

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION A	DATE
CONSTRUCTION START UP	PRECONSTRUCTION CONFERENCE	06/24/2024

## 1. Regional Construction Office Functions

- a. The Bureau of Construction Services Procurement shall notify the RCE when a contract has been awarded.
- b. The RCE will:
  - 1) Determine the date and location of the Preconstruction Conference for the project, with the concurrence of the PM, after being notified of an award. Conference participants should normally be given at least ten (10) working days advance written notice.
  - 2) Assign a RE to the project (see CPH Section II-E)
  - 3) Notify the Contractor to attend the conference and to bring the following:
    - a) List of proposed subcontractors and EEO officers
    - b) Completed DC-18's, Sublet Forms
    - c) Materials Questionnaire Forms (DC-2891)
    - d) Key Contract Personnel on Form (DC-34)
    - e) Erosion control plan (if provided in the contract)
    - f) Lead, Health and Safety Plan (LHASP) (if provided in the contract)
    - g) Affirmative Action Program
    - h) Training program (if trainees are provided in the contract)
    - i) NJDOT Insurance Certificate (DC-175)
    - j) Safety and Health Program (Refer to Contract Specifications Subsection 107.10)
    - k) Completed Ethics Certification (DC-118)
    - l) Any other documents required at this time by the Contract Specifications. Send the Contractor a Preconstruction Package containing the required forms listed above with the agenda.
  - 4) Notify the FM and RE to attend the conference and to be prepared to present their topic areas as per the conference agenda (see Attachment "A")

c. The following units should be invited if applicable. Additional units should be invited if appropriate (To be determined by mutual agreement of the PM and RCE).

- 1) Federal Highway Administration (for PODI Projects only)
- 2) Bureau of Construction and Materials
- 3) Office of Capital Project Safety (Regional Representative)
- 4) Bureau of Community Involvement
- 5) Bureau of Materials
- 6) Regional Materials Office
- 7) Division of Civil Rights Contract Compliance
- 8) Regional Traffic Engineer, Work Zone
- 9) Regional Electrical Engineer
- 10) Traffic Operations North and/or South
- 11) Bureau of Environmental Program Resources
- 12) Regional Maintenance Engineer
- 13) Executive Director of Regional Operations
- 14) Bureau of Project Support & Engineering
- 15) Program Manager
- 16) Project Manager
- 17) Design Support Engineering
- 18) Manager, Right-of-Way
- 19) District ROW Office
- 20) Bureau of Structural Evaluation and Bridge Management
- 21) Applicable Regional Survey Office (Mt. Arlington, Freehold or Cherry Hill)
- 22) Bureau of Landscape Architecture and Environmental Solutions
- 23) Bureau of Geotechnical Engineering
- 24) Pavement Design, and the Office of Guiderail Management Systems
- 25) Coordinating Authority, Utility and Railroad Engineering Unit
- 26) Bureau of Maintenance Engineering and Operations
- 27) U. S. Department of Labor/OSHA (For projects involving blasting or lead paint removal) Refer to CPH Section VI-D1
- 28) New Jersey Department of Health and Senior Services (For projects involving blasting or lead paint removal)  
**Attention: Program Manager**  
Occupational Health Service  
P. O. Box 360  
Trenton, N. J. 08625-0360
- 29) NJ State Police and/or Municipal Police
- 30) Municipalities within the limits of the project – Township Engineer
- 31) County Engineer
- 32) Consultant Designer (if any)
- 33) Contractor's PM
- 34) File

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

## 2. Municipality Notification of Project Start-Up

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

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

Attachment "B" is a sample letter that may be followed in this notification process. This letter reflects the minimum communication that should be made with the municipality. Additional information from the RE's shall be forwarded when a field office is set up (i.e., copy of DC-34).

## ATTACHMENT "A"

### PRECONSTRUCTION CONFERENCE AGENDA

The RE will record, transcribe and complete the meeting minutes for distribution within one (1) week of the conference to all attendees.

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

#### Comments from the RCE:

- Ask attendees to introduce themselves.
- Explain the purpose of the Preconstruction Conference.
- Discuss the Ethics Standards and Conflict of Interest requirements of Subsection 109.12, and emphasize that the Contractor is under a continuing obligation to abide by the requirements. Request the Contractor's completed Ethics Certification, Form DC-118.
- Explain the purpose of the Preconstruction Conference. Explain correspondence routing procedures. All correspondence is to be directed to the RE. An exception is the Form DC-18 submissions, which are sent to Regional Construction Office. Form DC-18 should only be obtained from NJTDOT's Forms webpage.
- Explain subletting procedures and limitations. No work is permitted by subcontractors until they have been approved. Note partial payments requirements of the Specifications Subsections 109.05 and 109.07.
- Communications with the public are to be referred to the Office of Government and Community Relations at 1035 Parkway Ave , P O Box 600, Trenton, NJ 08625 (609-963-1982) to avoid comments from unauthorized or uninformed personnel impacting the public's perception
- Any project related communications are to be referred to the RE unless directed otherwise. (Stress the RE's role as the State's Representative)
- Do not communicate with news media or issue a news release without obtaining a prior written approval from Department (Subsection 107.17).
- Discuss the handling of damage claims from the public.
- Discuss procedure for Form DC-161, "Contractual Notice Form". Refer to Specifications Subsection 104.02.04
- Discuss the issue of Subcontractors' supervision (Subsection 108).
- Discuss the Public Information Center. (If applicable)

Comments from the RE and FM:

Discuss milestone dates and acceptance procedure:

- Official start date (see NTP).
- State the project's completion date. Stress that this includes all submittals.
- Discuss the Substantial Completion and Acceptance process to ensure that the Contractor knows how far in advance of the completion date the actual work must be completed. This will allow for inspections and corrective work to be completed prior to the completion date.

Discuss Progress Schedule requirements:

- State any pertinent Progress Schedule requirements.
- Stress that timely updates are necessary and required.
- No extension of time will be granted without documentation based on an updated Progress Schedule.
- The completion dates will be strictly enforced.

Discuss notice requirements:

- 21-day notice to start work on project site.
- 30-day min/ 60-day max notice to establish new traffic pattern (28-day notice).
- Confirm at 14-day and 7-day mark before establishment.
- 30-day min. notice to request change TCP.
- Requests for plant and field inspections by 1:00 pm day prior (Fri. for Mon.).

Discuss anticipated contract meetings:

- Weekly or Bi-weekly project meetings.
- Contractor's EEO Meeting (RE and subcontractors should be invited) and follow-up meetings every six (6) months. Distribute EEO packages.
- Public Utilities Meeting - (need separate project utility meeting). Give the Contractor a copy of each Utility Agreement Plan and Utility Construction Authorization (CPH Section VI-K).
- Progress Schedule Update Meetings.
- Safety Meeting - Maintenance and Protection of Traffic.
- Mid-Contract Meeting.
- Pre-paving and/or Pre-concrete placement Meeting.
- Closeout Meeting.
- Electrical/ITS Meeting.
- Environmental Meeting with Regulatory and Enforcement Agencies for projects that have special environmental commitments.
- Drilled Shaft Review Meeting.
- Pre-erection Meeting.

Discuss the Contractor's compliance with laws and ordinances:

- Truck Weight – The Department’s monitoring program by project personnel. (CPH Section VI-F1).
- Vehicle Registration - Vehicles used for intrastate construction must be registered in the State of New Jersey in accordance with N.J.S.A.39:3-15.
- Buy/Ship America - Refer to Specification Subsection 106.03"Foreign Materials".
- Solid Waste Disposal - Must be in accordance with DEP regulations.
- Crane Operators are required to meet all certifications/licensing requirements.
- Environmental Commitments (including permit requirements)
- OSHA and PEOHSA Requirements.

Discuss EEO requirements (wage rates, payrolls, goals, trainees, etc.)

Discuss the DBE penalties as per section 105.02.05.1a and 105.02.05.2.a of 2019 Standard Specifications for failing to meet the Contract DBE /SBE goal, without demonstrating an adequate good faith effort.

Discuss properly completed insurance certificates and the need for endorsements as well as renewals to be in accordance with Subsection 107.2.

Discuss field office requirements (Refer to CPH Section III-H) and the computer system that is compatible with the Department’s “Site Manager” system (Subsection 155.03.01). Discuss Materials Field Lab, if provided in the contract.

Discuss need for key contract personnel (Subsection 159.03.01)

Discuss the necessity of Materials Questionnaires, delivery tickets, source testing and certifications submissions prior to incorporating materials into the project.

Discuss requirements for electrical items (map EE #'s against contract item #'s, send to BTE for approval).

Discuss payment for items accepted on the basis of a Certificate of Compliance.

Discuss the Specification requirements for submission of and distribution of shop or working drawings for roads, structures and electrical items. (Subsection 105.05)

Discuss other pertinent issues such as public access, work restrictions, verification of original ground elevations and earthwork quantities before the ground is disturbed.

Discuss the need to coordinate with Local Police Departments and the Office of Government & Community Relations for the removal of parked vehicles and placement of no parking bags on parking meters prior to paving operations. NJSP do not get involved with municipal parking. the Office of Government & Community Relations can be reached at the following e-mail address: [correspondence.unit@dot.nj.gov](mailto:correspondence.unit@dot.nj.gov).

Discuss safety:

- Traffic Control Plan
- Safety Inspections
- Night time lighting requirements
- Overhead utility obstruction concerns
- Need for immediate corrective action
- The use of NJ State Police and/or Municipal Police (Refer to CPH VIII-D)

MASH 2016

The AASHTO/FHWA Joint Implementation Agreement for Manual for Assessing Safety Hardware (MASH) requires, in part, that Traffic Control Devices specified in 159.03.02 (TCDs) installed on projects bid after December 31, 2019 be compliant with MASH 2016 (MASH) to be eligible for Federal-aid reimbursement.

However, the department is following the below implementation phase in for TCDs:

TCDs manufactured after December 31, 2019, must have been successfully tested to the 2016 edition of MASH to be allowed for use on projects.

TCDs manufactured prior to January 1, 2020 and successfully tested to NCHRP Report 350 or the 2009 edition of MASH, may continue to be used throughout their normal service lives as long as they are in acceptable condition as specified in section 159.03.02.

**To implement this practice, the RE will require the contractor to provide delivery tickets, for all TCDs delivered to the project after December 31, 2019, with the manufacture date clearly shown. The RE will not allow the use of TCDs purchased after December 31, 2019 that are not MASH compliant.**

The Contractor's Land Surveyor is responsible for verification of all Construction Layout per Spec. 157.03.01.

- The Contractor's Land Surveyor must be licensed per Spec. 101.03.
- Discuss recording location of existing pavement markings and RPMs of resurfacing projects for efficient replacement

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

Discuss interference with private property (Subsection 108.07.01)

Discuss the need for preservation of existing monuments, and for projects with ROW takings, insure that the Map Filing Law requirements with regard to monuments are adhered to.

**NOTE:** It is the responsibility of the RE to review the plans prior to the Preconstruction Conference to confirm the existence of any monuments, either control or geodetic, on the project and to remind the Contractor, at this meeting, of its responsibility to preserve them. Also, if any monuments are found on the project that were not indicated on the plans, their usefulness will be confirmed by contacting Geodetic Survey.

Discuss ACI Certification requirements for concrete construction.

Notify Traffic Engineering and Transportation Mobility (See Attachment “D”) about the project and anticipated start date. Provide detail information about traffic signal items, intersections and timing directives included in the contract.

Discuss Employment Discrimination and Sexual Harassment conditions (see Special Provision attachment)

Discuss performance rating and ratable categories

RCE - Ask for comments from Federal, County, Local, and other State offices in the following order:

- Federal Highway Administration
- Bureau of Environmental Analysis  
**NOTE:** Environmental commitments included in the EIS shall be presented by this Bureau.
- Office of Community Involvement
- PM
- Any Bureau in attendance
  - i. Right-of-Way - The ROW representative will make a presentation as to any parcel remaining to be acquired, including the projected acquisition dates as well as the expected vacating dates of any remaining occupied properties. The ROW representative will be responsible for supplying the RE a list describing any pertinent ROW issues between the Department and Property owners, including copies of any specific agreement requirements imposed on the Department as a result of negotiations. In addition, the name of a ROW staff member from the District ROW office will also be provided for any questions the RE may have. (Refer to CPH Section VI-B)
  - ii. Utilities – Coordinating Authority, Utility and Railroad Engineering Unit (Refer to CPH Section VI-K)
  - iii. Bureau of Maintenance (Regional Maintenance Office)
  - iv. **NOTE:** Regional Maintenance personnel will be responsible for providing the RE with all pertinent Highway Permits at, or before, the Preconstruction Conference.
  - v. Division of Civil Rights Contract Compliance
  - vi. Regional Traffic Engineer, Work Zone

- vii. Traffic Operations North and/or South
- viii. Office of Capital Project Safety
- ix. Bureau of Materials
- x. Regional Materials
- xi. NJ State Police and/or Municipal Police
- xii. County
- xiii. Local Government - Municipalities within the limits of the project
- xiv. Regional Electrical Engineer (REE) - Traffic Signal Turn-on Scheduling (Refer to CPH Section VI-H)

Contractor's Submissions (RE requests the submissions)

Have the Contractor submit the following:

- List of proposed Subcontractors and EEO Officers
- DC-18 Sublet requests
- DC-118 Ethics Certification
- Materials Questionnaire (DC-2891)
- Key Contract Personnel (DC-34)
- Insurance Certificates and Endorsements (DC-175)
- Erosion Control Program
- Affirmative Action Program (Is an approved program on file in Division of Civil Rights Contract Compliance?)
- Training Program
- TMA Crash Cushion Certifications
- Lane Occupancy Acknowledgement Letter
- Working Drawing Input data sheet – (Form EDU-1)
- Safety and Health Program (Refer to Contract Specifications Subsection 108.05.02)

Progress Schedule submissions in accordance with Subsection 108.04.

RCE asks for comments and questions from the Contractor.

Comments and questions from others.

Adjournment by the RCE.

**ATTACHMENT "B"**

**S A M P L E**

Date

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

Attention: Jane Doe, Township Clerk

Dear Ms. Doe:

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

If you have any questions concerning this project, please contact office of Government and Community Relations at 1035 Parkway Ave, P O Box 600, Trenton, NJ 08625. The Telephone number is 609-963-1982.

Sincerely,

Joe Resident

Cc: County Engineer

**ATTACHMENT "C"**

DC-118 (Rev 9/06)

NEW JERSEY DEPARTMENT OF TRANSPORTATION  
**ETHICS CERTIFICATION**

Project Name/ Route and Section: \_\_\_\_\_

I am the \_\_\_\_\_ of \_\_\_\_\_  
Title Contractor

and I am authorized to make this certification on behalf of \_\_\_\_\_  
Contractor

I certify that:

1. No officer, employee, agent or representative of the above referenced company has given to any employee of the New Jersey Department of Transportation, or to any immediate relative of any employee or agent of the New Jersey Department of Transportation, any gift of money or any gift, or gratuity in any form whatsoever.
2. No officer, employee, agent or representative of the above referenced company has rented or purchased any equipment, or any form thereof, or supplies of any nature from any employee of the New Jersey Department of Transportation.
3. Similarly, such gifts, gratuities, loans, rentals or purchases, have not been given to nor made from any agent of the Department during the period of time that such agent was performing any function related in any way to the project.
4. I understand that I am under a continuing obligation to disclose any such gifts, gifts, gratuities, loans, rentals or purchases and that failure to do so will subject me to all applicable penalties under the law.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**ATTACHMENT "D"**

**STATE OF NEW JERSEY  
DEPARTMENT OF TRANSPORTATION**

**TO:** Wasif Mirza (MSE)  
Jaime M Qpinger (Traffic Engineering)

**FROM:** [REDACTED], RE  
Region North Construction  
( [REDACTED] )

**PROJECT:** Route [REDACTED] Section [REDACTED]  
Federal Project No. [REDACTED]

**DATE:** [REDACTED]

**RE:** Traffic Signal Timing Directives

This is to inform you that the subject project with the anticipated start date [REDACTED] has the following traffic signal items included:

- New Signal
- Modified New Signal
- Signage
- Striping
- Temporary Signal
- Permanent Signal
- Timing Directives
- Other - [REDACTED]

The subject projects includes following traffic signal items, intersections and timing directives which are included in contract.

[REDACTED]

Please advise which office will be issuing timing directive.

Sincerely,

[REDACTED], RE  
Region North Construction

Cc: [REDACTED], RCE  
[REDACTED], Field Manager  
Project File  
[REDACTED], Regional Electrical Engineer