schedule
Related Guidance Document:	Unit procedure

### Initiate Preliminary Engineering (3005)

The Project Manager holds a kickoff meeting with the Designer to discuss the project, including the design decisions documented in the Design Communications Report, and commence Preliminary Engineering (PE). The Designer prepares Meeting Minutes documenting the kickoff meeting. The Project Manager updates the Project Reporting System indicating the start of PE.

The Project Manager also holds a kickoff meeting with the local officials to discuss the proposed schedule and introduce the Designer and Division of Community and Constituent Relations representative.



<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer
Consulted:	NA
Informed:	Designer, Local Officials
Activity Predecessor:	3002, 3000
Activity Successor:	3006, 3015, 3880, 3620, 3960, 3970, 3008, 3874
Activity Duration:	20
Product Produced:	Meeting Minutes from Kickoff Meeting
Related Guidance Document:	NA

### **Prepare & Submit PE Complete Streets Checklist (3006)**

The Designer completes the PE Complete Streets Checklist and provides it to the Project manager for review. The Preliminary Engineering checklist verifies that applicable complete streets considerations are included in the project’s design solution. The Project Manager completes their portion of the checklist and submits it to the Bureau of Safety, Bicycle & Pedestrian Programs (BSBPP) for approval.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager
Consulted:	BSBPP
Informed:	
Activity Predecessor:	3025
Activity Successor:	3034
Activity Duration:	10
Product Produced:	PE Complete Streets Checklist
Related Guidance Document:	<a href="#">PE Complete Streets Checklist</a> , <a href="#">Completes Streets Handbook</a>

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### **Delineate Wetlands (3008)**

The Designer or Office of Environmental Solutions (OES) delineates the wetland areas and prepares a wetland delineation report. The Designer surveys the delineated wetland line and incorporates the survey in the construction plans. If the delineation report is prepared by the Designer than it gets submitted to OES.

<b><u>Role Description</u></b>	
Responsible:	Designer, Office of Environmental Solutions
Consulted:	Office of Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3005, 3006 3015 SS Lag for Limited Scope
Activity Successor:	3018 3025 for Limited Scope
Activity Duration:	30
Product Produced:	Wetland Delineation Report
Related Guidance Document:	NA

### **Determine and Calculate Deforested Areas (3010)**

The Designer provides the Office of Landscape Architecture (OLA) with the project base plans. OLA determines total area of deforestation and notifies the Project Manager.

If the total area of deforestation:

- Is less than ½ acre, no additional action is required
- Is equal to or greater than ½ acre, a reforestation plan is required
- Is 1 acre or larger, a public information center is required in addition to a reforestation plan. When required, the public information center shall be held at least 180 calendar days before deforestation.

OLA prepares an initial deforestation/reforestation plan demarcating areas of deforestation and possible reforestation.

<b><u>Role Description</u></b>	
Responsible:	Designer, Office of Landscape Architecture
Consulted:	Project Manager
Informed:	Project Manager, NJDEP Division of Parks and Forestry
Activity Predecessor:	3085, 3038, 3042
Activity Successor:	3115 lag, 3012
Activity Duration:	10
Product Produced:	Initial Deforestation/Reforestation Plan
Related Guidance Document:	NJDEP No Net Loss Reforestation Act Program Guidelines

### **Develop Landscape Architectural Design (3012)**

The Office of Landscape Architecture (OLA) develops a landscape architectural design based on the Approved Project Plan. OLA performs a site analysis and makes recommendations for topsoil stripping, vegetative erosion control, hazardous tree removal, aesthetic treatments on structures and develops a planting concept responsive to the stormwater analysis and the initial reforestation plan.

<b><u>Role Description</u></b>	
Responsible:	Office of Landscape Architecture
Consulted:	Designer
Informed:	Project Manager
Activity Predecessor:	3010, 3038, 3030, 3042
Activity Successor:	3070FF, 3130
Activity Duration:	20
Product Produced:	Landscape Architectural Design
Related Guidance Document:	Roadway Design Manual, Bridges and Structures Design Manual

### **Prepare Control Survey Report (3015)**

The Designer conducts a control survey and prepares a control survey report. This report consists of the control survey and data required to establish primary and photogrammetry control. The Designer completes the control survey report and submits it to the Geodetic Survey Unit and Project Manager for review and comment. The Designer addresses comments and resubmits the report to the Geodetic Survey Unit and Project Manager. After the Geodetic Survey Unit approves the final report, the final primary and photogrammetry control survey report is distributed to the Project Manager, Regional Survey Office and the Geodetic Survey Unit.

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*Note for Limited Scope Projects:*

Due to limited seasonal availability to conduct aerial survey, Limited Scope projects may have already had the mapping prepared under a separate task order. Consult with Survey Services to determine if mapping has already been acquired.

<b><u>Role Description</u></b>	
Responsible:	Designer, Geodetic Survey Unit
Consulted:	Project Manager, Survey Services
Informed:	Regional Survey Office, Right of Way Engineering
Activity Predecessor:	3005, 3006 (4010, 3008 for Limited Scope Projects)
Activity Successor:	3020 SS, 3025
Activity Duration:	40
Product Produced:	Control Survey Report
Related Guidance Document:	NJDOT Survey Manual

### **Review Wetland Delineation (3018)**

OES reviews the Wetland Delineation and submits comments or approval to the designer.

<b><u>Role Description</u></b>	
Responsible:	OES
Consulted:	Designer
Informed:	Project Manager
Activity Predecessor:	3008
Activity Successor:	3025
Activity Duration:	10
Product Produced:	Comments on Wetland Delineation Report
Related Guidance Document:	

### **Conduct Topographic Survey (3020)**

The Designer conducts a topographic survey that provides documentation, within specific project limits and offsets, of the site's existing field conditions including existing baselines, centerlines, existing and proposed right of way lines, structure clearances, drainage systems, utility lines, Intelligent Transportation Systems (ITS) facilities, soil borings, control points, and elevations. The topographic survey may supplement any necessary photogrammetric survey or GIS work. The

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topographic survey may begin once control survey points are established. A project survey report is prepared by the surveyor and submitted to the regional survey office for review and approval.

*Note for Limited Scope Projects:*

Due to limited seasonal availability to conduct aerial survey, Limited Scope projects may have already had the mapping prepared under a separate task order. Consult with Survey Services to determine if mapping has already been acquired.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Geodetic Survey Unit, Survey Services
Informed:	Project Manager
Activity Predecessor:	3015 SS lag
Activity Successor:	3025
Activity Duration:	30
Product Produced:	Topographic Survey
Related Guidance Document:	NJDOT Survey Manual

**Plan ROW Schedule and Initiate Title Search (3024)**

The Project Manager shall meet with Manager of District office and Manager of Closing Bureau to discuss the ROW schedule based on each units current workload. This activity offers an opportunity to decide the scope of work and award the responsibility to perform the Title work in-house or a by a sub-consultant.

The District office and ROW Technical Support Unit will help the Project managers to determine the activity durations for project with more than fifty Parcels based on their current workload and/or the anticipated ROW issues.

After the base maps are prepared, H&H analysis is completed and Horizontal and Vertical Geometry is calculated and finalized, ROW Closing Bureau is consulted by the Project Manager to determine who will conduct a Title search and what level of searches are required in accordance with Title requirements through a meeting. NJDOT Right of Way Closing Bureau is responsible to make the decision of performing the work and assures a proper co-ordination between the designer and the sub-consultant. Based on the nature and scope of the parcels to be acquired, the years covered by the title search may be increased or decreased at the discretion and approval of the NJDOT Closing Bureau/Title Section. Generally, Title Search will incorporate at least 40 Year Block and Lot Search The better and detailed information obtained in the Title search results in a better understating of ROW impacts and better design decision with respect to ROW issues.

If the Title work is going to be performed inhouse, Title unit shall discuss the details of their submission in terms of the content and tentative duration of submitting the work to the designer.

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If it is determined that the Title search work is going to be performed by a sub-consultant, the sub-consultant may be selected from a pre-approved list of consultants or as listed on “State of New Jersey Department of Banking and Insurance, Financial Examinations and Monitoring Systems, Companies Authorized to Write TITLE in New Jersey”. ROW Title Unit is responsible to provide guidance in selection of hiring a sub-consultant and shall clearly specify the scope of work throughout the process for accuracy, authenticity, responsibility and timeliness throughout the stipulated duration to help avoid any discrepancies. May discuss the issues of Title insurance pursuant to “Survey of State Insurance Laws Regarding Title Data and Title Matters”, November 2015 or any updated version. The sub-consultant has to co-ordinate with Title Unit for additional clarifications as needed to save time to move forward in a timely manner.

\*Note:

A Title Summary document will accompany all right of way (ROW) submissions.

<b><u>Role Description</u></b>	
Responsible:	ROW Closing Bureau
Consulted:	Title Unit
Informed:	Project manager
Activity Predecessor:	3025
Activity Successor:	3028, 3105
Activity Duration:	20
Product Produced:	ROW Schedule; Title Search
Related Guidance Document:	

### **Prepare Base Maps (3025)**

The Designer develops base maps which depict in detail the required existing topography. The base maps also include the mainline and secondary road baselines, baseline information and existing right of way deed search results. This data is to be provided in accordance with Article 51 Standards and Procedures and current NJDOT CADD Standards.

*Note for Limited Scope Projects:*

Due to limited seasonal availability to conduct aerial survey, Limited Scope projects may have already had the mapping prepared under a separate task order. Consult with Survey Services to determine if mapping has already been acquired.

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<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Geodetic Survey Unit, CADD Support Unit, Survey Services, Project Manager
Informed:	Right of Way Engineering
Activity Predecessor:	3020, 3015, 3018 (Limited Scope 3008)
Activity Successor:	3030, 3024, (Limited Scope 3035)
Activity Duration:	20
Product Produced:	Base Maps
Related Guidance Document:	<a href="#">CADD Support Website</a>

### **Conduct Initial Title Search (3028)**

The purpose of this activity is to perform and provide a Title Search to or by the Closing Bureau to have a better understanding of the ROW impacts and develop good design decisions within the project limit.

Initial Title Search will incorporate at least 40 Year Block and Lot Search. A block and lot search for the length of time selected above, based on the project footprint, shall be completed to determine the owner of record and any outstanding interests as to tenancies, easements, rights of ingress or egress etc. etc. which need to be addressed and or shown on the preliminary plans affecting the acquisitions.

- a. The search shall include county records.
- b. A report of title or a preliminary report will be completed and submitted to the Department. The report will include copies of all instruments affecting the subject property (the parcel) which were disclosed by the search; all current parties of interest and or their/its successors/assigns shall be set forth on the report of title.
- c. All copies of instruments, adverse/search work will become the property of the New Jersey Department of Transportation (N.J.D.O.T.) and supplied to the Closing Bureau.

The initial Title Search will include, if necessary, a search of court records where a condemnation occurred prior to 1951, to find Declarations of Taking filed with the courts and which cannot be found in the County deed records. Title search may also involve a search of the Surrogate Court records. Title Search shall also find road returns filed with the county by a surveyor after a road was laid out, altered or vacated.

Title Search will also identify Green Acres encumbered Properties, Green Acres restrictions, particularly “unfunded parks” which occur when the local government entity owns land or easements that create conservation, recreational or open space use and subsequently the local entity accepts Green Acres funding. Unfunded parks are often not listed in the ROSI list. The Designer co-ordinates with the sub consultant for identifying the Green acre and any NJDEP

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issues and must immediately inform Project manager and ROW Technical Support Unit to review/discuss the Green Acre issues in terms of identifying the risk management and discuss the possibilities of types of proposed takings. The Designer is responsible to identify any proposed site plans of any property owner within the limits of the project at this stage. The Designer is also responsible to field verify the Ownership details of all the properties with Access Impacts prior to submitting the Access Cut Outs to help OAD and the District office avoid creation of unnecessary SA parcels. All of the above helps with decisions for types of takings and thus give a better understanding of ROW issues.

Preliminary plans will be drafted based on the results of the title search. The Designer to submit a Title Summary document along with the ROW Impact Plan Submission (IP Submission) to Right of Way Technical Support Unit. The Designer reviews the Risk Register for any previously identified ROW risks and identifies any new risks as a result of the title search. Notify the PM to update the Risk Register if new risks or changes to existing risks are identified.

<b><u>Role Description</u></b>	
Responsible:	Designer or NJDOT Right of Way Title Unit
Consulted:	NJDOT Right of Way Title Unit, Project Manager
Informed:	Project Manager
Activity Predecessor:	3024, 3030
Activity Successor:	3110, 3044
Activity Duration:	60
Product Produced:	Title Summary Document; ROW Impact Plan Submission
Related Guidance Document:	Right of Way Manual, Risk Management Guideline

### **Prepare Horizontal & Vertical Geometry (3030)**

The Designer uses the Preliminary Preferred Alternative (PPA) as a guide to layout the proposed geometric alignment and to calculate the horizontal and vertical geometry. The geometry is tied into the existing base map to produce an accurate depiction of the proposed impacts. The Designer develops profiles to depict tangent grades, lengths of vertical curve, vertical clearances, and low and high points of the roadway to evaluate critical design elements. The Designer develops critical cross-sections to identify slope impacts at locations based on the calculated horizontal and vertical geometry. The Designer also develops modifications to driveways where needed to conform to acceptable access and geometric standards. The calculated geometry, roadway and bridge sections, driveways, and slopes, are necessary to determine right of way, utility, and environmental impacts and the need for Design Exceptions.

The Designer develops typical section(s) to depict proposed roadway design elements such as lane, shoulder, median, bicycle lane, and border widths and cross slopes. When necessary, show and dimension roadside details such as berm, curb, or umbrella section, beam guiderail offset, utility pole location, sidewalk location, cut and fill slopes, swales, ditches, ROW line, and proposed

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pavement. Where applicable, locations and offsets of structural elements such as retaining walls, noise barriers, bridge piers and parapets, culverts, and overhead sign structure supports shall be coordinated with roadway typical sections and depicted as necessary to adhere to acceptable geometric and safety standards. The preliminary design of ADA ramps and initial BGR design have to be completed to verify possible ROW impacts.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3025
Activity Successor:	3035, 3040, 3042, 3028, 3012, 3065, 3085 SS Lag (20 days), 3090, 3095, 3100, 3105, 3038 (3150, 3045, 4050, 4210 for Limited Scope Projects)
Activity Duration:	40
Product Produced:	Horizontal & Vertical Geometry
Related Guidance Document:	Roadway Design Manual

### **Review & Approve PE Complete Streets Checklist (3034)**

BSBPP reviews the PE Complete Streets Checklist and provides the Project Manager with their sign off. If the BSBPP decision is not in agreement, the Project Manager escalates the issue to the DPM Manager, Director, and Assistant Commissioner level, as outlined in the Complete Streets Compliance Process Flow Chart, until concurrence is reached.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Safety, Bicycle & Pedestrian Programs
Consulted:	
Informed:	Project Manager, Designer
Activity Predecessor:	3006
Activity Successor:	3030FF
Activity Duration:	10
Product Produced:	Approved PE Complete Streets Checklist
Related Guidance Document:	<a href="#">Complete Streets Policy</a> , <a href="#">Completes Streets Handbook</a>

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### Prepare Utility Base Plans (3035)

The Designer prepares utility base plans from field survey data to show existing surface utility facilities. These plans are the base plans for the alternatives of accommodation and the Utility Agreement Plan.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3030 (3025 for Limited Scope Projects)
Activity Successor:	3045, 3050 (3045 for Limited Scope Projects)
Activity Duration:	10
Product Produced:	Utility Base Plans
Related Guidance Document:	NA

### Prepare Detailed Hydrologic and Hydraulics (H&H) Analysis (3038)

The Designer performs a detailed hydrologic and hydraulic stream analysis for all projects impacting flood elevations (e.g. changes in hydraulic opening, incorporation of wildlife passage, piers and roadway profile, fill in the floodway, and creation or removal of obstructions such as curbs, medians, parapets, etc.).

The Designer, through BLAES E-Team, obtains a determination from NJDEP whether a crossing to address fragmentation of wildlife passage is required.

Where there is a drop in water surface elevation upstream of a bridge or culvert that is indicative of a loss of upstream storage, the hydrologic analysis must include assessment of changes in flowrate at the bridge/culvert. Secure all information and details necessary to model the stream flow. Perform backwater analysis to determine impacts to water surface elevation.

For FEMA mapped streams, the Designer determines whether the project would trigger analysis based on FEMA regulations for a No-Rise Evaluation or a FEMA Conditional Letter of Map Revision/Letter of Map Revision (CLOMR/LOMR). Where FEMA criteria are triggered, the Designer performs the required analysis.

For Limited Scope Projects:

The determination from NJDEP whether a crossing to address fragmentation of wildlife passage is required must be made as part of Activity 2145 - Obtain Maps & Data for Hydrologic & Hydraulic (H&H) Analysis.

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<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	BLAES E-Team
Informed:	Project Manager
Activity Predecessor:	3030 SS Lag (20 Days)
Activity Successor:	3010, 3110, 3130, 3070, 3740 FF, 3765 FF, 3790 FF, 3815 FF, 3840 FF, 3042, 3012
Activity Duration:	25
Product Produced:	Detailed Hydrologic and Hydraulics (H&H) Analysis
Related Guidance Document:	

### **Establish Utility Engineering Funding (3040)**

Utilizing the order of magnitude utility preliminary engineering estimate obtained in Concept Development from the Utility Contact Letter, the Project Manager requests preliminary engineering funding from Program Coordination. If no preliminary engineering estimate was received, an anticipated utility design estimate is projected for the corresponding utility company. Program Coordination authorizes utility engineering funding.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer, Program Coordination
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3030 (4010 for Limited Scope Projects)
Activity Successor:	3045, 3050 (3050 for Limited Scope Projects)
Activity Duration:	20
Product Produced:	Utility Engineering Funding
Related Guidance Document:	NA

### **Review Hydrologic and Hydraulics (H&H) Analysis (3042)**

The Designer submits the hydrologic and hydraulic analysis (Activity 3038) along with Stormwater and Drainage designs (Activity 3085) to the Hydrology and Hydraulics Unit for review, comment, and approval.

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<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Hydrology and Hydraulics Unit
Informed:	Project Manager
Activity Predecessor:	3030, 3085, 3038
Activity Successor:	3010, 3100, 3012, 3044
Activity Duration:	30
Product Produced:	Comments on Hydrologic & Hydraulics (H&H) Analysis
Related Guidance Document:	

### **Prepare & Submit Access Cut-Outs (3044)**

The Designer prepares Access Cut-Outs (ACO) in accordance with the Access Design Guidelines and submits them to the Office of Access Design (OAD) along with a transmittal to ROW Technical Support. If an Access Impact Assistance (AIA) Report is required, the OAD and the Project Manager will decide on the need to use the current Designer or a task order specialist through a Right of Way Task Order Agreement. The Designer provides necessary assistance and concurrence on the need for an AIA report. If the AIA Report is necessary, it is prepared and submitted to the OAD for review.

The Designer prepares and submits the Access Design Guidelines QA/QC Checklist for each ACO to the OAD. If applicable, the Request of Waiver Form (MT-159) is also submitted to the OAD. The Designer prepares and submits a list of most recent property owners' names and mailing addresses to the OAD based of the Title search performed and based of a verification/confirmation from the Tax Assessor's office for accuracy as most recent transaction may not be uploaded online. If there is any revocation of access, include names and mailing addresses for tenants.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Office of Access Design, Project Manager
Informed:	NA
Activity Predecessor:	3028, 3106, 3042
Activity Successor:	3112, 3046
Activity Duration:	30
Product Produced:	Access Design Guidelines QA/QC Checklist
Related Guidance Document:	Access Management Code, Access Design Guidelines

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### Send Utility Verification Request Letter (3045)

The Designer submits the Utility Verification Request Letter and two sets of the utility base plans to each utility company to identify their existing facilities on the utility base plans.

<b><u>Role Description</u></b>	
Responsible:	Designer, Utility Companies
Consulted:	Project Manager
Informed:	Project Manager
Activity Predecessor:	3035, 3040 (3060, 3030, 3035, 2316, 2318 for Limited Scope Projects)
Activity Successor:	3055 (3055, 4050 for Limited Scope Projects)
Activity Duration:	5
Product Produced:	Utility Verification Request Letter and Two Sets of the Utility Base Plans
Related Guidance Document:	Utility Verification Request Letter Template

### Review Access Cut-Outs (3046)

The Office of Access Design (OAD) reviews the Access Cut-Outs (ACO) and the Access Impact Assistance (AIA) reports. Upon resolution of comments, the Designer finalizes and submits the final ACOs to the OAD. The Designer or task order specialist finalizes and submits the AIA reports to the OAD.

Note: This activity is not required for in-house designed projects since OAD would be both access cutout designer and access cutout reviewer.

<b><u>Role Description</u></b>	
Responsible:	Office of Access Design, Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3044, 3110
Activity Successor:	3048
Activity Duration:	15
Product Produced:	Updated Access Cut-Outs; Access Impact Assistance Reports
Related Guidance Document:	Access Management Code, Access Design Guidelines

Procedures are subject to change without notice.

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### **Administer Access Alterations (3048)**

The Office of Access Design (OAD) will administer all access alterations (i.e., removal, modifications and adjustments) in compliance with the NJ State Highway Access Management Code and the Access Design Guidelines. The OAD prepares a notification letter along with the Access Cut-Outs (ACO) and sends, via certified mail, to the appropriate property owners. The notification letter will be signed by the OAD supervisor or case manager. After receipt of an owner's request (written or by telephone), the assigned OAD case manager identifies the property owner's issues and tries to resolve all access concerns.

#### **Role Description**

Responsible:	Designer, Office of Access Design
Consulted:	Deputy Attorney General, Right of Way Technical Support, Project Manager, Designer, Property Owner
Informed:	Property Owner
Activity Predecessor:	3046
Activity Successor:	3052
Activity Duration:	120
Product Produced:	Notification Letter with the Access Cut-Outs
Related Guidance Document:	Access Design Guidelines

### **Prepare Utility Agreement (3050)**

The Project Manager prepares a Utility Engineering Construction Agreement (UECA) and sends to utility companies for signature (an authorization date should be included in the transmittal letter for the owners to incur engineering costs).

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	Designer
Informed:	Utility Companies
Activity Predecessor:	3035, 3040 (3040 for Limited Scope Projects)
Activity Successor:	3060
Activity Duration:	10
Product Produced:	Utility Engineering Construction Agreement (UECA)
Related Guidance Document:	PM Utility Agreement Template

### **Submit Access Conclusion Package (3052)**

The Office of Access Design (OAD) will submit the Access Conclusion Summary to the consultant, ROWE and ROW Technical Support. The Access Conclusion Summary will denote which owners have signed the LOLA/LOAC and which owners did not sign indicating which parcels will become SA parcels and will need to be negotiated by the ROW District.

<b><u>Role Description</u></b>	
Responsible:	Office of Access Design
Consulted:	Designer, ROWE, ROW Technical Support Unit
Informed:	Project Manager
Activity Predecessor:	3048
Activity Successor:	3128
Activity Duration:	5
Product Produced:	Access Conclusion Summary
Related Guidance Document:	

### **Identify and Analyze Utility Risks (3055)**

The Designer updates the utility base plans with the information provided by the utility companies and identifies potential conflicts between the existing utility facilities and the proposed design. The Designer identifies subsurface utility engineering (SUE) test pit locations to verify the location of utilities as necessary. The Designer and PM review the Risk Register for any previously identified utility risks. Upon concurrence of the PM the Designer updates the Risk Register with new risks or changes to existing risks are identified.

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<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Utility Companies
Informed:	Utility Unit
Activity Predecessor:	3045
Activity Successor:	3080, 3090, 3105, 3985 (3080 for Limited Scope Projects)
Activity Duration:	40
Product Produced:	Updated Utility Base Plans; Subsurface Utility Engineering (SUE) Test Pit Locations
Related Guidance Document:	Risk Management Guideline

### **Execute Utility Agreement (3060)**

The Project Manager obtains the signed Utility Engineering Construction Authorization (UECA) from the utility companies and forwards to the Deputy Attorney General (DAG) for review and approval. Once approval is received, the Project Manager prepares a Department Action Slip (AD-12) for each UECA for internal circulation and signature. Once the UECA's are executed, the Project Manager prepares letters of transmittal and sends the UECA's to the utility companies.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Utility Companies, Deputy Attorney General
Consulted:	NA
Informed:	Project Manager, Utility Companies
Activity Predecessor:	3050
Activity Successor:	3080 (3045 for Limited Scope Projects)
Activity Duration:	20
Product Produced:	Approved Utility Engineering Construction Authorization (UECA)
Related Guidance Document:	Utility AD-12 Template

### **Prepare Preliminary ITS Facility Design (3065)**

Prepare preliminary Intelligent Transportation Systems (ITS) facility design plans showing existing and proposed ITS facilities based on the Systems Engineering Review Form (SERF)

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executed during the Concept Development (CD) Phase. If additional ITS facilities are requested after the CD phase, revise the SERF and obtain approval from Mobility Operations (formerly Traffic Operations). If there are no new ITS facilities, show all existing ITS facilities on the ITS plan sheets with any proposed construction impacts. Resolve any conflicts associated with the conduit and ITS facility layout. Confirm availability of power and communication services as determined during the Concept Development Phase. Identify and resolve any potential utility, right of way and network conflicts.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Bureau of Mobility Engineering and Operations-ITS and Mobility Operations (formerly Traffic Operations), Information Technology
Informed:	Project Manager
Activity Predecessor:	3030
Activity Successor:	3110, 3130, 3070
Activity Duration:	20
Product Produced:	Preliminary Intelligent Transportation Systems (ITS) Facility Design Plans
Related Guidance Document:	ITS Interim Guidelines, ITS Design Manual

### **Prepare Preliminary Roadway Plans (3070)**

If needed to support obtaining an approved environmental document or an approved design exception report, the Designer prepares preliminary roadway plans. The plans include the horizontal and vertical geometry, drainage design, traffic engineering facility information, geotechnical design, structural design and right of way impacts.

If preliminary roadway plans are necessary, the Designer, PM and applicable SMEs reviews the Risk Register for any previously identified risks and response strategies. Incorporate and refine applicable risk response strategies and action plans. Upon concurrence from the PM, the Designer updates the Risk Register if new risks or changes to existing risks and/or strategies are identified.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, NJDOT Subject Matter Experts
Informed:	NA
Activity Predecessor:	3080, 3085, 3090, 3065, 3100, 3105, 3985, 3635 (if EA or EIS), 3012FF, 3038
Activity Successor:	3135, 3145
Activity Duration:	20
Product Produced:	Preliminary Roadway Plans
Related Guidance Document:	NJDOT Sample Plans, Risk Management Guideline

### **Hold Diagnostic Team Meeting (3075)**

The Railroad Engineering and Safety Unit holds a Diagnostic Team Meeting (DTM) on-site with the railroad operator, local officials, engineer, school and emergency services, Designer and any NJDOT unit or entity deemed relevant to discuss the grade crossing, gather expert testimony, and develop recommendations for modifications to the grade crossing. The Designer provides plans identifying the proposed roadway improvements across the grade crossing (conceptual level plans for the layout of lighting design, guide signs, regulatory traffic control devices and signal design) to the Railroad Engineering and Safety Engineer for the DTM. The Diagnostic Team Leader prepares the Memorandum of Record documenting the results of the DTM.

<b><u>Role Description</u></b>	
Responsible:	Railroad Engineering and Safety Unit, Designer
Consulted:	Designer, Railroad Company, Project Manager, Affected Stakeholders
Informed:	NA
Activity Predecessor:	3070 lag
Activity Successor:	3135, 3145
Activity Duration:	40
Product Produced:	Memorandum of Record from Diagnostic Team Meeting
Related Guidance Document:	NA

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### **Conduct Subsurface Utility Engineering (3080)**

The Designer conducts subsurface utility engineering (SUE) in order to determine the exact location of underground utilities. Depending upon the type of utility and potential design conflict, several SUE methods can be utilized. If only horizontal location is needed, underground utilities may be located remotely using ground penetrating radar, metal detectors or similar devices. This method will not provide utility depth. If depths of utilities are needed, the Designer arranges for a SUE Contractor or the utility company to dig subsurface test pits. Test pits are not needed to locate every utility and should only be used in locating utilities that have a potential conflict. Prior to conducting SUE test pits, the Designer must confirm with the utility company if previous SUE test pits have been performed for the conflict area and horizontal and vertical data exists. The Project Manager approves the proposed SUE test pit locations. Test pits are dug to locate underground utilities and linked to physical features in the field by a survey crew. The Designer prepares a SUE test pit report and includes the survey notes from the SUE Contractor or utility company with the report.

<b><u>Role Description</u></b>	
Responsible:	Designer, SUE Contractor and/or Utility Companies
Consulted:	Project Manager, Utility Companies
Informed:	NA
Activity Predecessor:	3055, 3060 (3055 for Limited Scope Projects)
Activity Successor:	3085 SS lag, 3085 FF lag, 3070, 3130 (4055, 4060 for Limited Scope Projects)
Activity Duration:	25
Product Produced:	Subsurface Utility Engineering (SUE) Test Pit Report
Related Guidance Document:	<a href="#">FHWA Subsurface Utility Engineering Guidance</a>

### **Prepare Preliminary Drainage Design (3085)**

The Designer performs drainage design to determine the proposed drainage system in accordance with the Roadway Design Manual and determine conflicts with underground utilities. The proposed drainage and stormwater management system includes size, shape and location of inlets, manholes, pipes and Stormwater Management (SWM) Best Management Practices (BMP).

The drainage system collects stormwater runoff from the roadway surface, rights-of-way, and off-site drainage areas and discharges it to an adequate receiving area without causing adverse drainage impacts to the roadway system or adjacent properties.

Address regulations that require stormwater management and provide the methods to demonstrate compliance. Determine the types and locations of stormwater management basins or structures. Perform all soil testing in accordance with the NJ Stormwater BMP manual.

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The drainage design must ensure whether any proposed discharges (or changes to existing discharges), from point discharges or through sheet flow, are designed in accordance with the Soil Erosion and Sediment Control Standards.

Any ROW needs resulting from the stability analysis or drainage design must be identified.

All the results of the preliminary drainage design must be included in the PE report.

If the discharge methodology includes a pump station, the pump station protocols need to be defined and the system language & design needs to be coordinated with Operations Support (once it's built, how is it turned over) and Mobility Operations (formerly Traffic Operations) (once it's turned over, protocols for system notifications).

The design must attempt to maintain compatibility and minimize interference with existing drainage patterns, control flooding of the roadway surface, and minimize environmental impacts from highway related stormwater runoff. Give consideration to avoid deep cuts, utilities, hazardous material, archeology sites, acid producing soils and ecologically sensitive areas whenever possible.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions, Structural Engineering Unit, Geotechnical Unit
Informed:	NA
Activity Predecessor:	3030 SS Lag (20 Days), 3080 SS, 3765 FF, 3840 FF, 3980
Activity Successor:	3010, 3110, 3130, 3070, 3740 FF, 3790 FF, 3815 FF, 3042
Activity Duration:	30
Product Produced:	Preliminary Drainage Design
Related Guidance Document:	NJDOT Drainage Design Manual, Unit procedure

### **Determine Traffic Engineering Facility Locations (3090)**

If necessary, the Designer updates the peak hour capacity analyses to validate the operation, establishes the traffic signal pole layout, and prepares a lighting warrant analysis report (vehicular and/or pedestrian) and submits to the Bureau of Traffic Signal and Safety Engineering. Prepare conceptual level plans for the layout of lighting design, guide signs, regulatory traffic control devices and signal design to determine any associated right of way needs. Right of way needs may include locations of overhead sign and lighting structures or traffic signal facilities. Identify and resolve any potential underground or aerial utility conflicts.

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<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Traffic Signal and Safety Engineering
Informed:	Project Manager
Activity Predecessor:	3030, 3055, 3765 FF, 3815 FF
Activity Successor:	3110, 3130, 3070
Activity Duration:	20
Product Produced:	Conceptual Level Plans for Lighting Design, Guide Signs, Regulatory Traffic Control Devices and Signal Design
Related Guidance Document:	Roadway Design Manual

## Prepare Preliminary Geotechnical Engineering Report (3095)

The Designer gathers existing soil information using NJDOT GDMS (on-line soil boring data), Engineering Soil Survey Report by Rutgers University, available geologic publications, and as-built plans to conduct a geotechnical study and to prepare a Preliminary Geotechnical Engineering Report which will evaluate and identify the following:

- Soil-structure interaction for the required bearing strength, stability, anticipated settlements that pertain to the foundation system supporting the proposed bridges and other structures/walls.
- Stability and anticipated settlement for roadway (embankments and cuts) for the proposed roadway. If rock slope is within the project, a rock mechanics study should be performed to evaluate the stability of existing and the proposed slopes.
- Major and special geotechnical features (e.g., ground improvements, large diameter (36 inches and greater) piles and drilled shafts, soil nails, ground anchors) required to support bridges, structures, and roadways.
- Construction concerns, vibration impacts, potential settlement associated with anticipated construction means and methods (dewatering, cofferdam, sheeting, etc.), ROW and easements that are required for tie-backed retaining system, and rock slope excavation and its impacts.
- The Designer identifies the risks associated with the geotechnical features and updates the Risk Register. This will be utilized in Activity 3070 “Prepare Preliminary Roadway Plans” and Activity 3096 “Develop Subsurface Exploration Program”.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Subject Matter Expert Units
Informed:	NA
Activity Predecessor:	3030, 3980, 3765 FF, 3840 FF
Activity Successor:	3100, 3096
Activity Duration:	20
Product Produced:	Preliminary Geotechnical Engineering Report
Related Guidance Document:	Bridges and Structures Design Manual, <a href="#">Geotechnical Data Management System (GDMS)</a> , Risk Management Guideline

## Develop Subsurface Exploration Program (3096)

The Designer evaluates existing subsurface data through Geotechnical Data Management System (GDMS), develops a subsurface exploration program, which consists of borings and in-situ testing, and specifications necessary to initiate the subsurface explorations. Review and validate geotechnical risk response action plans and revise as necessary. Implement the geotechnical risk response action plans as appropriate. The subsurface exploration program may also include

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geophysical and geologic surveys. The Designer identifies the need for subsurface exploration and in-situ testing to evaluate foundation support, settlement, slope stability and ground water conditions and determines the general geology of the project site.

The Designer determines the number, location and depth of borings, the depth and types of samples and the in-situ testing required for the geotechnical design of structure foundations and roadway design, utilizing the Bridges and Structures Design Manual.

The Designer prepares a boring and in-situ testing layout plan and boring contract specifications and submits to the Geotechnical Engineering Unit for review and comment. If the Designer receives significant comments, the Geotechnical Unit may require the Designer to update the plans and specifications and resubmit to the Geotechnical Engineering Unit for approval.

<b><u>Role Description</u></b>	
Responsible:	Designer, Geotechnical Engineering Unit
Consulted:	Geotechnical Engineering Unit, Hydrology and Hydraulics Unit
Informed:	Project Manager
Activity Predecessor:	3095, 3100
Activity Successor:	3098
Activity Duration:	10
Product Produced:	Subsurface Exploration Plan; Boring and In-Situ Testing Layout Plan; Boring Contract Specifications
Related Guidance Document:	Bridges and Structures Design Manual, Risk Management Guideline, Geotechnical Data Management System (GDMS)

### **Review & Approve Subsurface Exploration Plan (3098)**

The Geotechnical Engineering Unit reviews the submission and provides comments to the Designer. If the plans and specifications are acceptable, the Geotechnical Engineering Unit provides approval to advertise the soil boring contract.

<b><u>Role Description</u></b>	
Responsible:	Geotechnical Engineering Unit
Consulted:	Designer
Informed:	Project Manager
Activity Predecessor:	3096
Activity Successor:	3102
Activity Duration:	10
Product Produced:	Approval of Subsurface Exploration Plan and Specifications

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Related Guidance Document:

### Prepare Structural Design Recommendation Summary (3100)

Based on the developed horizontal and vertical geometry, and hydrologic and hydraulic analysis, the Designer determines the structural type (if not determined in Concept Development), length, width and footprint. Prepare a structural design recommendation summary that documents the structural selection process, the recommended structure and aesthetic treatments, and utility, right of way and environmental impacts.

Note: Complete the level of preliminary structural design required to obtain an approved environmental document, an approved design exception report (if required) and establish locations where borings are needed. Develop general structural plans and elevations for developing subsurface exploration program, the environmental document or design exception report.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Subject Matter Expert Units
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	3030, 3042, 3095, 3740 FF, 3765 FF, 3840 FF
Activity Successor:	3110, 3130, 3070, 3305 FF, 3790 FF, 3096
Activity Duration:	30
Product Produced:	Structural Design Recommendation Summary
Related Guidance Document:	Bridges and Structures Design Manual

### Gather Subsurface Information (3102)

If required, the Designer procures the services of a drilling or other specialty contractor to conduct the subsurface investigation. The specialty contractor conducts drilling, sampling and in-situ testing under the supervision of the Designer who classifies the samples.

The Designer gathers field data (detailed mapping of rock exposures and identification) for rock cut areas. The Designer prepares the laboratory testing program and submits the program to the Geotechnical Engineering Unit for review and approval. Upon approval, the Designer sends the samples for laboratory analysis.

The Designer gathers and reviews the subsurface (soil boring logs, soil lab testing data, in-situ testing data) and ground water information in the project site and at each structure location. The Designer determines the soil parameters and soil profile at each structure site required for the analysis and design of the foundation type.

The Designer submits the boring logs, boring location plans, in-situ testing and other investigative

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analysis, as well as foundation type selection to the Geotechnical Engineering Unit according to the Boring Data Submission Template and Standards located on the NJDOT Geotechnical Data Management System (GDMS) website. The Geotechnical Engineering Unit reviews and provides comments upon review on boring logs, location plans, etc. If any new geotechnical-related risks are identified, after discussion with the SME and PM, the designer updates the Risk Register.

<b><u>Role Description</u></b>	
Responsible:	Designer, Specialty Contractor, Geotechnical Engineering Unit
Consulted:	Geotechnical Engineering Unit
Informed:	Project Manager
Activity Predecessor:	3098
Activity Successor:	3160
Activity Duration:	100
Product Produced:	Subsurface Data; Investigative Analysis
Related Guidance Document:	Geotechnical Data Management System (GDMS)

### **Prepare & Submit Project Access Plan and Access Impact Summary (3105)**

The Designer reviews and analyzes all existing driveways within the project limits and verifies owners on record, all existing cross easements if any through a Title search performed and verifies existing topographic features for each impacted property. Identify the types of access alterations for each property. Confirm the use and operation of the property via field verification for complex modification and revocation cases.

The Designer prepares the Project Access Plan (PAP) in accordance with the NJDOT Access Management Guidelines that identifies each driveway within the project area and any proposed alterations of each property’s access. This includes the identification of NJ State Highway Access Management Code implications and the identification and elimination of any potential “fatal flaw” access issues. Identify any warranted "waivers" to the Access Code requirements with justifications listed within the Access Impact Summary (AIS).

The Designer submits a transmittal to ROW Technical Support along with the PAP and the AIS to the Office of Access Design (OAD) for review and acceptance. OAD sends comments to the Designer for resolution. The Designer prepares a comment resolution summary and submits it to the OAD. The Designer resolves comments with the Project Manager and OAD and updates the PAP and AIS accordingly.

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<b><u>Role Description</u></b>	
Responsible:	Designer, Office of Access Design, Project Manager
Consulted:	Office of Access Design, Project Manager
Informed:	NA
Activity Predecessor:	3030, 3055, 3024, 3765 FF, 3840 FF
Activity Successor:	3106, 3110, 3130, 3070
Activity Duration:	30
Product Produced:	Project Access Plan and Access Impact Summary
Related Guidance Document:	NJDOT Access Management Guidelines, NJ State Highway Access Management Code

### **Review Project Access Plan and Access Impact Summary (3106)**

The Office of Access Design (OAD) reviews the Project Access Plan (PAP) and Access Impact Summary (AIS). Upon review, OAD provides comments to designer. Upon resolution of comments, the Designer updates the PAP & AIS and submits the updated PAP & AIS to the OAD.

<b><u>Role Description</u></b>	
Responsible:	Office of Access Design, Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3105
Activity Successor:	3110, 3044
Activity Duration:	20
Product Produced:	Comment Resolution Summary; Updates to Project Access Plan and Access Impact Summary
Related Guidance Document:	

### **Prepare & Submit ROW Report, ROW Impact Matrix, & ROW Impact Plans Submission (3110)**

The Designer prepares and submits the Right of Way (ROW) Report which includes ROW Impact Matrix a standard “Excel Spread Sheet”. The ROW report and spread sheet includes the potential acquisition of all land required for all roadway improvement projects after the Title search is performed. A Link to download the template is provided below:

<https://www.xyz.com/row-template.xlsx>

Procedures are subject to change without notice.

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

The ROW Impact Matrix should include taking types, taking areas, block & lot numbers, adjoining block & lot numbers, deed book & page numbers, meet & bonds, townships, counties, Property addresses and Taxpayers address, station points, owner names to match exactly as per the recorded deeds.

The ROW Report and spread sheet should be issued for each project. This report and spread sheet is to be used as the basis for the presentation at the ROW Kickoff Meeting.

\*Note:

The report and spread sheet is to be updated and submitted at all ROW submissions.

The Designer prepares and submits the Right of Way (ROW) Impact Plan (a kind of preliminary General Property Parcel Maps (GPPM)) to accurately depict all ROW impacts (acquisitions) required for the proposed improvements; inclusive of potential sites for reforestation, wetland and riparian buffer mitigation if anticipated. The proposed ROW line should be established by referencing baselines of any NJDOT plans or tying in any state monuments found/set for accuracy. These maps cannot NOT be prepared based of Tax maps.

When the Title search is performed by a subconsultant, the Designer should verify the accuracy and timeliness of the approved Title Company's performance. The Designer must research the most recent property ownership by verifying the deed information, title search and confirmations from the Tax assessor's office to prepare the ROW Impact Plans. The Designer must provide a Title Summary document along with the ROW Impact Plan Submission (IP Submission) to the Closing Unit. The Designer or the sub-consultant to reach out the Closing Unit if they need any assistance to detail out a research of a particular situation.

The plans will indicate the block & lot numbers, deed book and page numbers along with the owners' names and the acquisition area for each parcel. The Designer must be mindful to minimize the impacts at all times and utilize the existing ROW to its maximum. The ROW Impact Plan will also indicate any recent preliminary and final site plan approvals and anticipated dedications or donations. This plan will be used at the ROW Kickoff Meeting and must be updated following a submission of meeting minutes to SMEs and Project Manager addressing the comments provided in the kickoff meeting. The ROW Impact Plans should include a Google satellite imagery super imposed with the actual CAD drafting of the maps.

A transmittal must be submitted to ROW Technical support Unit along with this submission. The Transmittal submitted should include accurate project name, Route & Section, UPC, Phase of the project with activity code. The Transmittal should detail out a brief/detailed summary (depending on the issue being addressed) on that submission or any specific requests to SME seeking guidance for certain unresolved issues or by providing prior knowledge to SMEs if the Designer awaiting information to complete an accurate depiction of the ROW impacts. The Designer should reach out to ROW-Technical Support Unit if need.

The designer submits a Transmittal to ROW Technical support Unit along with a 3 copies of ROW Report, ROW Matrix (Excel Spread Sheet), Title Summary document, ROW Impact Plans which includes a Google satellite imagery super imposed with the actual CAD drawing of the preliminary ROW Impact plans.

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All Documents should have consistent information pertaining to the property-ownership, block& lot, takings-types & area, Stations etc. The submission should follow QC procedures.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Right of Way Engineering, Right of Way Technical Support, Right of Way District Executive Regional Manager
Informed:	Right of Way Kickoff Meeting attendees, Project Manager
Activity Predecessor:	3085, 3090, 3065, 3100, 3105, 3106, 3028, 3038
Activity Successor:	3115 SS (lag), 3120, 3112, 3046
Activity Duration:	35
Product Produced:	ROW Report, ROW Impact Matrix, Title Summary Document, ROW Impact Plans
Related Guidance Document:	Right Of Way Design Guidelines

### **Distribute ROW Report, ROW Matrix, & ROW Impact Plans Submission (3112)**

The Designer submits the Submission with a Transmittal to ROW Technical support Unit along with a 3 copies of ROW Report, ROW Matrix (Excel Spread Sheet), Title Summary document, ROW Impact Plans which includes a Google satellite imagery super imposed with the actual CAD drawing of the preliminary ROW Impact plans.

All Documents should have consistent information pertaining to the property-ownership, block& lot, takings-types & area, Stations etc. The submission should follow QC procedures.

ROW Technical Support unit Distributes the submission to the ROW Closing unit, ROWE, ROW District Office.

<b><u>Role Description</u></b>	
Responsible:	Designer, ROW Technical Support Unit
Consulted:	ROW Closing Unit, ROW District Office
Informed:	Project Manager
Activity Predecessor:	3110, 3044

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Activity Successor:	3115
Activity Duration:	5
Product Produced:	Copies of ROW Report, ROW Matrix, Title Summary Document & ROW Impact Plans
Related Guidance Document:	

### **Review ROW Report, ROW Impact Matrix, & ROW Impact Plans Submission (3115)**

ROW Closing Bureau, ROWE, ROW District office, (along with Appraisers and Witness Engineers if needed) must review the ROW Report, ROW Impact Matrix, and ROW Impact Plans. Each SME identifies issues or provides suggestions to minimize or avoid certain ROW impacts and discuss damages to the properties to evaluate the time and cost to acquire the rights. These Units provide ROW guidance to the designer as needed. All ROW concerned units prepares for the discussion at the ROW kick off meeting which follows this activity.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Right of Way Engineering, Right of Way Technical Support, Right of Way District Executive Regional Manager
Informed:	Right of Way Kickoff Meeting attendees, Project Manager
Activity Predecessor:	3010 lag, 3110 SS (lag), 3112
Activity Successor:	3120, 3125
Activity Duration:	35
Product Produced:	Comments on ROW Report, ROW Impact Matrix, ROW Impact Plans
Related Guidance Document:	Right Of Way Design Guidelines, Right Of Way Engineering Manual

### **Hold PE ROW Kickoff Meeting (3120)**

The Project Manager coordinates to schedule and hold the Preliminary Engineering ROW Kickoff meeting with all ROW Managers of ROW Technical Support Unit, the Office of Access Design-OAD, Right of Way Engineering-ROWE, ROW Closing Bureau, ROW District Office. The invite extends to a team of SMEs (Witness engineers, Title Officer, Title Examiners, Negotiators, Appraisers, etc.) by these managers to meet with the Designer and discuss the ROW issues. The

Procedures are subject to change without notice.

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Designer or Project Manager presents the ROW Impact Plan and the ROW Report for discussion of ROW issues and concurrence. Comments pertaining to issues in negotiations shall be discussed by District office, appraisers and witness engineers, Technical details to help prepare ROW documents shall be provided by ROWE unit with inputs of Closing units at times. Details pertaining to submitting the submission shall be provided by ROW Technical Support Unit. Office of Access Design shall discuss the probabilities of SA parcels based upon the Access issues. During this meeting, the Project Manager will request ROW Engineering to provide parcel numbers and Map Quote which will be used to update the ROW Impact Plan.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer, Right of Way Engineering, Right of Way Technical Support, Right of Way Title Unit
Consulted:	NA
Informed:	Right of Way Kickoff Meeting attendees
Activity Predecessor:	3110, 3115
Activity Successor:	3122
Activity Duration:	10
Product Produced:	Meeting Minutes from PE ROW Kickoff Meeting
Related Guidance Document:	Right Of Way Design Guidelines, Right Of Way Engineering Manual, Access Design Manual

**Prepare and Submit Tideland Maps, Tideland Application, ROW Plans and Documents (3122)**

The Designer coordinates with NJDEP to determine if a Riparian License or a Riparian License and Grant is required. If required, prepare an application including all necessary technical work for a Riparian License as per the Right of Way (ROW) Engineering Manual. This technical work includes responses to NJDEP requests for additional information and continued coordination until receipt of the Riparian License or a Riparian License and Grant. Submit the application to the ROW Technical Unit for approval and forwarding to NJDEP. The designer prepares Tideland Maps to be appraised by the appraiser for District office for payment purposes and are needed for agreements and filing purposes by Closing Unit.

The Designer prepares the Entire Tract Maps (ETM), General Property Parcel Maps (GPPM), descriptions of each parcel and the Individual Parcel Maps (IPM) and submits the Right of Way (ROW) plans and documents with all project commitment letters or memorandums to the Division of Right of Way and Access Management. Review and validate ROW risk response action plans and revise as necessary.

Implement the ROW risk response action plans as appropriate.

Procedures are subject to change without notice.

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ROW Technical Support distributes the ROW plans and documents to the appropriate units and offices and consults with the ROW District Office and Subject Matter Experts (SME) as needed.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Right of Way Engineering, Right of Way Technical Support, Right of Way District Office, Deputy Attorney General
Informed:	Project Manager
Activity Predecessor:	3120
Activity Successor:	3124
Activity Duration:	45
Product Produced:	Tideland Maps, Tideland Application, ROW Plans and Documents
Related Guidance Document:	Right of Way Non Real Estate Report Format Guidelines, Right of Way Design Guideline, Right of Way Engineering Manual, Risk Management Guideline

### **Distribute Tideland Maps, Tideland Application, ROW Plans and Documents (3124)**

The Designer submits the Submission with a Transmittal to ROW Technical support Unit along with a copies of Tideland Application, Tideland Maps and ROW Plans and Documents as per Attachment-N/ ROWE manual. The Transmittal should include any special features, conditions, inquires, comments to help the SME’s to review and provide comments.

All Documents should have consistent information pertaining to the property-ownership, block& lot, takings-types & area, Stations etc. The submission should follow QC procedures

ROW Technical Support unit Distributes the submission to the ROW Closing unit, ROWE, ROW District Office.

<b><u>Role Description</u></b>	
Responsible:	Designer, ROW Technical Support Unit
Consulted:	ROW Closing Unit, ROWE, ROW District Office
Informed:	Project Manager
Activity Predecessor:	3122
Activity Successor:	3126
Activity Duration:	5

Procedures are subject to change without notice.

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Product Produced:	Copies of Tideland Maps, Tideland Application, ROW Plans and Documents
Related Guidance Document:	

**Prepare Initial ROW Estimate (3125)**

The Project Manager requests the Division of Right of Way (ROW) and Access Management to develop the Initial ROW Estimate based on the concurred ROW Impact Plan; inclusive of potential sites for reforestation, wetland and riparian buffer mitigation. If specific environmental mitigation parcels have not been identified, an anticipated cost should be included for all environmental mitigation. The Division of ROW and Access Management will develop the estimate and send to the Project Manager. Once finalized, the Project Manager enters the Initial ROW Estimate into the Project Reporting System (PRS).

<u>Role Description</u>	
Responsible:	Project Manager, Division of Right of Way and Access Management
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3115
Activity Successor:	3135 FF
Activity Duration:	20
Product Produced:	Initial ROW Estimate
Related Guidance Document:	NA

**Review Tideland Maps, Tideland Application, ROW Plans & Documents and Prepare and Submit PE ROW Cost Estimate (3126)**

ROW Closing Bureau, ROWE, ROW District office, reviews the Tideland Maps, Tideland Application along with the ROW documents (ETMs, GPPMs, IPMs, Parcel Descriptions). All SMEs identifies issues and submit their comments to ROWE who is responsible to compile the comments and submit them to the Designer to update the details. The District office prepares a Preliminary ROW acquisition Cost Estimate and submits it to ROW Technical Support unit to update it with additional cost. This complete PE ROW Cost estimate shall be used to Authorize ROW.

The Right of Way (ROW) acquisition team leader coordinates the ordering of appraisals, appraisal reviews and appraisal registrations for riparian parcels/Tideland Parcels. Appraisals and appraisal

Procedures are subject to change without notice.

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reviews may be performed by in- house staff or by an appraisal consultant. Once the appraisal is reviewed, the case is registered, and riparian cases are assigned for negotiations.

The ROW acquisition team sends the application and appraisal to NJDEP – Tidelands Bureau. The ROW acquisition team responds to any requests for additional information. The NJDEP – Tidelands Bureau sends a price approval letter to the ROW acquisition team.

The ROW acquisition team reviews and processes the price approval letters for interim license and grant fees. The ROW acquisition team sends the ROW acquisition agreements to ROW Technical Support for review and funding verification.

ROW Technical Support forwards the agreements to the Director of ROW and Access Management. The Director of ROW and Access Management authorizes the agreement and sends the cases to the ROW Closing Unit for filing. The ROW District Office notifies the Project Manager that payment has been sent to NJDEP – Tidelands Bureau.

<b><u>Role Description</u></b>	
Responsible:	Division of Right of Way and Access Management, Project Manager
Consulted:	Project Manager
Informed:	Designer
Activity Predecessor:	3124
Activity Successor:	3128
Activity Duration:	45
Product Produced:	PE ROW Cost Estimate
Related Guidance Document:	Right of Way Non Real Estate Report Format Guidelines, Right of Way Design Guideline, Right of Way Engineering Manual

### **Submit Comment Resolution Summary-CRS (3128)**

Based on the Access Conclusion Summary , SME review and comments, ROWE submits the CRS informing the Designer to update the ROW documents.

<b><u>Role Description</u></b>	
Responsible:	ROWE, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3126, 3052
Activity Successor:	3132
Activity Duration:	5
Product Produced:	Comment Resolution Summary

Procedures are subject to change without notice.

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Related Guidance Document:

**Update Preliminary Detour and Construction Staging Plans (3130)**

The Designer updates the preliminary construction staging plans that were developed and reviewed during Concept Development to reflect Preliminary Engineering (PE) design changes to the Preliminary Preferred Alternative. Confirm if a detour will be needed for traffic control including pedestrians and bicyclists. If the detour plan that was proposed in Concept Development needs to be changed, coordinate efforts with outside agencies. These outside agencies will include local and county officials and engineers. Keep documentation of support from the local and county officials for a specific detour route on file and in the PE Report. Obtain concurrence from appropriate NJDOT Subject Matter Expert groups. The Designer also updates the construction sequence narrative and prepares a preliminary construction schedule with anticipated construction stage durations.

The Designer assesses the need for interim or temporary signals as a result of the construction staging and verifies the need with the Bureau of Traffic Signal and Safety Engineering (TSSE). These interim or temporary signal and electrical plans are submitted to the Bureau of TSSE for review during Final Design.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, NJDOT Subject Matter Experts, Bureau of Traffic Signal and Safety Engineering, Local & County Officials
Informed:	NA
Activity Predecessor:	3080, 3085, 3090, 3065, 3100, 3105, 3985, 3635 (if EA or EIS), 3012, 3038
Activity Successor:	3135, 3145
Activity Duration:	30
Product Produced:	Updated Preliminary Detour and Construction Staging Plans
Related Guidance Document:	NA

**Update and Submit Preliminary ROW Plans & Documents (3132)**

Utilizing the comments received from the Division of Right of Way (ROW) and Access Management, the Designer updates the ROW plans and documents and responds to the comment resolution summary Submitted to them by ROWE within 10 days. This CRS helps ROWE perform the technical review to make sure that the comments were address and changes were incorporated. The Designer submits this updated Submission along with a summary of updates or the comments

Procedures are subject to change without notice.

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addressed to the ROW Technical Support Units who then submits it to ROW Engineering Unit within 5 business days for their review and approval.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Division of Right of Way and Access Management
Informed:	Project Manager
Activity Predecessor:	3128
Activity Successor:	3134
Activity Duration:	15
Product Produced:	Updated Preliminary ROW Plans & Documents
Related Guidance Document:	Right of Way Non Real Estate Report Format Guidelines, Right of Way Design Guideline, Right of Way Engineering Manual

### **Review and Approve Updated Preliminary ROW Plans & Documents (3134)**

The Right of Way (ROW) Engineering Unit reviews the Updated Preliminary ROW Plans & Documents Submission and approves the Comment Resolution Summary (CRS). The ROW Engineering Unit prepares a comment memorandum and sends to the Project Manager who forwards to the Designer.

<b><u>Role Description</u></b>	
Responsible:	Division of Right of Way and Access Management, Project Manager, Designer
Consulted:	Project Manager
Informed:	Designer
Activity Predecessor:	3132
Activity Successor:	3136
Activity Duration:	15
Product Produced:	Approved Comment Resolution Summary; Comment Memorandum
Related Guidance Document:	Right of Way Non Real Estate Report Format Guidelines, Right of Way Design Guideline, Right of Way Engineering Manual

Procedures are subject to change without notice.

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### Prepare Construction Cost Estimate (3135)

The Designer prepares the Construction Cost Estimate using Trns•port and utilizing the plans developed during preliminary engineering activities or the Preliminary Preferred Alternative (developed during Concept Development), and the recommendations from Activity 3145 (Conduct Constructability and Maintenance Review). The Construction Cost Estimate is necessary to properly program construction funds for the project. The Designer submits the Construction Cost Estimate to the Project Manager for review and comment. Once finalized, the Project Manager enters the Construction Cost Estimate into the Project Reporting System.

Note: If an Environmental Assessment or Environmental Impact Statement is needed, utilize the Alternatives Analysis Report, prepared during Activity 3635, in preparation of the construction cost estimate.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager
Consulted:	NA
Informed:	NA
Activity Predecessor:	3130, 3070, 3075, 3125 FF
Activity Successor:	3145 SS with 5 Day Lag, 3150
Activity Duration:	10
Product Produced:	Construction Cost Estimate
Related Guidance Document:	Construction Cost Estimating Guideline

### Authorize Right of Way (3136)

Utilizing the updated Right of Way (ROW) cost estimate and the ROW Environmental Reevaluation, the Project Manager prepares a Project Summary Information form and sends a ROW authorization request to ROW Technical Support.

ROW Technical Support secures a funding commitment, federal project number, and ROW job number from Capital Investment Planning and Development and prepares a RE-27 package for submission to FHWA. The RE-27 package includes a copy of the original environmental document, or an environmental re-evaluation, and a firm and sound estimate letter. ROW Technical Support submits the RE-27 package to FHWA for approval.

Once the FHWA approves the authorization request, ROW Technical Support transfers project responsibility to the ROW District Office based on availability of final plans. There may be situations when early authorization is sought for ROW activities such as entire acquisitions involving relocation. Such authorization requests are made before receiving preliminary plans, based on tax map designations.

#### **Role Description**

Responsible:	Project Manager, Right of Way Technical Support, FHWA
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Procedures are subject to change without notice.

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Consulted:	Project Manager, Division of Capital Investment Planning and Development
Informed:	ROW District Office
Activity Predecessor:	3134, 3950, 3952
Activity Successor:	3990
Activity Duration:	45
Product Produced:	Project Summary Information Form; RE-27 Package
Related Guidance Document:	NA

### **Conduct Preliminary Engineering Constructability-Risk Analysis Workshop(3145)**

The Project Manager will have the Designer provide the Updated Preliminary Detour and Construction Staging Plans, Updated Utility Risk Assessment Plan, Preliminary Geotechnical Engineering Report, Risk Register and related information to Construction Management and will coordinate scheduling of a Preliminary Engineering Constructability-Risk Analysis (PECRA) Workshop on the proposed project.

The Designer and Construction Management will facilitate the PECRA Workshop, which will provide an opportunity for members of Construction Management, Mobility Engineering and Operations, Regional Maintenance Engineering, Utility Engineering, and select SMEs, to collaborate and review identified risks and opportunities, review risk response strategies, and identify any risks not previously identified in the Risk Register.

The PECRA Workshop Group will provide comments on construction methods, construction staging and duration, to potentially avoid or mitigate constructability risks, to potentially avoid or mitigate utility risks, and help to develop a reasonable construction cost estimate. The PECRA Workshop Group will perform a maintenance review, to minimize long term maintenance costs, and review of the traffic impacts during construction.

The Designer reviews the results of the PECRA Workshop for any identified constructability or maintenance risks. Notify the PM to update the Risk Register if new risks or changes to existing risks are identified from the PECRA Workshop. After receiving the results of the PECRA Workshop, the Project Manager may request a meeting with the Designer, Construction Management, and members of the PECRA Workshop Group to discuss incorporating the Group's recommendations into related plans, estimates, etc.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager, Construction Management
Consulted:	Construction Management, Mobility Engineering and Operations (ITS and Mobility Operations), Regional Maintenance Engineering, Utility Engineering, select SME's
Informed:	NA
Activity Predecessor:	3130, 3135 SS with 5 Day Lag, 3070, 3075
Activity Successor:	3150
Activity Duration:	20
Product Produced:	Meeting Minutes from Preliminary Engineering Constructability-Risk Analysis (PECRA) Workshop
Related Guidance Document:	Constructability Guidelines, Risk Management Guideline

### **Prepare Design Exception Report (3150)**

If necessary, the Designer prepares a Design Exception Report and sends to the Project Manager. The Project Manager sends the Design Exception Report and available project plans and related information to the Geometric Solutions Unit.

The Geometric Solutions Unit evaluates each controlling substandard design element. Factors to be considered when approving the Design Exception Report include project scope, crash data, cost of the improvement, and negative social, economic and environmental impacts. When the Geometric Solutions Unit has completed their review, the Design Exception Report is forwarded to the State (or Deputy) Transportation Engineer for approval. For PoDI or interstate projects, design exceptions will require FHWA approval.

*Note for Limited Scope Projects:*

A Design Exception Report is only required for specific types of Limited Scope projects. These specific project types are listed in the Project Customization Guideline. Bridge deck/superstructure replacement projects only require a design exception on the bridge, not the approach roadway.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer, Bureau of Quality Management Services, State (or Deputy) Transportation Engineer, FHWA
Consulted:	Bureau of Safety, Bicycle and Pedstrian Programs
Informed:	NA
Activity Predecessor:	3135, 3145, 3715, 3865 (3030 for Limited Scope Projects)
Activity Successor:	3160, 3165, 3170, 3175, 3185, 3195 (4220 for Limited Scope Projects)
Activity Duration:	40
Product Produced:	Design Exception Report
Related Guidance Document:	NJDOT Design Exception Manual, FHWA NJDOT Stewardship Agreement

### **Prepare Draft Preliminary Engineering Report (3160)**

The Designer prepares and submits the Draft Preliminary Engineering (PE) Report to the Project Manager for review and comment. The Draft PE Report should include the Environmental Document, Design Exception Report, Final Design Scope Statement, the Design Communications Report and the appropriate plans in support of the Environmental Document and Design Exception Report. The PE Report template lists all the items to be included in the Draft PE Report.

Note: If the environmental document is an Environmental Assessment or Environmental Impact Statement, it is approved prior to inclusion in the PE Report; otherwise the environmental document is formally approved with the PE Report.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager
Informed:	Project Manager
Activity Predecessor:	3150, 3102, 3165 FF, 3170 FF, 3175 FF, 3185 FF
Activity Successor:	3205, 3162, 3195 FF
Activity Duration:	20
Product Produced:	Draft Preliminary Engineering Report
Related Guidance Document:	Preliminary Engineering Guideline, <a href="#">Interstate Vertical Clearance Coordination</a>

Procedures are subject to change without notice.

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### Review PE Complete Streets Checklist (3162)

The review of the PE Complete Streets Checklist involves analyzing the checklist completed in Activity to determine if the Complete Streets design elements incorporated in the PE Phase match those identified in the Preliminary Preferred Alternative (PPA) to comply with the Department’s Complete Streets policy. The Designer is required to review the PE Complete Streets Checklist and submit their findings to the Project Manager in a memorandum. If it is found that there have been changes made to the PPA that may affect compliance with the Complete Streets policy, the review memo is then forwarded by the PM to the Complete Streets Implementation section of the Bureau of Safety, Bicycle and Pedestrian Programs (BSBPP).

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Project Manager, BSBPP
Informed:	Project Manager, BSBPP
Activity Predecessor:	3160
Activity Successor:	3205
Activity Duration:	3 (each facility)
Product Produced:	Updated PE Complete Streets Checklist
Related Guidance Document:	<a href="#">NJDOT Complete Streets Policy, NJDOT Complete Streets Design Guide, NJDOT Complete Streets Checklist</a>

### Finalize Project Plan (3165)

If roadway plans are not prepared during Preliminary Engineering (PE), the Preliminary Preferred Alternative (PPA) developed during Concept Development is updated to become the Project Plan to reflect design changes during PE. The Project Manager holds a Core Group Meeting to present the Project Plan or roadway plans. The Designer will address comments from the Core Group, update the Project Plan or roadway plans and send to the Project Manager. The Project Plan or roadway plans will be included in the Draft Preliminary Engineering Report and will become the Approved Project Plan. Complete the Complete Streets Checklist and include with the PE Report.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager
Consulted:	Core Group
Informed:	NA
Activity Predecessor:	3150
Activity Successor:	3160 FF
Activity Duration:	20
Product Produced:	The Project Plan or Roadway Plans
Related Guidance Document:	Preliminary Engineering Guideline

### **Prepare Final Design Scope Statement (3170)**

The Designer reviews the Final Design (FD) Scope Statement template and updates with the tasks necessary for the completion of FD. The FD Scope Statement documents commitments from supporting Subject Matter Expert (SME) units and provides an area for the SME units to state any assumptions, to clarify and customize standard activities, and to add new activities (e.g., risk activities) and their descriptions. This FD Scope Statement will include all the tasks needed to conduct FD. The FD Scope Statement will be attached to the Draft Preliminary Engineering Report and will be used to solicit a designer man-hour estimate and a fee proposal for FD.

The Project Manager will circulate the FD Scope Statement to all of the NJDOT SME units for official sign-off. The Manager of each SME unit will sign and return the form to the Project Manager within three weeks.

*Note for Limited Scope Projects:*

Utilize the Limited Scope FD Scope Statement Template to identify the tasks necessary for the particular assignment. Refer to the Project Delivery Process Customization Guideline for necessary revisions to the Scope Statement.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager, Subject Matter Experts
Consulted:	NA
Informed:	NA
Activity Predecessor:	3150 (2300, 2320, 2340, 2360, 2570 lag for Limited Scope Projects)
Activity Successor:	3160 FF (2580 FF for Limited Scope Projects)
Activity Duration:	25 (10 for Limited Scope Projects)
Product Produced:	Final Design Scope Statement
Related Guidance Document:	Scope Management Guideline, FD Scope Statement Template

### **Complete Preliminary Engineering Quality Certification (3175)**

The Designer completes the Preliminary Engineering (PE) Designer Certification and includes with the Preliminary Engineering Report.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3150
Activity Successor:	3160 FF
Activity Duration:	1
Product Produced:	Preliminary Engineering Designer Certification
Related Guidance Document:	Quality Management Policy & Procedure 360, Preliminary Engineering Guideline

### **Develop FD Public Involvement Action Plan (3185)**

The Project Manager and Designer develop an FD Public Involvement Action Plan (PIAP) to identify critical points for public involvement during FD, and the objectives for each point. The FD PIAP includes, at minimum, updating the database of known stakeholders, determining the number of anticipated meetings with local officials, citizens groups and any outside agencies

Procedures are subject to change without notice.

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impacted by the proposed project. If one acre or larger of deforestation is proposed, a public information center is required, if not already held during PE.

The Project Manager coordinates with BLAES when preparing the FD PIAP to determine involvement with State/Federal permitting agencies responsible for Cultural Resources, Green Acres, CAFRA, Waterfront Development and other public involvement requirements.

The Project Manager circulates the PIAP to the Division of Community and Constituent Relations for final comments and signature.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer, Division of Community and Constituent Relations
Consulted:	NA
Informed:	Division of Community and Constituent Relations, Project Manager
Activity Predecessor:	3150
Activity Successor:	3160 FF
Activity Duration:	10
Product Produced:	FD Public Involvement Action Plan
Related Guidance Document:	Preliminary Engineering Guideline

### **Prepare Project Management Plan (Major Projects) (3195)**

The Designer, working with Subject Matter Experts, prepares a draft Project Management (PM) Plan for Major Projects, as required by FHWA regulations. The Designer submits the draft PM Plan to the Project Manager for review and comment. After the Designer updates the draft PM Plan to address the comments, the Project Manager submits to FHWA. This draft PM Plan should be submitted at least 60 days prior to the submission of the Final NEPA document. In accordance with FHWA regulations, a Project Management Plan must be completed for a project with an estimated total cost of \$500,000,000 or more.

Procedures are subject to change without notice.

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

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager
Consulted:	Subject Matter Experts
Informed:	NA
Activity Predecessor:	3150, 3160 FF
Activity Successor:	3200
Activity Duration:	60
Product Produced:	Project Management Plan
Related Guidance Document:	<a href="#">Project Management Plan Guidance</a>

### **FHWA Approves Project Management Plan (Major Projects) (3200)**

FHWA reviews the draft Project Management (PM) Plan (Major Projects) and provides comments to the Project Manager for resolution. Upon resolution of all comments, FHWA notifies the Project Manager that the PM Plan (Major Projects) is approved.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Project Manager, Designer
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3195
Activity Successor:	3205 FF, 3210
Activity Duration:	30
Product Produced:	FHWA Approval of Project Management Plan
Related Guidance Document:	<a href="#">Project Management Plan Guidance</a>

### **NJDOT Reviews Draft Preliminary Engineering Report (3205)**

The Project Manager and Subject Matter Experts review the Draft Preliminary Engineering (PE) Report and provide comments to the Designer for incorporation in the PE Report. The Designer addresses the comments and resubmits to the Project Manager. If the project is designated a Project of Division Interest (PoDI) by FHWA and required by the Project's Oversight Plan, the Project Manager forwards the Draft PE Report to FHWA for review and approval.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Project Manager, Subject Matter Experts, Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3160, 3162, 3200 FF
Activity Successor:	3208, 3206 , 3225, 3235, 3240
Activity Duration:	30
Product Produced:	Comments on Draft Preliminary Engineering Report
Related Guidance Document:	Preliminary Engineering Guideline

### **Coordinate with USCG (3206)**

Continue coordination with USCG related to exemption conditions, bridge permit conditions, required documents, and any changes in the PNCD.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager
Consulted:	FHWA
Informed:	Structural Value Solutions, Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	3205
Activity Successor:	3225
Activity Duration:	30
Product Produced:	Maintaining communication with USCG
Related Guidance Document:	MOU/MOA between USCG and FHWA

### **Submit Final PE Report (3208)**

The Designer updates the Draft PE Report to address comments received from the PM. The Designer incorporates the executed Environmental Document and the executed FD Scope Statement into the PE Report.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3205, 3210
Activity Successor:	3230FF
Activity Duration:	10
Product Produced:	Final PE Report
Related Guidance Document:	

### **FHWA Reviews and Approves Preliminary Engineering Report (3210)**

If the project is designated a Project of Division Interest (PoDI) or a Project of Corporate Interest (PoCI) by FHWA and required by the Project’s Oversight Plan, FHWA will review the Draft Preliminary Engineering (PE) Report and provide comments to the Project Manager for incorporation in the PE Report. The Project Manager, with support from the Designer, addresses FHWA comments and resubmits to FHWA for approval. Upon resolution of all comments, FHWA notifies the Project Manager that the PE Report is approved.

The duration for FHWA review and comment will vary based on project complexity. The duration for making changes to the PE Report will vary based on the extent of FHWA comments.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Project Manager, Designer
Consulted:	Subject Matter Experts (as needed)
Informed:	Project Manager, Designer
Activity Predecessor:	3200 (if applicable), 3950
Activity Successor:	3225, 3208
Activity Duration:	30
Product Produced:	FHWA Approval of Preliminary Engineering Report
Related Guidance Document:	Preliminary Engineering Guideline

### **Present to Capital Program Screening Committee (3215)**

The Project Manager prepares a memo for the Capital Investment Planning and Development (CIPD) Executive Director to request placement on the agenda of the next scheduled Capital Program Screening Committee (CPSC) Meeting. The memo will also include an information package that briefly presents the project and provides supporting documentation. The Executive

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Regional Manager will forward the approved memo and package information to the CIPD Executive Director. The CIPD Executive Director will place the project on the agenda of the next CPSC meeting.

The Project Manager presents the Final Alternative to the CPSC on the scheduled date. The CPSC provides their recommendation for advancement of the Final Alternative to the Project Manager and forwards their recommendation to the Capital Program Committee (CPC) for approval.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Executive Regional Manager, Capital Investment Planning and Development Executive Director
Consulted:	Capital Program Screening Committee
Informed:	NA
Activity Predecessor:	3690
Activity Successor:	3220
Activity Duration:	20
Product Produced:	Memo/Information Package for Capital Program Screening Committee
Related Guidance Document:	Preliminary Engineering Guideline

### **Capital Program Committee Approves Final Alternative (3220)**

Capital Investment Planning and Development presents their recommendation regarding the Final Alternative to the Capital Program Committee (CPC) for review and approval. The CPC concurs with the Capital Program Screening Committee recommendation or makes another recommendation. Once CPC approval is obtained, the Project Manager notifies the Environmental Coordinator that CPC has approved the Final Alternative.

<b><u>Role Description</u></b>	
Responsible:	Capital Program Committee
Consulted:	Project Manager
Informed:	Division of Project Management Director, Project Manager
Activity Predecessor:	3215
Activity Successor:	3700
Activity Duration:	20
Product Produced:	Capital Program Committee Approval of Final Alternative
Related Guidance Document:	Scope Management Guideline

### **Assess Designer (3225)**

Once the Preliminary Engineering (PE) Report is approved by FHWA, the Project Manager assesses the performance and available resources of the PE Designer to confirm their ability to successfully perform the FD Phase activities. The Project Manager makes a recommendation to amend the existing contract with an addendum. The Executive Regional Manager evaluates the recommendation whether to retain the PE designer or select a new designer for FD. If the Executive Regional Manager does not concur, the issue is elevated to the Director for discussion and resolution. If the decision is to not continue with the PE Designer, the Project Manager performs closeout activities and initiates the process to select a new designer.

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	NA
Informed:	Designer
Activity Predecessor:	3205, 3210, 3206
Activity Successor:	3230, 3235, 3240
Activity Duration:	5
Product Produced:	Assessment of Designer
Related Guidance Document:	Preliminary Engineering Guideline, Agreement Addendum Template

Procedures are subject to change without notice.

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### Develop FD Designer Fee Proposal (3230)

The Designer prepares a Fee Proposal utilizing the FD Scope Statement and forwards the proposal to the Project Manager. The Project Manager ensures the Fee Proposal is prepared in accordance with internal NJDOT Policy and Procedure #328, “Agreement Development Process for Procurement of Professional Services.”

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3208FF, 3225
Activity Successor:	3245, 3255
Activity Duration:	15
Product Produced:	Final Design Fee Proposal
Related Guidance Document:	P&P #328

### Develop FD Independent Cost Estimate (3235)

The Project Manager requests that the Office of Schedule and Budget Management develop an Independent Cost Estimate (ICE) to compare to the designer’s fee proposal. An ICE will be used in contract negotiations. The Project Manager submits the FD Scope Statement to the Office of Schedule and Budget Management. The Office of Schedule and Budget Management consults with subject matter expert units when developing man-hour estimates on unique or major tasks. The Office of Schedule and Budget Management submits the Preliminary ICE to the Project Manager for review and comment.

<u>Role Description</u>	
Responsible:	Office of Schedule and Budget Management
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3205, 3225 (2750 for Limited Scope Projects)
Activity Successor:	3245, 3255 (2820 for Limited Scope Projects)
Activity Duration:	10
Product Produced:	Final Design Independent Cost Estimate (ICE)
Related Guidance Document:	Unit procedure

Procedures are subject to change without notice.

### **Develop FD Schedule (3240)**

The Project Manager or Division of Project Management (DPM) Scheduler request the Office of Schedule and Budget Management to create an active schedule in Primavera based on the standard FD schedule template. The Project Manager sends the standard FD schedule template to the DPM Scheduler or Office of Schedule and Budget Management to customize the schedule based on the FD Scope Statement and historic data. The Project Manager negotiates the draft schedule with the Designer. The Project Manager provides the negotiated draft schedule to the DPM Scheduler or Office of Schedule and Budget Management to update the active schedule.

The Project Manager is responsible for updating all schedules on a monthly basis and may do so by providing updates to the DPM Scheduler or Office of Schedule and Budget Management.

*Note for Limited Scope Projects:*

The Project Manager utilizes the Limited Scope FD primavera schedule. Refer to the Project Delivery Process Customization Guideline for necessary revisions to the schedule.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Division of Project Management Scheduler, Office of Schedule and Budget Management
Consulted:	Project Manager, Office of Schedule and Budget Management, Designer, Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3205, 3225 (2620 or 2820 for Limited Scope Projects)
Activity Successor:	3250, 3255
Activity Duration:	15
Product Produced:	Final Design Schedule
Related Guidance Document:	Unit procedure

### **Negotiate FD Addendum (3245)**

In accordance with NJDOT Policy and Procedure #328, the Project Manager reviews the Designer Fee Proposal and negotiates with the designer utilizing the Independent Cost Estimate (ICE) as a comparison. If FD is performed in-house, the Project Manager will negotiate with NJDOT in-house design staff. The Designer may update the FD Scope Statement with detailed task descriptions, if directed by the Project Manager. Changes to the FD Scope Statement will be approved by the Project Manager. The Designer revises the original fee proposal per negotiations

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and submits to the Project Manager. If the Designer’s fee proposal exceeds 10% of the ICE, review and request further clarification and justification.

If negotiations are unsuccessful, escalate unresolved issues in accordance with NJDOT Policy and Procedure #328. After completion of negotiations, the Project Manager sends the total negotiated hours to the Office of Schedule and Budget Management.

The Project Manager may request the Office of Schedule and Budget Management prepare a Summary ICE Report that provides a comparison of design man-hour estimates between ICE values and the Designer’s man-hour proposal.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Office of Schedule and Budget Management, Designer
Consulted:	Designer
Informed:	NA
Activity Predecessor:	3230, 3235, 3255FF
Activity Successor:	3270
Activity Duration:	25
Product Produced:	Final Design Addendum
Related Guidance Document:	P&P #328

### **Approve FD Schedule (3250)**

The Project Manager completes the Project Baseline Schedule Approval form and submits it to the Executive Regional Manager for approval. The Project Manager forwards the Project Baseline Schedule Approval form to the Office of Schedule and Budget Management. The Office of Schedule and Budget Management creates the baseline for the FD Schedule.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Office of Schedule and Budget Management
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3240
Activity Successor:	3270
Activity Duration:	5
Product Produced:	Approval of Project Baseline Schedule; Final Design Schedule
Related Guidance Document:	Unit procedure

### **Develop FD Budget (3255)**

The Project Manager requests the Office of Schedule and Budget Management develop a FD man-hour budget estimate. The budget estimate includes subject matter expert (SME) unit man-hours to support the Designer. If NJDOT in-house design staff complete FD, the budget estimate includes in-house design man-hours. An Office of Schedule and Budget Management Budget Analyst develops the Draft Budget in the Project Reporting System with input from SME units for support hours. The Project Manager is responsible for negotiating any SME unit support hours.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Office of Schedule and Budget Management Budget Analyst
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3230, 3235, 3240
Activity Successor:	3245FF, 3260
Activity Duration:	15 (10 for Limited Scope Projects)
Product Produced:	Final Design Man-Hour Budget Estimate
Related Guidance Document:	Unit procedure

### **Finalize FD Budget (3260)**

The Project Manager completes the Project Baseline Schedule Approval Form and compiles the FD documents required for both budget approval and funding authorization. These documents

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include the FD Budget Estimate, Project Baseline Schedule Approval Form and if appropriate, Designer’s Fee Proposal. Forward the compiled FD documents to the Executive Regional Manager.

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	NA
Informed:	Executive Regional Manager
Activity Predecessor:	3255
Activity Successor:	3265
Activity Duration:	10 (5 for Limited Scope Projects)
Product Produced:	Compilation of Final Design Budget Estimate, Project Baseline Schedule Approval Form
Related Guidance Document:	Unit procedure

### **Approve FD Budget (3265)**

The Executive Regional Manager reviews and approves the FD Budget Package. The Project Manager forwards the Project Baseline Schedule Approval Form to the Office of Schedule and Budget Management to document approval in the Project Reporting System.

<b><u>Role Description</u></b>	
Responsible:	Executive Regional Manager, Project Manager, Office of Schedule and Budget Management
Consulted:	NA
Informed:	NA
Activity Predecessor:	3260
Activity Successor:	3270
Activity Duration:	5
Product Produced:	Approval of Final Design Budget
Related Guidance Document:	Unit procedure

### **Authorize Final Design (3270)**

The Project Manager prepares and submits the funding request to the Division of Capital Investment Planning and Development (CIPD). CIPD determines the appropriate funding source and if the project is federally funded, CIPD prepares the request to FHWA for authorization of

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engineering funds for FD. CIPD notifies the Project Manager of funding authorization approval and provides a copy of the job number and Agreement ID.

*Note:*

For each federally funded project, a “Federal Project End Date” should be established per NJDOT Policy No. 365 and the Capital Project Delivery Project End Date Guidance.

*Note for Limited Scope Projects:*

For limited scope projects, the Project Manager submits the certified CED prior to or along with the Final Design Authorization Package.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Division of Capital Investment Planning and Development
Consulted:	NA
Informed:	Executive Regional Manager
Activity Predecessor:	3245, 3250, 3265 (2840, 3250, 3265 for Limited Scope Projects)
Activity Successor:	3275 (2890 for Limited Scope Projects)
Activity Duration:	15
Product Produced:	Authorization of Engineering Funds for Final Design
Related Guidance Document:	FHWA Design Standards 23 CFR Part 625, <a href="#">NJDOT Policy No. 365</a> , <a href="#">Capital Project End Date Guidance</a>

**Execute FD Addendum (3275)**

The Project Manager prepares an FD Addendum and sends to the Designer. The Designer signs the FD Addendum and sends two signed and sealed original copies back to the Project Manager along with copies of the Corporate Resolution and Business Registration Certificates for any new subconsultants. The Project Manager circulates the FD Addendum and an AD-12 to NJDOT Management for signature and approval. The Project Manager distributes the executed FD Addendum to the appropriate parties. Once the FD Addendum is fully executed, the Project Manager issues a Notice to Proceed to the Designer.

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<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer
Consulted:	NA
Informed:	Executive Regional Manager, Designer
Activity Predecessor:	3270
Activity Successor:	3285
Activity Duration:	20
Product Produced:	Final Design Addendum; Notice to Proceed to Designer
Related Guidance Document:	P&P #328

### **Complete PE Closeout (3285)**

The Project Manager performs the series of steps necessary to close out the NJDOT Preliminary Engineering (PE) Phase. If required, instruct the Designer to submit their Final Invoice for the PE Phase. Upon payment of the final invoice, notify accounting to close the job number.

Note: The closeout of the NJDOT PE Phase does not close FHWA PE Authorization.

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	NA
Informed:	Accounting, Designer
Activity Predecessor:	3275
Activity Successor:	3990
Activity Duration:	20
Product Produced:	Final Invoice for Preliminary Engineering
Related Guidance Document:	Preliminary Engineering Guideline, Closeout Procedure Guideline

### **Initiate Cultural Resources (Section 106) Process (3300)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) CR Specialist initiates the Cultural Resources (Section 106) process by consulting with State Historic Preservation Office (SHPO). Initiation consists of determining the Area of Potential Effect (APE) for architecture and archeology, and identifying Consulting/Interested parties. The APE Package includes the Preliminary Engineering PIAP, the APE for architecture and archeology and the list of Consulting/Interested parties. The BLAES CR Specialist meets with SHPO to submit and

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discuss the APE Package. SHPO reviews and approves the APE Package by providing written concurrence.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions CR Specialist, Designer (if required)
Consulted:	State Historic Preservation Office
Informed:	Project Manager, Designer
Activity Predecessor:	3540 or 3630 or 3880
Activity Successor:	3305
Activity Duration:	25
Product Produced:	State Historic Preservation Office Approval of Area of Potential Effect (APE) Package
Related Guidance Document:	Protection of Historic Properties (36CFR800), NJ and National Registers of Historic Places

### **Conduct CR Survey (3305)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) conducts appropriate level technical studies to identify the presence of Historic Properties that are on or eligible for the State/Federal Register of Historic Places. This work must be performed by qualified professionals approved by Department of Interior Secretary Standards.

The Designer or BLAES performs the following work:

- Identify properties listed in, nominated to, or are eligible for the State/National Register of Historic Places that are located within the project Area of Potential Effect (APE). Also note those properties included in the NJ Historic Sites Inventory, the Historic American Buildings Survey, the Historic American Engineering Record Catalogs, and any government inventories.
- Conduct a thorough search of archeological literature to identify known historic and prehistoric sites including recent publications, cultural resource survey reports and articles available from State Historic Preservation Office (SHPO) and the New Jersey State Museum.
- Conduct research using primary and secondary source materials pertaining to the history, ethno-history and ecology of the area and interview professionals and community individuals that might have historical knowledge of the area.
- Conduct fieldwork and appropriate level survey of the APE for standing structures. Gather information from local historians, officials or individuals. Conduct Phase I archaeological investigation and start subsurface testing for archeological resources within the APE. Phase II studies are conducted if necessary.

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<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Consulting Parties
Informed:	Project Manager
Activity Predecessor:	3300, 3100 FF
Activity Successor:	3310
Activity Duration:	45
Product Produced:	Cultural Resources Survey
Related Guidance Document:	<a href="#">Protection of Historic Properties (36CFR800)</a>

### **Prepare CR Survey Report (3310)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) documents the results of the Cultural Resources Survey in a detailed report. The data collected during the Cultural Resources Survey will be analyzed and documented.

The Cultural Resources Survey Report identifies properties within the Area of Potential Effect (APE) that are on or potentially eligible for listing on, the State or National Register of Historic Places. For resources identified in the APE, apply criteria of effect from 36CFR800 caused by the project, clearly present rationale and prepare documentation for approval by BLAES. The outcomes that are possible include No Resources, No Effect, No Adverse Effect, No Adverse Effect with Conditions and Adverse Effect. The Designer or BLAES submits the draft Cultural Resources Survey Report to BLAES.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3305
Activity Successor:	3315
Activity Duration:	80
Product Produced:	Cultural Resources Survey Report
Related Guidance Document:	<a href="#">Protection of Historic Properties (36CFR800)</a>

Procedures are subject to change without notice.

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### Review CR Survey Report (3315)

The Bureau of Landscape Architecture and Environmental Solutions reviews the draft Cultural Resources Survey Report and provides comments.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	Designer
Activity Predecessor:	3310
Activity Successor:	3320
Activity Duration:	20
Product Produced:	Comments on Cultural Resources Survey Report
Related Guidance Document:	NA

### Address Comments on CR Survey Report (3320)

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Cultural Resources Survey Report and resubmits it to BLAES for approval.

<u>Role Description</u>	
Responsible:	Designer or Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3315
Activity Successor:	3325
Activity Duration:	20
Product Produced:	Updated Cultural Resources Survey Report
Related Guidance Document:	NA

### Approve CR Survey Report (3325)

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the updated Cultural Resources Survey Report to confirm all comments were appropriately addressed and approves the report.

Procedures are subject to change without notice.

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

If the outcome of Effects Assessment results in initial finding of No Resources, No Effect or No Adverse Effect, BLAES sends the Cultural Resources Survey Report to Consulting/Interested parties and the State Historic Preservation Office (SHPO) for review and comment. If the outcome of Effects Assessment results in initial finding of Adverse Effect or No Adverse Effect with Conditions, BLAES sends the Cultural Resources Survey Report to FHWA for review and comment.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3320
Activity Successor:	3390 (if applicable), 3330 or 3345, 3865
Activity Duration:	15
Product Produced:	Approved Cultural Resources Survey Report
Related Guidance Document:	NA

**Obtain SHPO Concurrence (No Resources, No Effect, No Adverse Effect) (3330)**

The State Historic Preservation Office (SHPO) reviews the Cultural Resources Survey Report and provides comments. The Bureau of Landscape Architecture and Environmental Solutions (BLAES) must allow 30 calendar days for this review to occur. During this period, Consulting/Interested Parties may review the report and provide comments to BLAES. The Designer or BLAES addresses the SHPO comments. SHPO provides concurrence with No Resources, No Effect or No Adverse Effect to BLAES.

<b><u>Role Description</u></b>	
Responsible:	State Historic Preservation Office
Consulted:	Consulting/Interested
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager, Consulting/Interested
Activity Predecessor:	3325
Activity Successor:	3410 or 3420 or 3425 or 3635
Activity Duration:	25
Product Produced:	State Historic Preservation Office (SHPO) Concurrence with No Resources, No Effect, No Adverse Effect)
Related Guidance Document:	NA

### **Prepare Draft MOA (Adverse Effect Only) (3335)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions prepares a draft Memo of Agreement (MOA). The MOA includes NJDOT’s cultural resource commitments to mitigate adverse effects.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3345, 3365 FF
Activity Successor:	3370
Activity Duration:	15
Product Produced:	Draft Memo of Agreement (MOA)
Related Guidance Document:	FHWA MOA Template

### **Obtain SHPO Concurrence (No Adverse Effect with Conditions or Adverse Effect) (3340)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) or the Designer distributes the FHWA approved CR Survey Report to Consulting/Interested parties and State Historic Preservation Office (SHPO) for review and comment. SHPO and Consulting/Interested Parties will conduct a 30 calendar day review of the CR Survey Report and provide comments to BLAES. SHPO provides concurrence and may provide recommendations to reduce and/or mitigate impacts.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer, State Historic Preservation Office
Consulted:	Consulting/Interested Parties
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager, Designer
Activity Predecessor:	3345
Activity Successor:	3355, 3410 or 3420 or 3425 or 3470
Activity Duration:	25
Product Produced:	State Historic Preservation Office (SHPO) Concurrence
Related Guidance Document:	NA

### **Obtain FHWA Approval of CR Survey Report (3345)**

If the outcome of Effects Assessment results in initial finding of Adverse Effect or No Adverse Effect with Conditions, the Bureau of Landscape Architecture and Environmental Solutions (BLAES) sends the Cultural Resources Survey Report to FHWA for review and comment. FHWA provides BLAES with written approval.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3325
Activity Successor:	3335, 3340, 3350
Activity Duration:	20
Product Produced:	FHWA Approval of Cultural Survey Report
Related Guidance Document:	NA

### **Prepare Adverse Effect Documentation & Submit to FHWA (Adverse Effect Only) (3350)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) provides FHWA with the Adverse Effect Documentation (CR Survey Report and summary letter) supporting the FHWA Adverse Effect determination.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	NA
Activity Predecessor:	3345
Activity Successor:	3355
Activity Duration:	15
Product Produced:	Adverse Effect Documentation
Related Guidance Document:	NA

### **FHWA Sends Adverse Effect Documentation to ACHP (3355)**

FHWA distributes the Adverse Effect Documentation (CR Survey Report and summary letter) to the Advisory Council on Historic Preservation (ACHP) and offers ACHP the opportunity to participate in consultation to resolve Adverse Effects caused by the project.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	3350, 3340
Activity Successor:	3360
Activity Duration:	20
Product Produced:	Distribution of Adverse Effect Documentation
Related Guidance Document:	NA

### **ACHP Reviews & Accepts or Declines Participation (3360)**

The Advisory Council on Historic Preservation (ACHP) reviews the Adverse Effect Documentation (CR Survey Report and summary letter) and responds to FHWA in writing indicating if they accept or decline participation in resolution of Adverse Effects.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Advisory Council on Historic Preservation
Consulted:	NA
Informed:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	3355
Activity Successor:	3365
Activity Duration:	15
Product Produced:	Advisory Council on Historic Preservation (ACHP) Decision to Participate in Resolution of Adverse Effects
Related Guidance Document:	NA

### **Resolve Adverse Effects (3365)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) consults with FHWA, State Historic Preservation Office (SHPO), Consulting/Interested Parties and the Designer on ways to avoid/reduce and mitigate impacts to cultural resources. Additional engineering activities may be necessary to modify the Preliminary Preferred Alternative (PPA) to minimize adverse effects. An agreement must be reached between FHWA and SHPO.

If an agreement cannot be reached between FHWA and SHPO, additional work must be performed adding at least 75 calendar days to the project schedule. FHWA contacts the Advisory Council on Historic Preservation (ACHP) for comment and resolution. ACHP has 45 days to offer comments on adverse effect and outstanding issues. FHWA must take into consideration ACHP comments and prepare a summary and justification of FHWA’s final resolution of adverse effect decision.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Advisory Council on Historic Preservation, State Historic Preservation Office, Consulting/Interested, Designer
Informed:	Project Manager
Activity Predecessor:	3360
Activity Successor:	3335 FF, 3370
Activity Duration:	20 (Assuming no major additional engineering required)
Product Produced:	Agreement to Avoid/Reduce and Mitigate Impacts to Cultural Resources
Related Guidance Document:	NA

### **Circulate MOA for Comment (3370)**

The Bureau of Landscape Architecture and Environmental Solutions circulates the draft Memorandum of Agreement (MOA) to FHWA, State Historic Preservation Office and additional signatory parties for review and comment.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	FHWA, State Historic Preservation Office, Advisory Council on Historic Preservation (if participating), Signatory parties
Informed:	Project Manager, Designer
Activity Predecessor:	3335, 3365
Activity Successor:	3375
Activity Duration:	20
Product Produced:	Draft Memorandum of Agreement
Related Guidance Document:	NA

Procedures are subject to change without notice.

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

### Prepare Final MOA (3375)

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses comments on the draft Memorandum of Agreement (MOA) and prepares a final MOA for signatures.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	FHWA, State Historic Preservation Office, Advisory Council on Historic Preservation (if participating), Signatory parties
Informed:	Project Manager, Designer
Activity Predecessor:	3370
Activity Successor:	3380
Activity Duration:	15
Product Produced:	Final Memorandum of Agreement
Related Guidance Document:	NA

### Execute the MOA (3380)

FHWA, NJDOT, State Historic Preservation Office, Advisory Council on Historic Preservation (if participating), and additional signatory parties execute the document by signing the Memorandum of Agreement and returning it to the Bureau of Landscape Architecture and Environmental Solutions.

<u>Role Description</u>	
Responsible:	FHWA, Project Manager, Advisory Council on Historic Preservation (if participating), State Historic Preservation Office, Signatory parties
Consulted:	NA
Informed:	Advisory Council on Historic Preservation
Activity Predecessor:	3375
Activity Successor:	3635 or 3950
Activity Duration:	15
Product Produced:	Signed Memorandum of Agreement
Related Guidance Document:	NA

Procedures are subject to change without notice.

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

### **Submit Historic Sites Council Application (3390)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) prepares the Application for Project Authorization under the New Jersey Register of Historic Places for any project that may encroach upon a New Jersey Register listed property. Applicants are encouraged to contact State Historic Preservation Office (SHPO) and the Historic Sites Council as early as possible to discuss the undertaking. The Historic Sites Council meets every other month and applications must be submitted to SHPO 120 calendar days in advance of the scheduled meeting. BLAES confirms with SHPO that the application was received, is technically complete, and placed on the Historic Sites Council agenda.

SHPO provides advanced notice of the meeting 45 days prior to the scheduled meeting. SHPO notifies the Secretary of State, the chief elected local official and major circulation newspapers in the project area. SHPO must notify directly affected property owners, local historical societies and historic preservation commissions, relevant local agencies concerned with historic preservation, and relevant statewide preservation organizations.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer, State Historic Preservation Office
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager
Activity Predecessor:	3325
Activity Successor:	3395
Activity Duration:	90
Product Produced:	Historic Sites Council Application for Project Authorization
Related Guidance Document:	Historic Sites Council Application Template

### **Present to Historic Sites Council (3395)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (applicant) presents the project to the Historic Sites Council at an open public meeting. At the meeting interested members of the public are provided with an opportunity to comment on the project. The Historic Sites Council evaluates the public benefit of the proposed undertaking, potential prudent and feasible alternatives, and the measures taken to avoid, minimize, or mitigate the encroachment. After receiving the applicant's and public comments, the Council makes a formal recommendation to the New Jersey Department of Environmental Protection Commissioner.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer, Historic Sites Council
Consulted:	NA
Informed:	New Jersey Department of Environmental Protection Commissioner, Project Manager
Activity Predecessor:	3390
Activity Successor:	3950
Activity Duration:	20
Product Produced:	Presentation for Historic Sites Council; Formal Recommendation
Related Guidance Document:	NA

### **Inform Jurisdictional Agency Regarding Programmatic Section 4(f) Impacts (3400)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) writes a letter to the agency with jurisdiction over parkland regarding impacts from the project and anticipated mitigation and requests a response in writing agreeing with the proposed project and anticipated impacts. Agencies with jurisdiction may include Green Acres Program, municipalities or counties.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Jurisdictional Agencies
Informed:	Project Manager
Activity Predecessor:	3880
Activity Successor:	3405
Activity Duration:	10
Product Produced:	Letter to Agency with Jurisdiction over Parkland of Programmatic Section 4(f) Impacts
Related Guidance Document:	NA

### **Receive Concurrence Regarding Programmatic Section 4(f) Impacts (3405)**

The agency with jurisdiction over parkland provides written concurrence with the proposed project and anticipated impacts and mitigation.

Procedures are subject to change without notice.

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

<b><u>Role Description</u></b>	
Responsible:	Jurisdictional Agencies
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3400
Activity Successor:	3410 or 3420 or 3425
Activity Duration:	20
Product Produced:	Concurrence from Agency with Jurisdiction over Parkland
Related Guidance Document:	NA

### **Prepare Programmatic Section 4(f) Evaluation (3410)**

The Designer or the Bureau of Landscape Architecture and Environmental Solutions prepares a Programmatic Section 4(f) Evaluation to document the proposed project impacts to historic sites, recreation land, parkland, or wildlife and waterfowl refuges. Utilizing the alternatives analysis performed in Concept Development, justify selection of the most prudent and feasible alternative. Discuss measures to minimize harm and propose mitigation.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3405 or 3330 or 3340
Activity Successor:	3430
Activity Duration:	30
Product Produced:	Programmatic Section 4(f) Evaluation
Related Guidance Document:	Programmatic Section 4(f) Template

### **Prepare De Minimis Section 4(f) Evaluation (3420)**

The Designer or the Bureau of Landscape Architecture and Environmental Solutions prepares a De Minimis Section 4(f) Evaluation to document the proposed project's de minimis impacts to historic sites, recreation land, parkland, or wildlife and waterfowl refuges. An analysis of avoidance alternatives is not required and the Section 4(f) evaluation process is complete.

Procedures are subject to change without notice.

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

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3405 or 3330 or 3340
Activity Successor:	3430
Activity Duration:	30
Product Produced:	De Minimis Section 4(f) Evaluation
Related Guidance Document:	<a href="#">FHWA Guidance for Determining De Minimis Impacts</a>

### **Prepare Programmatic Net Benefit Section 4(f) Evaluation (3425)**

The Designer or the Bureau of Landscape Architecture and Environmental Solutions prepares a Programmatic Net Benefit Section 4(f) Evaluation to document the proposed project’s net benefits to historic sites, recreation land, parkland, or wildlife and waterfowl refuges.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3405 or 3330 or 3340
Activity Successor:	3430
Activity Duration:	30
Product Produced:	Programmatic Net Benefit Section 4(f) Evaluation
Related Guidance Document:	<a href="#">FHWA Section 4(f) Net Benefit Guidance</a>

### **NJDOT Reviews Programmatic Section 4(f) Evaluation (3430)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Programmatic Section 4(f) and provides comments.

Procedures are subject to change without notice.

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

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3410 or 3420 or 3425
Activity Successor:	3435
Activity Duration:	20
Product Produced:	Comments on the Programmatic Section 4(f) Evaluation
Related Guidance Document:	NA

### **Revise Programmatic Section 4(f) Evaluation (NJDOT Comments) (3435)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the Programmatic Section 4(f) and resubmits the document. BLAES verifies that the comments have been adequately addressed and sends the Programmatic Section 4(f) to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3430
Activity Successor:	3440
Activity Duration:	15
Product Produced:	Revised Programmatic Section 4(f) Evaluation
Related Guidance Document:	NA

### **FHWA Reviews Programmatic Section 4(f) Evaluation (3440)**

FHWA conducts an independent review of the Programmatic Section 4(f) Evaluation and submits comments to the Bureau of Landscape Architecture and Environmental Solutions.

Procedures are subject to change without notice.

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



<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3435
Activity Successor:	3445
Activity Duration:	20
Product Produced:	FHWA Comments on Programmatic Section 4(f) Evaluation
Related Guidance Document:	NA

### **Revise Programmatic Section 4(f) Evaluation (FHWA Comments) (3445)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the Programmatic Section 4(f) and resubmits the document to FHWA.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3440
Activity Successor:	3450
Activity Duration:	35
Product Produced:	Revised Programmatic Section 4(f) Evaluation
Related Guidance Document:	NA

### **FHWA Approves Programmatic Section 4(f) Evaluation (3450)**

FHWA verifies that the comments have been adequately addressed and approves the Programmatic Section 4(f) Evaluation.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3445
Activity Successor:	3870
Activity Duration:	10
Product Produced:	FHWA Approval of Programmatic Section 4(f) Evaluation
Related Guidance Document:	NA

### **Inform Jurisdictional Agency Regarding Draft Individual Section 4(f) Impacts (3460)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) writes a letter to the agency with jurisdiction over parkland regarding impacts from the project and anticipated mitigation and requests a response in writing agreeing with the proposed project and anticipated impacts. Agencies with jurisdiction may include Green Acres Program, municipalities or counties.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Jurisdictional Agencies
Informed:	Project Manager
Activity Predecessor:	3880
Activity Successor:	3465
Activity Duration:	10
Product Produced:	Letter to Agency with Jurisdiction over Parkland of Impacts and Anticipated Mitigation
Related Guidance Document:	NA

### **Receive Concurrence Regarding Draft Individual Section 4(f) Impacts (3465)**

The agency with jurisdiction over parkland provides written concurrence with the proposed project and anticipated impacts and mitigation.

Procedures are subject to change without notice.

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

<b><u>Role Description</u></b>	
Responsible:	Jurisdictional Agencies
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3460
Activity Successor:	3470
Activity Duration:	20
Product Produced:	Concurrence from Agency with Jurisdiction over Parkland
Related Guidance Document:	NA

### **Prepare Draft Individual Section 4(f) Evaluation (3470)**

The Designer or the Bureau of Landscape Architecture and Environmental Solutions prepares a Draft Individual Section 4(f) Evaluation to document the proposed project impacts, including temporary occupancy if applicable, to historic sites, recreation land, parkland, or wildlife and waterfowl refuges. Utilizing the alternatives analysis, justify selection of the most prudent and feasible alternative. Discuss measures to minimize harm and propose mitigation.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3340, 3465
Activity Successor:	3475
Activity Duration:	30
Product Produced:	Draft Individual Section 4(f) Evaluation
Related Guidance Document:	NA

### **NJDOT Reviews Draft Individual Section 4(f) Evaluation (3475)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Draft Individual Section 4(f) and provides comments.

Procedures are subject to change without notice.

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

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3470
Activity Successor:	3480
Activity Duration:	20
Product Produced:	Comments on Draft Individual Section 4(f) Evaluation
Related Guidance Document:	NA

### **Revise Draft Individual Section 4(f) Evaluation (NJDOT Comments) (3480)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the Draft Individual Section 4(f) and resubmits the document. BLAES verifies that the comments have been adequately addressed and sends the Draft Individual Section 4(f) to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3475
Activity Successor:	3485
Activity Duration:	15
Product Produced:	Revised Draft Individual Section 4(f) Evaluation
Related Guidance Document:	NA

### **FHWA Reviews & Comments on Draft Individual Section 4(f) Evaluation (3485)**

FHWA conducts an independent review of the Draft Individual Section 4(f) Evaluation and submits comments to the Bureau of Landscape Architecture and Environmental Solutions.

Procedures are subject to change without notice.

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

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3480
Activity Successor:	3490
Activity Duration:	20
Product Produced:	FHWA Comments on Draft Individual Section 4(f) Evaluation
Related Guidance Document:	NA

### **Revise Draft Individual Section 4(f) Evaluation (FHWA Comments) (3490)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the Draft Individual Section 4(f) and resubmits the document. FHWA verifies that the comments have been adequately addressed for the legal sufficiency review of the Draft Individual Section 4(f).

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3485
Activity Successor:	3495
Activity Duration:	35
Product Produced:	Revised Draft Individual Section 4(f) Evaluation
Related Guidance Document:	NA

### **Conduct Draft Individual Section 4(f) Legal Sufficiency Review (3495)**

The FHWA conducts a legal sufficiency review of the Draft Individual Section 4(f) and provides comments. If the legal sufficiency review results in comments to be addressed, the Bureau of Landscape Architecture and Environmental Solutions (BLAES) and the Designer consult on the changes needed and resubmit. The legal sufficiency review period is 30 calendar days. If the

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document complies with Federal regulations, the FHWA approves the Draft Individual Section 4(f) for legal sufficiency.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	FHWA, Project Manager
Activity Predecessor:	3490
Activity Successor:	3500
Activity Duration:	30
Product Produced:	FHWA Approval of the Draft Individual Section 4(f) for Legal Sufficiency
Related Guidance Document:	NA

### **Circulate Draft Individual Section 4(f) Evaluation (3500)**

The Designer prepares the appropriate number of copies of the Draft Individual Section 4(f) Evaluation as instructed by Bureau of Landscape Architecture and Environmental Solutions (BLAES). BLAES prepares a transmittal letter and distributes the Draft Individual Section 4(f) Evaluation to the appropriate public agencies. The Draft Individual Section 4(f) Evaluation comment period is 30 calendar days. If the Draft Individual Section 4(f) is prepared with an Environmental Assessment (EA) or Draft Environmental Impact Statement (EIS), the Draft Individual Section 4(f) is circulated as part of the EA or Draft EIS document.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3495
Activity Successor:	3505
Activity Duration:	30
Product Produced:	Updated Draft Individual Section 4(f) Evaluation
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### **Prepare Final Individual Section 4(f) Evaluation (3505)**

The Designer and Bureau of Landscape Architecture and Environmental Solutions (BLAES) evaluate all public and agency comments in consultation with the Project Manager. If necessary, the Designer and BLAES provide a written response to comments received and revise the document accordingly. The Final Individual Section 4(f) is submitted to FHWA. If the Draft Individual Section 4(f) is prepared with an Environmental Assessment (EA) or Draft Environmental Impact Statement (EIS), the Final Individual Section 4(f) is submitted as part of the EA or Final EIS document.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Project Manager
Informed:	FHWA
Activity Predecessor:	3500
Activity Successor:	3510
Activity Duration:	20
Product Produced:	Final Individual Section 4(f) Evaluation
Related Guidance Document:	NA

### **FHWA Approves Final Individual Section 4(f) Evaluation (3510)**

FHWA approves the Final Individual Section 4(f) and notifies the Bureau of Landscape Architecture and Environmental Solutions in writing. If the Draft Individual Section 4(f) is prepared with an Environmental Assessment (EA) or Draft Environmental Impact Statement (EIS), the Final Individual Section 4(f) is approved as part of the EA or Final EIS document.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3505
Activity Successor:	3870
Activity Duration:	20
Product Produced:	FHWA Approval of Final Individual Section 4(f) Evaluation
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### **Inform Green Acres Program & Local Officials (3520)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) writes a letter to the Green Acres Program and the affected municipality to advise them of the proposed project including the property to be acquired and any anticipated mitigation. The letter requests a response from both confirming encumbrance due to Green Acres funding and if they conceptually agree with the project.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3880
Activity Successor:	3525
Activity Duration:	10
Product Produced:	Letter to Green Acres Program and Local Officials Informing of Proposed Project, Property to be Acquired and Anticipated Mitigation
Related Guidance Document:	NA

### **Receive Concurrence on Green Acres Impacts (3525)**

The local officials and the Green Acres Program provide written concurrence of Green Acres encumbrance and conceptual agreement with proposed project and anticipated mitigation.

<b><u>Role Description</u></b>	
Responsible:	Green Acres Program, Local Officials
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3520
Activity Successor:	3530
Activity Duration:	20
Product Produced:	Concurrence on Green Acres Impacts
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### **Hold Green Acres Pre-Application Meeting (3530)**

The Designer and the Bureau of Landscape Architecture and Environmental Solutions (BLAES) schedules and holds a meeting with the Green Acres Program and the affected local officials. BLAES presents the initial concepts of the proposed Green Acres diversion or disposal, and discusses the proposal and application requirements.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3525
Activity Successor:	3535
Activity Duration:	20
Product Produced:	Meeting Minutes from Green Acres Pre-Application Meeting
Related Guidance Document:	NA

### **Negotiate Green Acres Compensation (3535)**

Negotiate agreement with the Green Acres Program and local officials on the type of compensation for the diverted or disposed property. Compensation could consist of replacement parkland, monetary compensation or parkland improvements.

Once the type of compensation is agreed upon, BLAES requests a right of way (ROW) cost estimate from ROW Technical Support for the Green Acres parcels and for any replacement property if applicable. ROW Technical Support prepares and provides the ROW cost estimate to BLAES. The quantifiable amount of compensation is negotiated in Final Design.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer, Green Acres Program, Local Officials, ROW Technical Support
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3530
Activity Successor:	3950
Activity Duration:	20
Product Produced:	Compensation Agreement with Green Acres
Related Guidance Document:	NA

### **Identify Alternatives (EA Only) (3540)**

The Designer, Bureau of Landscape Architecture and Environmental Solutions and the Project Manager identify reasonable alternatives, which could meet the project purpose and need. Choose final alternatives selected for detailed study in the Environmental Assessment (and 4(f) if applicable) from this list. The range of alternatives shall include No Action and Build alternatives including improvement of existing highways and alternatives on new location, and may include Transportation System Management and Mass Transit.

<u>Role Description</u>	
Responsible:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3625
Activity Successor:	3300, 3740, 3765, 3790, 3815, 3840
Activity Duration:	20
Product Produced:	Selection of Final Alternatives for Detailed Study in Draft Environmental Assessment
Related Guidance Document:	NA

### **Prepare EA or EA/4(f) (3545)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) advertises intent to prepare an Environmental Assessment (EA) (and 4(f) if applicable) by sending a Notice of Planned Action Letter to Federal and State agencies, which may have interest, jurisdiction or

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special expertise that would contribute to impact assessment, including local governmental officials.

The Designer prepares an EA (and 4(f) if applicable) in cooperation with BLAES. The EA (and 4(f) if applicable) identifies the preferred alternative, evaluates all reasonable alternatives and discusses the reasons why other considered alternatives were eliminated from detailed study. The EA includes the Section 4(f) evaluation (if applicable) and a summary of the technical environmental studies, Cultural Resource Survey Report, reviews, consultation with regulatory agencies, and public involvement required by environmental laws or Executive Orders to the extent appropriate at this stage in the environmental process. Submit the EA (and 4(f) if applicable) to BLAES for review and comment.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3635
Activity Successor:	3550
Activity Duration:	30
Product Produced:	Environmental Assessment or Environmental Assessment/4(f)
Related Guidance Document:	NA

### **NJDOT Reviews EA (3550)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the Environmental Assessment (EA) (and 4(f) if applicable) and provides comments to the Designer.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3545
Activity Successor:	3555
Activity Duration:	30
Product Produced:	Comments on Environmental Assessment or Environmental Assessment/4(f)
Related Guidance Document:	NA

### **Revise EA (NJDOT Comments) (3555)**

The Designer addresses the comments from Bureau of Landscape Architecture and Environmental Solutions (BLAES), updates the Environmental Assessment (EA) (and 4(f) if applicable) and resubmits it to BLAES. BLAES verifies that the EA (and 4(f) if applicable) comments have been adequately addressed and sends the EA (and 4(f) if applicable) to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3550
Activity Successor:	3560
Activity Duration:	30
Product Produced:	Updated Environmental Assessment and 4(f)
Related Guidance Document:	NA

### **FHWA Reviews EA (3560)**

FHWA will conduct an independent review of the Environmental Assessment (EA) (and 4(f) if applicable) and submit comments to the Bureau of Landscape Architecture and Environmental Solutions.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3555
Activity Successor:	3565
Activity Duration:	30
Product Produced:	FHWA Comments on Environmental Assessment and 4(f)
Related Guidance Document:	NA

### **Revise EA (FHWA Comments) (3565)**

The Designer, in collaboration with Bureau of Landscape Architecture and Environmental Solutions (BLAES), addresses FHWA’s comments. This may require additional engineering, environmental, public involvement or agency coordination activities. The Environmental Assessment (and 4(f) if applicable) is revised and resubmitted by BLAES to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	FHWA
Informed:	Project Manager
Activity Predecessor:	3560
Activity Successor:	3570
Activity Duration:	20
Product Produced:	Updated Environmental Assessment and 4(f)
Related Guidance Document:	NA

### **FHWA Approves EA (3570)**

FHWA verifies that the Environmental Assessment (EA) (and 4(f) if applicable) comments have been adequately addressed and approves the EA (and 4(f) if applicable). If the EA has a Draft Individual Section 4(f), a legal sufficiency review of the Draft Individual Section 4(f) is necessary.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3565
Activity Successor:	3575 or 3580
Activity Duration:	20
Product Produced:	FHWA Approval of Environmental Assessment and 4(f)
Related Guidance Document:	NA

### **Conduct Draft Individual Section 4(f) Legal Sufficiency Review (EA) (3575)**

The FHWA conducts a legal sufficiency review of the Draft Individual Section 4(f) and provides comments. If the legal sufficiency review results in comments to be addressed, the Bureau of Landscape Architecture and Environmental Solutions (BLAES) and the Designer consult on the changes needed and resubmit. The legal sufficiency review period is 30 calendar days. If the document complies with Federal regulations, the FHWA approves the Draft Individual Section 4(f) for legal sufficiency.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	FHWA, Project Manager
Activity Predecessor:	3570
Activity Successor:	3580
Activity Duration:	30
Product Produced:	FHWA Approval of Draft Individual Section 4(f) for Legal Sufficiency
Related Guidance Document:	NA

### **Circulate EA (3580)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) determines the number of copies of the Environmental Assessment (EA) (and 4(f) if applicable) needed for circulation. The Designer prepares the appropriate number of copies of the EA (and 4(f) if applicable). BLAES prepares a transmittal letter, indicating the time, date and location of the

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public hearing (if known), and distributes the EA (and 4(f) if applicable) to public officials, Federal, State and local government agencies with jurisdiction and expertise involving the proposed action as well as special interest groups and members of the public with identified interest in the proposed action.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3570 or 3575
Activity Successor:	3585
Activity Duration:	10
Product Produced:	Environmental Assessment for Distribution
Related Guidance Document:	NA

### **Hold EA Public Hearing & Comment Period (3585)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) notifies the Division of Community and Constituent Relations (CCR) to schedule and hold a public hearing no sooner than 15 calendar days after the circulation of the Environmental Assessment (EA) (and 4(f) if applicable). The Designer publishes an advanced notice of the hearing, notifying the public of the availability of the EA (and 4(f) if applicable). BLAES accepts comments, either in writing or as verbal testimony. The EA (and 4(f) if applicable) is available for inspection at the public hearing and at other public locations. The required public comment period for an EA (and 4(f) if applicable) is 30 calendar days. BLAES sends written comments and the public hearing transcript to the FHWA. . The Designer and PM review the comments for any new risks. The Designer updates the Risk Register if new risks or changes to existing risks are identified.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Division of Community and Constituent Relations, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	FHWA, Project Manager
Activity Predecessor:	3580
Activity Successor:	3590
Activity Duration:	35
Product Produced:	Comments on Environmental Assessment
Related Guidance Document:	Risk Management Guideline

### **Address EA Comments (3590)**

The Designer and Bureau of Landscape Architecture and Environmental Solutions (BLAES) evaluate all public and agency comments in consultation with the Project Manager. The Designer and BLAES make appropriate recommendations to the Project Manager to modify the project to avoid, minimize or mitigate impacts to the environment, and incorporate measures to enhance environmental quality in response to comments received. The Designer, BLAES and PM review the comments for any new risks. The Designer updates the Risk Register if new risks or changes to existing risks are identified.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer, FHWA
Consulted:	Project Manager
Informed:	FHWA
Activity Predecessor:	3585
Activity Successor:	3595 or 3640
Activity Duration:	20
Product Produced:	Updated Environmental Assessment; Updates to Risk Register
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### Submit FONSI Request Package (3595)

If no significant environmental impacts are identified, Bureau of Landscape Architecture and Environmental Solutions (BLAES) prepares a Finding of No Significant Impact (FONSI) and submits to FHWA with the public hearing transcript, copies of comments and responses. BLAES also includes the Environmental Assessment (and 4(f) if applicable), if revised.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Designer, Project Manager
Activity Predecessor:	3590
Activity Successor:	3600 or 3605
Activity Duration:	5
Product Produced:	Finding of No Significant Impact (FONSI) Package
Related Guidance Document:	NA

### FHWA Approves Final Individual Section 4(f) (EA) (3600)

FHWA approves the Final Individual Section 4(f) and notifies the Bureau of Landscape Architecture and Environmental Solutions in writing.

<u>Role Description</u>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3595
Activity Successor:	3605
Activity Duration:	10
Product Produced:	FHWA Approval of Final Individual Section 4(f)
Related Guidance Document:	NA

### FHWA Reviews and Issues FONSI (3605)

During a required 30-day Environmental Assessment public review period (see 23 CFR 771.119 (h) for applicability), FHWA reviews the Finding of No Significant Impact (FONSI) Request Package. At the end of the 30-day review period, if applicable, FHWA issues the FONSI.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager
Activity Predecessor:	3595 or 3600
Activity Successor:	3610
Activity Duration:	25
Product Produced:	FHWA Issuance of the Finding of No Significant Impact (FONSI)
Related Guidance Document:	23 CFR 771.119 (h)

### **Publish Notice of FONSI Availability (3610)**

The Bureau of Landscape Architecture and Environmental Solutions and Division of Community and Constituent Relations prepare a Notice of Finding of No Significant Impact (FONSI) Availability and send to the Designer for distribution to affected federal, state and local agencies.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Division of Community and Constituent Relations, Designer
Consulted:	NA
Informed:	Project Manager, FHWA
Activity Predecessor:	3605
Activity Successor:	3950
Activity Duration:	10
Product Produced:	Notice of Finding of No Significant Impact (FONSI) Availability
Related Guidance Document:	NA

### **Publish Notice of Intent in Federal Register (EIS Only) (3620)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) prepares a Notice of Intent (to prepare an Environmental Impact Statement), which FHWA publishes within the Federal Register. BLAES also sends a Notice of Planned Action Letter to Federal, State and local

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agencies, who may have interest, jurisdiction or unique expertise that would contribute to the impact assessment.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, FHWA
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3005, 3006
Activity Successor:	3625
Activity Duration:	30
Product Produced:	Notice of Intent (to prepare Environmental Impact Statement); Notice of Planned Action Letter
Related Guidance Document:	NA

### **Invite Cooperating Agencies (EA & EIS) (3625)**

The FHWA invites agencies with regulatory responsibility and jurisdiction over the proposed action or that have expertise valuable to the assessment of impacts, to be cooperating agencies in the preparation of the Environmental Assessment or Environmental Impact Statement.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager, Designer
Activity Predecessor:	3620
Activity Successor:	3540 or 3630
Activity Duration:	20
Product Produced:	Invitation to Cooperating Agencies to Participate in Preparation of Environmental Assessment or Environmental Impact Statement
Related Guidance Document:	NA

### **Hold NEPA Scope Meeting (EIS Only) (3630)**

The Bureau of Landscape Architecture and Environmental Solutions invites the cooperating agencies to a National Environmental Policy Act (NEPA) Scope Meeting to identify issues, which

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will be addressed in the Environmental Impact Statement (EIS). The Project Manager may update the Preliminary Engineering Scope Statement based on input received from the cooperating agencies at the NEPA Scope Meeting.

In accordance with Federal regulations, the NEPA Scope Meeting will identify a list of alternatives to be evaluated during the EIS process. Identify reasonable alternatives that could meet the project purpose and need. Choose final alternatives selected for detailed study in the Draft EIS (DEIS) (and 4(f) if applicable) from this list. The range of alternatives shall include: No Action, Transportation System Management; Mass Transit; and Build alternatives; including improvement of existing highways and alternatives on new location, as appropriate.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, FHWA, Project Manager, Designer
Consulted:	Cooperating Agencies
Informed:	NA
Activity Predecessor:	3625
Activity Successor:	3300, 3740, 3765, 3790, 3815, 3840
Activity Duration:	40
Product Produced:	Selection of Final Alternatives for Detailed Study in the Draft Environmental Impact Statement
Related Guidance Document:	NA

### **Prepare Alternatives Analysis Report (3635)**

The Designer prepares an Alternatives Analysis Report clearly indicating why and how the range of project alternatives was developed, including what kind of public and agency input was used. In addition, alternatives analysis should explain why and how alternatives were eliminated from consideration and how or why this alternative doesn't meet the purpose and need. Information obtained during the Concept Development alternative analysis should be evaluated. It must be made clear what criteria were used to eliminate alternatives, at what point in the process the alternatives were removed, who was involved in establishing the criteria for assessing alternatives, and the measures for assessing the alternatives' effectiveness. The no action alternative (which might include short-term minor activities) must always be included in the analysis and serves as a baseline against which the other alternatives can be compared.

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<b><u>Role Description</u></b>	
Responsible:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3330 or 3380, 3760, 3785, 3810, 3835, 3860
Activity Successor:	3545 or 3640, 3070, 3130
Activity Duration:	130
Product Produced:	Alternatives Analysis Report
Related Guidance Document:	Alternatives Analysis Report Template

### **Prepare DEIS or DEIS/4(f) (3640)**

The Designer prepares a Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) in cooperation with the Bureau of Landscape Architecture and Environmental Solutions (BLAES). The DEIS (and 4(f) if applicable) shall evaluate all reasonable alternatives and discuss the reasons why other considered alternatives were eliminated from detailed study. The DEIS shall include the Section 4(f) evaluation (if applicable) and a summary of the technical environmental studies, Cultural Resource Survey Report, reviews, consultation with cooperating agencies, and public involvement required by environmental laws or Executive Orders to the extent appropriate at this stage in the environmental process. Submit the DEIS (and 4(f) if applicable) to BLAES for review and comment.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions
Informed:	NA
Activity Predecessor:	3590 or 3635
Activity Successor:	3645
Activity Duration:	40
Product Produced:	Draft Environmental Impact Statement or Draft Environmental Impact Statement/4(f)
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### **NJDOT Reviews DEIS (3645)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) and provides comments to the Designer.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3640
Activity Successor:	3650
Activity Duration:	30
Product Produced:	Comments on Draft Environmental Impact Statement/4(f)
Related Guidance Document:	NA

### **Revise DEIS (NJDOT Comments) (3650)**

The Designer addresses the comments from Bureau of Landscape Architecture and Environmental Solutions (BLAES), updates the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) and resubmits it to BLAES. BLAES verifies that the DEIS (and 4(f) if applicable) comments have been adequately addressed and sends the DEIS (and 4(f) if applicable) to FHWA. All technical studies are also submitted to FHWA at this time.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3645
Activity Successor:	3655
Activity Duration:	30
Product Produced:	Revised Draft Environmental Impact Statement/4(f); Technical Studies
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### **FHWA Reviews DEIS (3655)**

FHWA will conduct an independent review of the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) and submit comments to the Bureau of Landscape Architecture and Environmental Solutions.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3650
Activity Successor:	3660
Activity Duration:	30
Product Produced:	FHWA Comments on Draft Environmental Impact Statement/4(f)
Related Guidance Document:	NA

### **Revise DEIS (FHWA Comments) (3660)**

The Designer, in collaboration with the Bureau of Landscape Architecture and Environmental Solutions (BLAES), addresses FHWA’s comments. This may require additional engineering, environmental, public involvement or agency coordination activities. The Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) is revised and resubmitted by BLAES to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	FHWA
Informed:	Project Manager
Activity Predecessor:	3655
Activity Successor:	3665
Activity Duration:	20
Product Produced:	Revised Draft Environmental Impact Statement/4(f)
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### **FHWA Approves DEIS to Circulate (3665)**

FHWA verifies that the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) comments have been adequately addressed and approves the DEIS (and 4(f) if applicable) for print and circulation to cooperating agencies.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3660
Activity Successor:	3670, 3675
Activity Duration:	20
Product Produced:	FHWA Approval of Draft Environmental Impact Statement/4(f)
Related Guidance Document:	NA

### **Publish Notice of Availability in Federal Register (DEIS) (3670)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) will submit the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) to the Environmental Protection Agency (EPA). EPA publishes the Notice of Availability in the Federal Register. Date of publication begins a mandated 45 calendar day public comment period.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Environmental Protection Agency
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3665, 3675 FF
Activity Successor:	3680
Activity Duration:	20
Product Produced:	Notice of Availability
Related Guidance Document:	NA

### **Circulate DEIS (3675)**

The Designer prepares the appropriate number of copies of the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) as instructed by the Bureau of Landscape Architecture

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and Environmental Solutions (BLAES). BLAES prepares a transmittal letter, indicating the time, date and location of the public hearing (if known), and distributes the DEIS (and 4(f) if applicable) to public officials, Federal, State and local government agencies with jurisdiction and expertise involving the proposed action as well as special interest groups and members of the public with identified interest in the proposed action. BLAES distributes the DEIS (and 4(f) if applicable) no later than the time Environmental Protection Agency publishes the Notice of Availability in the Federal Register.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3665
Activity Successor:	3670 FF
Activity Duration:	10
Product Produced:	Copies of Draft Environmental Impact Statement/4(f)
Related Guidance Document:	NA

### **Hold EIS Public Hearing & Comment Period (3680)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) notifies the Division of Community and Constituent Relations to schedule and hold a public hearing no sooner than 15 calendar days after the circulation of the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable). The Designer publishes an advanced notice of the hearing, notifying the public of the availability of the DEIS (and 4(f) if applicable) and requesting comments. BLAES receives comments from the public, either in writing or as verbal testimony. The DEIS (and 4(f) if applicable) is available for inspection at the public hearing and at other public locations. The required public comment period for a DEIS (and 4(f) if applicable) is 45 calendar days. BLAES sends written comments and the public hearing transcript to the FHWA.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Division of Community and Constituent Relations, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	FHWA, Project Manager
Activity Predecessor:	3670
Activity Successor:	3685
Activity Duration:	45
Product Produced:	Comments Received on Draft Environmental Impact Statement/4(f); Public Hearing Transcript
Related Guidance Document:	NA

### **Address Public and Agency Comments (3685)**

The Designer and Bureau of Landscape Architecture and Environmental Solutions (BLAES) evaluate all public and agency comments in consultation with the Project Manager. The Designer and BLAES may make appropriate recommendations to the Project Manager to modify the project to avoid, minimize or mitigate impacts to the environment, and incorporate measures to enhance environmental quality in response to comments received. The Designer and BLAES provide a written response to comments received, if necessary.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Project Manager
Informed:	FHWA
Activity Predecessor:	3680
Activity Successor:	3690
Activity Duration:	20
Product Produced:	Written Responses to Public and Agency Comments
Related Guidance Document:	NA

### **Select Final Alternative (3690)**

The Project Manager collaborates with the Bureau of Landscape Architecture and Environmental Solutions, FHWA, the Designer and other Subject Matter Expert units to select a final alternative

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for recommendation to the Capital Program Committee (CPC) and inclusion in the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable).

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	FHWA, Bureau of Landscape Architecture and Environmental Solutions, Designer, Subject Matter Expert Units
Informed:	CPC
Activity Predecessor:	3685
Activity Successor:	3215, 3700
Activity Duration:	20
Product Produced:	Selection of Final Alternative
Related Guidance Document:	NA

### **Prepare & Submit FEIS (3700)**

The Designer prepares the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) which identifies the final alternative, evaluates reasonable alternatives, addresses substantive comments received on the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable), and describes mitigation/enhancement measures that will be incorporated into the proposed action. Include results of any additional technical studies which address comments to the DEIS (and 4(f) if applicable). The Designer submits the FEIS (and 4(f) if applicable) to the Bureau of Landscape Architecture and Environmental Solutions (BLAES) for review and submission to FHWA. BLAES also sends the FEIS (and 4(f) if applicable) to Cooperating Agencies for review and comment.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3690, 3220
Activity Successor:	3705
Activity Duration:	30
Product Produced:	Final Environmental Impact Statement/4(f)
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### **FHWA Reviews & Comments on FEIS (3705)**

FHWA conducts an independent review of the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) and submits comments to the Bureau of Landscape Architecture and Environmental Solutions.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3700
Activity Successor:	3710
Activity Duration:	30
Product Produced:	FHWA Comments on Final Environmental Impact Statement
Related Guidance Document:	NA

### **Address FEIS Comments (3710)**

The Designer and Bureau of Landscape Architecture and Environmental Solutions (BLAES) address comments received from FHWA and cooperating agencies in collaboration with the Project Manager, other Subject Matter Expert units and FHWA as appropriate. The Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) is revised if necessary and resubmitted by BLAES to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	FHWA, Project Manager, Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3705
Activity Successor:	3715
Activity Duration:	20
Product Produced:	Updated Final Environmental Impact Statement/4(f)
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### **FHWA Reviews FEIS for Legal Sufficiency & Approval (3715)**

FHWA reviews the updated Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) and conducts a legal sufficiency review and provide comments. If the legal sufficiency review results in comments to be addressed, the Bureau of Landscape Architecture and Environmental Solutions (BLAES) and the Designer consult on the changes needed and resubmit. The legal sufficiency review period is 30 calendar days. If the document complies with federal regulations, FHWA approves FEIS (and 4(f) if applicable) for printing, distribution, and signs and dates the cover page. BLAES determines number of copies of the FEIS (and 4(f) if applicable) needed for circulation.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3710
Activity Successor:	3150, 3720, 3725, 3735
Activity Duration:	30
Product Produced:	FHWA Approval of Final Environmental Impact Statement/4(f) for Legal Sufficiency
Related Guidance Document:	NA

### **Publish EIS Notice of Availability in Newspaper (3720)**

The Bureau of Landscape Architecture and Environmental Solutions and Division of Community and Constituent Relations prepare a Notice of Availability and sends to the Designer for publication in appropriate newspapers.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Division of Community and Constituent Relations
Consulted:	NA
Informed:	Project Manager, FHWA
Activity Predecessor:	3715
Activity Successor:	3730
Activity Duration:	10
Product Produced:	Notice of Availability for Newspaper
Related Guidance Document:	NA

### **Publish FEIS Notice in Federal Register (3725)**

The Bureau of Landscape Architecture and Environmental Solutions will submit the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) to the Environmental Protection Agency (EPA). EPA publishes the Notice of Availability in the Federal Register.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Environmental Protection Agency
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3715
Activity Successor:	3730
Activity Duration:	20
Product Produced:	Notice of Availability
Related Guidance Document:	NA

### **FHWA Publishes ROD in Federal Register (3730)**

FHWA will complete and sign a Record of Decision (ROD) no sooner than 30 days after publication of the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) notice in the Federal Register or 90 days after publication of a notice for the Draft Environmental Impact Statement, whichever is later. The ROD will present the basis for the decision, summarize any mitigation measures that will be incorporated in the project and document any required section 4(f)

Procedures are subject to change without notice.

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approval. The Bureau of Landscape Architecture and Environmental Solutions distributes the ROD to the list of FEIS recipients.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager
Activity Predecessor:	3725, 3720, 3735
Activity Successor:	3950
Activity Duration:	25
Product Produced:	Record of Decision
Related Guidance Document:	NA

### **Circulate FEIS (3735)**

The Designer prepares the appropriate number of copies of the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) as instructed by the Bureau of Landscape Architecture and Environmental Solutions (BLAES). BLAES prepares a transmittal letter and distributes the FEIS (and 4(f) if applicable) to public officials, Federal, State and local government agencies with jurisdiction and expertise involving the proposed action as well as special interest groups and members of the public who made substantive comments on the Draft Environmental Impact Statement. The FEIS (and 4(f) if applicable) is also available for public review at NJDOT headquarters, and at local government offices and libraries.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3715
Activity Successor:	3730
Activity Duration:	10
Product Produced:	Copies of Final Environmental Impact Statement/4(f) for Distribution
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### Conduct Air Quality Study (3740)

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) verifies the project is on the State Transportation Improvement Plan (STIP) and/or corresponding Metropolitan Planning Organization’s Transportation Improvement Plan (TIP) and obtains traffic data and the Preliminary Preferred Alternative (PPA) from the Project Manager to complete the study.

If no air quality study is required, then the Designer or BLAES completes the air quality section of the Categorical Exclusion Document (CED). Other projects may require an air quality analysis and the results of which will be completed and incorporated into a CED or TES as appropriate.

If an air quality study is required, the Designer or BLAES evaluates potential impacts to air quality, which may include a hot spot carbon monoxide analysis and Particulate Matter (PM) 2.5 and PM 10 analysis. This activity can vary significantly in response to project scope.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880, 3085 FF
Activity Successor:	3100 FF, 3745 or 3870 or 3890 or 3910
Activity Duration:	25
Product Produced:	Data from Air Quality Study
Related Guidance Document:	NJDOT Air Quality Scope Statement, Transportation Conformity Rule, <a href="#">PM 2.5 Nonattainment Areas and CO Maintenance Areas Maps</a>

### Prepare Air Quality TES (3745)

The Designer or Bureau of Landscape Architecture and Environmental Solutions documents the results of the air quality study and makes recommendations to improve air quality by reducing Vehicle Miles Traveled, enhanced use of bike/pedestrian mobility or other measures if and as appropriate within an Air Quality Technical Environmental Study (TES). If the project increases traffic capacity as defined in FHWA/Environmental Protection Agency regulations, include a discussion of conformity with the State Transportation Improvement Plan (STIP) and/or corresponding Metropolitan Planning Organization’s Transportation Improvement Plan (TIP) and the current Congestion Management System (CMS).

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3740
Activity Successor:	3750
Activity Duration:	25
Product Produced:	Air Quality Technical Environmental Study
Related Guidance Document:	NJDOT Air Quality Scope Statement

### **NJDOT Reviews Air Quality TES (3750)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Air Quality Technical Environmental Study (TES) and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3745
Activity Successor:	3755
Activity Duration:	20
Product Produced:	Comments on Air Quality Technical Environmental Study
Related Guidance Document:	NJDOT Air Quality Scope Statement

### **Address Air Quality TES Comments (3755)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Air Quality Technical Environmental Study (TES) and resubmits it to BLAES for approval.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Designer or Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3750
Activity Successor:	3760
Activity Duration:	10
Product Produced:	Updates to Air Quality Technical Environmental Study
Related Guidance Document:	NJDOT Air Quality Scope Statement

### **Approve Air Quality TES (3760)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the updated Air Quality Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES. BLAES sends the NJDOT approved Air Quality TES to FHWA for review, comment and approval.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, FHWA
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager, Designer
Activity Predecessor:	3755
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	30
Product Produced:	FHWA Approval of Air Quality Technical Environmental Study
Related Guidance Document:	NA

### **Conduct Ecology Study (3765)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions evaluates existing conditions and potential impacts of the Preliminary Preferred Alternative (PPA) to natural resources. This includes surface and ground water quality, upland forests, soils, wetlands, water-bodies including aquatic species and habitats, floodplains and flooding, terrestrial species and

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habitats, and threatened and endangered species. Begin initial coordination with the appropriate agencies having jurisdiction over resources that will be potentially affected. Appropriate agencies may include:

- US Army Corps of Engineers
- US Coast Guard
- US Fish and Wildlife Service
- US Environmental Protection Agency
- National Marine Fisheries Service
- Delaware and Raritan Canal Commission
- NJ Department of Environmental Protection Natural Heritage Program
- NJ Department of Environmental Protection Land Use Regulation Program
- Meadowlands Commission
- Highlands Commission
- Pinelands Commission

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Appropriate Agencies
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880, 3038FF
Activity Successor:	3085 FF, 3090 FF, 3095 FF, 3100 FF, 3105 FF, 3770
Activity Duration:	20
Product Produced:	Data from Ecology Study
Related Guidance Document:	NA

### **Prepare Ecology TES (3770)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) documents the existing conditions and potential impacts of the Preliminary Preferred Alternative (PPA) to natural resources within an Ecology Technical Environmental Study (TES). Document early coordination efforts with appropriate agencies and identify permits required. Provide recommendations that avoid/minimize or mitigate impacts and ways to enhance environmental quality, if identified. The Designer submits the Ecology TES to the BLAES Environmental Coordinator for review.

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<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3765
Activity Successor:	3775
Activity Duration:	20
Product Produced:	Ecology Technical Environmental Study
Related Guidance Document:	NA

### **NJDOT Reviews Ecology TES (3775)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Ecology Technical Environmental Study (TES) and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3770
Activity Successor:	3780
Activity Duration:	20
Product Produced:	Comments on Ecology Technical Environmental Study
Related Guidance Document:	NA

### **Address Ecology TES Comments (3780)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Ecology Technical Environmental Study (TES) and resubmits it to BLAES for approval.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3775
Activity Successor:	3785
Activity Duration:	10
Product Produced:	Updates to Ecology Technical Environmental Study
Related Guidance Document:	NA

### **Approve Ecology TES (3785)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the updated Ecology Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3780
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	10
Product Produced:	Approval of Ecology Technical Environmental Study
Related Guidance Document:	NA

### **Conduct Socio-Economic Study (3790)**

Using the Community Profile developed in Concept Development and the Field Visit Checklist located in the Socio-Economic Guidance Manual, the Designer or Bureau of Landscape Architecture and Environmental Solutions evaluates potential project related impacts to communities, effects on community cohesion, quality of life, aesthetics, land-use patterns, business and employment, public mobility and access, use of public facilities, and displacements of residents and businesses. Potential for disproportionate impacts to minority or low-income populations will also be assessed as per Title VI of the Civil Rights Act and Presidential Executive Order 12898 on Environmental Justice.

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<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880, 3038FF, 3085 FF, 3100 FF
Activity Successor:	3795
Activity Duration:	20
Product Produced:	Data from Socio-Economic Study
Related Guidance Document:	Socio-Economic Guidance Manual

### **Prepare Socio-Economic TES (3795)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) documents the existing conditions and potential impacts of the Preliminary Preferred Alternative (PPA) to the human environment within a Socio-Economic Technical Environmental Study (TES). Provide recommendations that avoid/minimize or mitigate impacts, and improve quality of life, if identified. This may require close consultation with the Division of Community and Constituent Relations and Civil Rights to integrate with community involvement activities for the project. The Designer submits the Socio-Economic TES to the BLAES Environmental Coordinator for review.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Division of Community and Constituent Relations, Civil Rights
Informed:	Project Manager
Activity Predecessor:	3790
Activity Successor:	3800
Activity Duration:	20
Product Produced:	Socio-Economic Technical Environmental Study
Related Guidance Document:	Socio-Economic Guidance Manual

Procedures are subject to change without notice.

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### **NJDOT Reviews Socio-Economic TES (3800)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Socio-Economic Technical Environmental Study (TES) and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3795
Activity Successor:	3805
Activity Duration:	20
Product Produced:	Comments on the Socio-Economic Technical Environmental Study
Related Guidance Document:	Socio-Economic Guidance Manual

### **Address Socio-Economic TES Comments (3805)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Socio-Economic Technical Environmental Study (TES) and resubmits it to BLAES for approval.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3800
Activity Successor:	3810
Activity Duration:	10
Product Produced:	Updates to Socio-Economic Technical Environmental Study
Related Guidance Document:	Socio-Economic Guidance Manual

Procedures are subject to change without notice.

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

### **Approve Socio-Economic TES (3810)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the updated Socio-Economic Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3805
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	10
Product Produced:	Approval of Socio-Economic Technical Environmental Study
Related Guidance Document:	NA

### **Conduct Noise Study (3815)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) obtains traffic data and the Preliminary Preferred Alternative (PPA) from the Project Manager to complete the study.

If no noise study is required, then the Designer or BLAES completes the noise section of the Categorical Exclusion Document (CED). Other projects may require a noise analysis and the results of which will be completed and incorporated into a CED or TES as appropriate.

If a noise study is required, the Designer or BLAES evaluates potential noise impacts on noise sensitive areas such as residences, businesses, schools, parks, etc. The scope of this activity can vary significantly in response to project scope. If required, the Designer or BLAES conducts a noise monitoring study.



<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Noise Subject Matter Expert
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880, 3038 FF, 3085 FF
Activity Successor:	3090 FF, 3820 or 3870 or 3890 or 3910
Activity Duration:	65
Product Produced:	Data for Noise Study
Related Guidance Document:	<a href="#">Noise Study Process</a> NJDOT Noise Scope Statement NJDOT Traffic Noise Management Policy & Noise Wall Design Guidelines 23CFR772

### **Prepare Noise TES (3820)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions documents the results of the noise study within the Noise Technical Environmental Study (TES). Noise abatement measures will be considered according to the FHWA/ NJDOT Noise Abatement Policy.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Noise Subject Matter Expert
Informed:	Project Manager
Activity Predecessor:	3815
Activity Successor:	3825
Activity Duration:	25
Product Produced:	Noise Technical Environmental Study
Related Guidance Document:	NJDOT Noise Scope Statement NJDOT Traffic Noise Management Policy & Noise Wall Design Guidelines 23CFR772

### **NJDOT Reviews Noise TES (3825)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Noise Technical Environmental Study (TES) and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Noise Subject Matter Expert
Informed:	Project Manager
Activity Predecessor:	3820
Activity Successor:	3830
Activity Duration:	20
Product Produced:	Comments on Noise Technical Environmental Study
Related Guidance Document:	NJDOT Noise Scope Statement NJDOT Traffic Noise Management Policy & Noise Wall Design Guidelines 23CFR772

Procedures are subject to change without notice.

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### Address Noise TES Comments (3830)

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Noise Technical Environmental Study (TES) and resubmits it to BLAES for approval.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Noise Subject Matter Expert
Informed:	Project Manager
Activity Predecessor:	3825
Activity Successor:	3835
Activity Duration:	10
Product Produced:	Updates to Noise Technical Environmental Study
Related Guidance Document:	NJDOT Noise Scope Statement NJDOT Traffic Noise Management Policy & Noise Wall Design Guidelines 23CFR772

### Approve Noise TES (3835)

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the updated Noise Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES. BLAES sends the NJDOT approved Noise TES to FHWA for review, comment and approval.

If noise abatement measures are necessary, an activity titled “Prepare Final Noise Study” will be included in the Final Design Scope Statement.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, FHWA
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager, Designer
Activity Predecessor:	3830
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	30
Product Produced:	Approval of Noise Technical Environmental Study
Related Guidance Document:	23CFR772

### **Conduct Hazardous Waste Study (3840)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) evaluates the project’s potential involvement with known or suspected contaminated sites, underground storage tanks, or other hazardous waste. Conduct an environmental database search for known contaminated sites within the project corridor. Review historic information (historic aerials, Sanborn Insurance Maps, historic fill) for suspected land use in the past. Contact local, state and federal sources of information and review New Jersey Department of Environmental Protection case files, as appropriate. Perform site reconnaissance to verify site addresses and current land uses. Determine the need for further investigation and sampling.

If required, individual site investigations (sampling) may be initiated, and the degree of involvement with project alternatives will be evaluated based on right of way and proposed excavation plans. Sampling plans are submitted to BLAES for advanced approval. Sampling adds four (4) months duration to the project schedule.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880, 3038 FF
Activity Successor:	3085 FF, 3095 FF, 3100 FF, 3105 FF, 3845
Activity Duration:	40
Product Produced:	Data for Hazardous Waste Technical Environmental Study
Related Guidance Document:	NA

### **Prepare Hazardous Waste TES (3845)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions documents all the findings from the hazardous waste study within the Hazardous Waste Technical Environmental Study (TES). Provide conclusions and recommend appropriate measures to reduce impacts.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3840
Activity Successor:	3850
Activity Duration:	20
Product Produced:	Hazardous Waste Technical Environmental Study
Related Guidance Document:	NA

### **NJDOT Reviews Hazardous Waste TES (3850)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Hazardous Waste Technical Environmental Study (TES) and provides comments.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3845
Activity Successor:	3855
Activity Duration:	20
Product Produced:	Comments on Hazardous Waste Technical Environmental Study
Related Guidance Document:	NA

### **Address Hazardous Waste TES Comments (3855)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Hazardous Waste Technical Environmental Study (TES) and resubmits it to BLAES for approval.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3850
Activity Successor:	3860
Activity Duration:	10
Product Produced:	Updated Hazardous Waste Technical Environmental Study
Related Guidance Document:	NA

### **Approve Hazardous Waste TES (3860)**

The Bureau of Landscape Architecture and Environmental Solutions reviews the updated Hazardous Waste Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3855
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	10
Product Produced:	Approval of Hazardous Waste Technical Environmental Study
Related Guidance Document:	NA

### **Hold Public Information Center (3865)**

If a Public Information Center (PIC) was determined to be necessary (e.g., deforestation of 1 acre or larger, NEPA document), the Project Manager instructs the Division of Community and Constituent Relations (CCR) to schedule and hold the PIC to obtain public input on the Preliminary Preferred Alternative (PPA). The PIC is a community outreach forum to develop a partnership with the public.

Consult with CCR and Communications for review of the PIC handout and mailing list. The display boards may include: an aerial of the project area, the PPA, a profile of the existing condition and the proposed improvement, existing and proposed typical sections, environmental concerns, a right of way matrix showing the amount of each property impact, detours, construction staging, traffic volumes, collision diagrams, structural elevations, and photo simulations. Consult with CCR for review and comment of the displays.

If a PIC is required due to NJDEP No Net Loss Reforestation Act requirements, the Office of Landscape Architecture (OLA) prepares a plan showing the deforested areas and a general plan of reforestation. The community has 60 days to submit oral and written comments. OLA forwards copies of the written responses to the NJDEP Division of Forestry State Forester and responds to comments within 60 days after the comment period closes. The Designer reviews the comments for any new risks. Notify the PM to update the Risk Register if new risks or changes to existing risks are identified.

CCR prepares a Memo of Record of the PIC. The Designer prepares Meeting Minutes to document the input obtained and attaches the sign-in sheet to the minutes.

Procedures are subject to change without notice.

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<b><u>Role Description</u></b>	
Responsible:	Project Manager, Division of Community and Constituent Relations, Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Office of Landscape Architecture
Informed:	NA
Activity Predecessor:	3325, 3760, 3785, 3810, 3835, 3860, 3870 FF
Activity Successor:	3150
Activity Duration:	30
Product Produced:	Memo of Record of the Public Information Center; Meeting Minutes
Related Guidance Document:	Risk Management Guidelines

### **Prepare CED (3870)**

Utilizing the technical environmental studies, cultural resource survey report and Section 4(f) evaluation, the Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) assesses the project impacts and risks with respect to each environmental discipline (Noise, Air Quality, Ecology, Cultural Resources, Section 4(f), Hazardous Waste, Socio-economic and Environmental Justice) The Designer or BLAES reviews the risk response strategies within the Risk Register and identifies any risks not previously identified. The Designer updates the Risk Register if new risks or changes to existing risks are identified from the aforementioned technical environmental studies and evaluations. Upon completing the risk assessment, the Designer or BLAES prepares the Categorical Exclusion Document (CED).

The Designer submits the CED to BLAES for review and approval. Reference the Programmatic Agreement for Approval of Certain Categorical Exclusions between FHWA and NJDOT to determine if the project qualifies as a Categorical Exclusion or Certified Categorical Exclusion.

*Note for Limited Scope Projects:*

For limited scope projects, the Project Manager completes page 1 of the standard CED template and requests BLAES to complete the CED. If Section 106 or Section 4(f) properties are involved, the appropriate activities shall be conducted during Concept Development.



<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3880, 3450 lag or 3510 lag, 3740 lag or 3760 lag, 3785 lag, 3810 lag, 3815 lag or 3835 lag, 3860 lag (2360 for Limited Scope Projects)
Activity Successor:	3865 FF, 3875 (3875 for Limited Scope Projects)
Activity Duration:	30
Product Produced:	Categorical Exclusion Document
Related Guidance Document:	CED Template, <a href="#">Programmatic Agreement for Approval of Certain Categorical Exclusions</a> , Risk Management Guideline

### **Execute PE Public Involvement Action Plan (PIAP) (3874)**

The Designer, Project Manager and the Division of Community and Constituent Relations (CCR) perform community involvement as per the PE Public Involvement Action Plan (PIAP). This may include public information centers and public meetings, as well as work sessions/focus groups with local officials. CCR will be responsible for scheduling and meeting protocol. Other tasks may include the preparation of mailing lists, data sheets, displays, technical presentations and meeting follow-up. When applicable, the public forum requirements of the Reforestation Act shall be met as part of this presentation.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager, Division of Community and Constituent Relations
Consulted:	Applicable Stakeholders
Informed:	NA
Activity Predecessor:	3005, 3006
Activity Successor:	3875
Activity Duration:	40
Product Produced:	PE Public Involvement Action Plan (PIAP)
Related Guidance Document:	

Procedures are subject to change without notice.

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## **FHWA Reviews & Signs Categorical Exclusion Document (3875)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) Supervisor and BLAES Manager review and approve the Categorical Exclusion Document (CED).

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3870, 3874
Activity Successor:	3950
Activity Duration:	5 (3 for Limited Scope Projects)
Product Produced:	Approval of Categorical Exclusion Document
Related Guidance Document:	NA

## **Initiate Environmental Technical Studies (3880)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) Environmental Coordinator confirms which Environmental Technical Studies need to be completed and informs the Designer to begin their preparation. The Environmental Technical Studies to be completed may include Air Quality, Noise, Ecology, Cultural Resources, Hazardous Waste, Section 4(f) and Socio-Economics.

The BLAES Environmental Coordinator determines the level of Section 4(f) evaluation (Individual, Programmatic or Not Applicable) for Parkland. The level of Section 4(f) evaluation for historic sites is determined following State Historic Preservation Office (SHPO) concurrence of Adverse Effect obtained in Activity 3330 or 3340.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions Environmental Coordinator
Consulted:	Designer
Informed:	Project Manager, Designer
Activity Predecessor:	3005, 3006, 3038FF
Activity Successor:	3300 or 3400 or 3460, 3520, 3740, 3765, 3790, 3815, 3840, 3870 or 3890 or 3910
Activity Duration:	1
Product Produced:	Identification of Environmental Technical Studies
Related Guidance Document:	NA

### **Prepare Certified Categorical Exclusion (CCE) Document (3890)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) Environmental Coordinator completes a Categorical Exclusion Document (CED) form per Federal regulations and the Programmatic Approval Agreement and submits to the BLAES Supervisor and BLAES Manager for review and approval. Reference the Programmatic Agreement for Approval of Certain Categorical Exclusions between FHWA and NJDOT to determine if the project qualifies as a Categorical Exclusion or Certified Categorical Exclusion.

*Note for Limited Scope Projects:*

For limited scope projects, the Project Manager completes page 1 of the standard CED template and requests BLAES to complete the CED. If Section 106 or Section 4(f) properties are involved, the appropriate activities shall be conducted during Concept Development.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	Project Manager
Activity Predecessor:	3880, 3740 lag or 3760 lag, 3785 lag, 3810 lag, 3815 lag or 3835 lag, 3860 lag (2360 for Limited Scope Projects)
Activity Successor:	3900
Activity Duration:	20
Product Produced:	Certified Categorical Exclusion Document
Related Guidance Document:	CED Template, <a href="#">Programmatic Agreement for Approval of Certain Categorical Exclusions</a>

### **NJDOT Reviews & Signs Certified Categorical Exclusion Document (3900)**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) Supervisor and BLAES Manager sign the Categorical Exclusion Document (CED) and certify that the project meets the criteria outlined in the regulations and Programmatic Approval Agreement. FHWA review and approval is not required.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3890
Activity Successor:	3950
Activity Duration:	5 (3 for Limited Scope Projects)
Product Produced:	Signed Certified Categorical Exclusion Document
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### Prepare Draft EO 215 Document (3910)

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) determines the appropriate level of documentation (Environmental Assessment or Environmental Impact Statement). Using the environmental technical studies, the Designer or BLAES prepares and submits the environmental document to the New Jersey Department of Environmental Protection (NJDEP) for review as required by Executive Order 215.

Note: An Environmental Assessment and Environmental Impact Statement per Executive Order 215 do not have the same requirements as the Federal National Environmental Policy Act (NEPA) process.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3880, 3740 lag or 3760 lag, 3785 lag, 3810 lag, 3815 lag or 3835 lag, 3860 lag
Activity Successor:	3920
Activity Duration:	30
Product Produced:	Environmental Document (EO 215)
Related Guidance Document:	NJDEP EO 215 Guidelines

### NJDOT Reviews Draft EO 215 Document (3920)

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the draft Executive Order 215 document and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3910
Activity Successor:	3925
Activity Duration:	20
Product Produced:	Comments on Draft Environmental Document (EO 215)
Related Guidance Document:	NJDEP EO 215 Guidelines

Procedures are subject to change without notice.

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

### **Revise Draft EO 215 Document (NJDOT Comments) (3925)**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the draft Executive Order 215 document and resubmits it to BLAES. BLAES verifies that the comments have been adequately addressed and sends the Executive Order 215 document to New Jersey Department of Environmental Protection (NJDEP).

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3920
Activity Successor:	3930
Activity Duration:	20
Product Produced:	Updated Draft Environmental Document (EO 215)
Related Guidance Document:	NJDEP EO 215 Guidelines

### **NJDEP Reviews EO 215 Document (3930)**

The New Jersey Department of Environmental Protection (NJDEP) will conduct a review of the Executive Order 215 document. In accordance with Executive Order 215, NJDEP has a 20 calendar day review for administrative completeness and a 60 calendar day content review. Upon completing its review, NJDEP provides its comments to the Bureau of Landscape Architecture and Environmental Solutions, which includes identification of probable adverse environmental impacts, identification of permits or regulatory requirements and recommendations including, but not limited to, approval, conditional approval, additional impact assessment, project modification, or major reconstruction of the project.

<b><u>Role Description</u></b>	
Responsible:	New Jersey Department of Environmental Protection
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3925
Activity Successor:	3940
Activity Duration:	60
Product Produced:	NJDEP Comments on Draft Environmental Document (EO 215)
Related Guidance Document:	NJDEP EO 215 Guidelines

### **Address NJDEP Comments & Prepare Final EO 215 Document (3940)**

Within 20 calendar days of receiving the New Jersey Department of Environmental Protection (NJDEP) recommendations, the Bureau of Landscape Architecture and Environmental Solutions (BLAES) will provide NJDEP with a response indicating acceptance of the recommendations or a response indicating issues that remain unresolved. Any dispute involving implementation of the recommendations shall be resolved in good faith between NJDOT and NJDEP.

If required, conduct additional environmental and engineering activities as needed to address comments and prepare the final Executive Order 215 document. BLAES submits the final Executive Order 215 document to NJDEP for final review.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	New Jersey Department of Environmental Protection
Informed:	Project Manager
Activity Predecessor:	3930
Activity Successor:	3945
Activity Duration:	40
Product Produced:	Final Environmental Document (EO 215)
Related Guidance Document:	NJDEP EO 215 Guidelines

Procedures are subject to change without notice.

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

### NJDEP Approves EO 215 Document (3945)

The New Jersey Department of Environmental Protection (NJDEP) reviews and approves the final Executive Order 215 document and sends written confirmation to the Bureau of Landscape Architecture and Environmental Solutions.

<u>Role Description</u>	
Responsible:	New Jersey Department of Environmental Protection
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3940
Activity Successor:	3950
Activity Duration:	10
Product Produced:	NJDEP Approval of Environmental Document (EO 215)
Related Guidance Document:	NJDEP EO 215 Guidelines

### Completed Environmental Document (3950)

The environmental document has been completed. (Milestone)

The point that signals when funding may be obtained for Final Design. After FHWA concurs with a Categorical Exclusion, Finding of No Significant Impact (FONSI), or issuance of a Record of Decision (ROD), the National Environmental Policy Act (NEPA) approval process is concluded. This includes New Jersey Department of Environmental Protection (NJDEP) concurrence with the recommendations presented in an EO 215 document.

The Project Manager may request authorization of Federal funds for right of way acquisition and Final Design from FHWA after approval of the Environmental Document. This is not the end of the Environmental process.

Activity Predecessor:	3395, 3380, 3535, 3610, 3730, 3875, 3945, 3900 (3875 or 3900 for Limited Scope Projects)
Activity Successor:	3210, 3136, 3952 (2600 for Limited Scope Projects)

### Obtain Environmental Reevaluation (3952)

The Project Manager (PM) provides the Bureau of Landscape Architecture and Environmental Solutions (BLAES) with a description of the current design as it relates to the previous environmental document. BLAES completes an Environmental Reevaluation Form. If the reevaluation indicates that there has been a significant change to environmental considerations,

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then supplemental environmental documentation may be required. BLAES submits the reevaluation form to FHWA for approval, if required.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, BLAES
Consulted:	FHWA
Informed:	NA
Activity Predecessor:	3950
Activity Successor:	3136
Activity Duration:	5
Product Produced:	Environmental Reevaluation Form
Related Guidance Document:	

### **Obtain Pavement Design Data (3960)**

The Designer or Project Manager obtains or determines the traffic data and growth rates (Pavement Design Data) necessary to develop the pavement recommendation. Traffic data includes the Average Annual Daily Traffic (AADT), heavy truck percentage and directional distribution. The Designer or Project Manager provides the Pavement Design Data to the Pavement Design Unit.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer
Consulted:	NA
Informed:	Pavement Design Unit
Activity Predecessor:	3005, 3006
Activity Successor:	3980, 3995
Activity Duration:	10
Product Produced:	Pavement Design Data
Related Guidance Document:	AASHTO Geometric Design of Highways and Streets

### **Collect Existing Pavement and Subgrade Soil Information (3970)**

The Designer or Pavement Design Unit collects and reviews existing Pavement Management System condition data and functional condition information (Surface Distress Index (SDI), International Roughness Index (IRI), skid number), subsurface soil information, and as-built typical sections to determine pavement and subgrade soil information. Evaluate the need for in-situ pavement testing (Falling Weight Deflectometer (FWD), Dynamic Cone Penetrometer (DCP),

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Ground Penetrating Radar (GPR), soil borings, pavement coring) and/or roadway subsurface exploration to determine material parameters for pavement structure analysis.

<b><u>Role Description</u></b>	
Responsible:	Designer or Pavement Design Unit
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3005, 3006
Activity Successor:	3975, 3995
Activity Duration:	15
Product Produced:	Existing Pavement Management System Condition Data and Subgrade Soil Information
Related Guidance Document:	NA

### **Conduct Pavement Testing Program (3975)**

The Designer or Pavement Design Unit develops the Pavement Testing Program to collect structural adequacy data. Perform field testing to determine the structural properties of existing pavement structures.

Prepare the Falling Weight Deflectometer (FWD) testing plan and the number and locations of pavement cores, Dynamic Cone Penetrometer (DCP) tests, soil borings, test pits to develop the pavement recommendation. If required, procure the services of a Pavement Engineering Consultant and/ or specialty contractor. Conduct FWD testing, pavement coring, DCP, Ground Penetrating Radar (GPR), soil borings and other in-situ testing. Send soil samples for laboratory analysis. Prepare lab and field testing report and include with the pavement recommendation.

<b><u>Role Description</u></b>	
Responsible:	Designer or Pavement Design Unit
Consulted:	Project Manager, Pavement Design Unit
Informed:	Pavement Design Unit
Activity Predecessor:	3970
Activity Successor:	3980, 3995
Activity Duration:	40
Product Produced:	Lab and Field Testing Report and Pavement Recommendation
Related Guidance Document:	NA

Procedures are subject to change without notice.

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### **Prepare Pavement Recommendation (3980)**

The Designer or Pavement Design Unit performs pavement structural design calculations to determine required pavement thickness. Determine input values considering environment, materials and traffic. Conduct structural performance analysis and evaluate technically viable alternatives.

Recommend the pavement structure to accommodate traffic for the intended design period. The pavement recommendation is determined using the current AASHTO Geometric Design of Highways and Streets. Prepare and submit pavement recommendation to the Pavement Design Unit for approval. The Pavement Design Unit provides written approval.

<b><u>Role Description</u></b>	
Responsible:	Designer or Pavement Design Unit
Consulted:	Project Manager, Pavement Design Unit
Informed:	Pavement Design Unit
Activity Predecessor:	3960, 3975, 3995
Activity Successor:	3085, 3095
Activity Duration:	20
Product Produced:	Pavement Recommendation; Pavement Design Unit Approval
Related Guidance Document:	AASHTO Geometric Design of Highways and Streets

### **Update Utility Risk Assessment Plan (3985)**

The Designer updates the Utility Risk Assessment Plan based upon information received by the utility companies and subsurface utility engineering. This updated plan is utilized as a reference to address utility risks and to prepare the updated construction staging plans and preliminary roadway plans.

The Designer and the Project Manager discuss any new project specific utility risks or changes to previously identified utility risks. The Designer includes these additional risks and/or strategies in the project Risk Register.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Utility Companies, Office of Utility Management
Informed:	NA
Activity Predecessor:	3055
Activity Successor:	3070, 3130
Activity Duration:	5
Product Produced:	Updated Utility Risk Assessment Plan
Related Guidance Document:	Risk Management Guideline

### **Perform Pavement Life Cycle Cost Analysis (3995)**

If requested, the Designer evaluates the proposed pavement recommendation to determine the most effective treatment for the analysis period. Language requiring this task is contained in the Transportation Trust Fund Statute. This information is currently reported to the legislature on an annual basis.

The Designer determines the most cost effective pavement treatment (rehabilitation vs. reconstruction and flexible vs. rigid) considering initial cost, future maintenance, constructability, and roadway user delay costs. The Designer prepares a Life Cycle Cost Analysis and submits it with the Final Design Submission Package.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Pavement Design Unit
Informed:	Project Manager
Activity Predecessor:	3960, 3970, 3975
Activity Successor:	3980
Activity Duration:	20
Product Produced:	Life Cycle Cost Analysis
Related Guidance Document:	AASHTO Geometric Design of Highways and Streets, Transportation Trust Fund Statute (NJSA 27:1B et al.)

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## **Preliminary Engineering Complete (3990)**

The endpoint of the Preliminary Engineering phase (Milestone).

Activity Predecessor:	3285, 3136
Activity Successor:	4000