

SCOPE OF WORK

ATTACHMENT A -- SCOPE OF WORK SERVICES

Overhead Sign Structures

The CONSULTANT shall:

- A. Obtain NJDOT Combined Inspection System (CombIS) IDs and become familiar with the CombIS implementation of the Sign Structure database, preferably prior to the field visits.
- B. Complete a field visit to all assigned sign structures for inspection and perform necessary initial research. Assigned structures will consist of overhead span, cantilever, and butterfly type structures. Obtain plans when a Cycle 1 inspection of a particular structure is needed. If a structure has been dismantled or replaced, discuss at the scoping meeting and, if needed, submit a Sign Structure number request. Provide a list at the scoping meeting of any damaged, missing, or incorrect sign structure number decals. Provide a list of any bridge mounted overhead sign structures assigned in the contract (NOTE: fascia-mounted sign structures for the roadway below the bridge shall not be included, the list shall only include overhead signs serving traffic on the bridge deck).
- C. Contact NJDOT Traffic Operations, NJDOT Maintenance Permits, and any other governing agencies or authorities prior to the CONSULTANT's performance of the work covered in this Agreement to secure and provide to the STATE letters and documents approving access.
- D. Submit a field inspection & report submission schedule to the STATE, within thirty (30) working days after receipt of written direction from the STATE to proceed with this project. The schedule will include the Route and Direction and Mile Point, Structure Number, date(s) of proposed field inspection, expected special testing required, and the type and limitations on any required traveled lane closures for each Sign Structure. Also include proposed Report submission dates.
- E. Obtain prior written approval from the State for employing required outside services within two (2) weeks from Notice to Proceed. Initial solicitation for maintenance of traffic services must be initiated by the Consultant in advance of Notice to Proceed, as maintenance of traffic represents a significant factor for Sign Structure inspection contracts. The consultant must assemble all bids received from outside vendors, prepare a recommendation, and send to the State Project Manager for review.

- F. Conduct a pre-inspection coordination meeting with all parties prior to start of field work.
- G. Perform an in-depth hands-on inspection (or regular inspection if required) of each of the Sign Structures to determine the condition of the Sign Structure and the Structure site. This work may be required to be scheduled on nights, weekends, or during daytime off peak hours. Also, evaluate the nighttime visibility of the sign panels on the sign structure. Fully document your findings, including data, photos, and sketches as required and appropriate.
- H. Inspect the safety guide rail system provided for the Sign Structure.
- I. Observe the geometric and structural adequacy and other safety features of the Sign Structure and the Structure's walkway. Measure minimum vertical clearances below the Structure and lateral under-clearances to the left and right.
- J. Measure, probe, or otherwise make all efforts to determine the nature or cause of any abnormal movements or shifting detected or suspected, including traffic generated movements, using routine inspection procedures. Replace or tighten incidental loose or missing hardware while performing the hands-on inspection. Measure and document larger items requiring replacement. Replace damaged, missing, or incorrect sign structure number decals.
- K. If concurred in by the STATE, arrange for and/or conduct work of a special nature in addition to the items described within this scope of work. Such work may include, but not necessarily be limited to: more technical methods of non-destructive testing, stress calculations, interim inspections, and extensive traffic control. The CONSULTANT will be compensated for special nature work approved by the STATE as Additional Work, unless the STATE, in its sole discretion, determines that the work is Extra Work.
- L. Prepare or update basic Microsoft Visio drawings showing Sign Structure views with dimensions and clearances. Where plans are not available, prepare more detailed Microstation based CADD drawings when required. Output appropriate image format for inclusion in CombIS report.
- M. Render a professional evaluation for each Sign Structure in the form of a Sign Structure Survey Report, utilizing the CombIS system, prepared in accordance with guidance received from the STATE.
- N. Based on standard Priority Repair procedures, provide immediate notification to the STATE, by phone if required, of any adverse conditions observed during the inspection that would jeopardize the structural integrity of any of the Sign Structures. All priority repairs shall be reported electronically via CombIS with recommendation and repair scheme.

- N. If any vandalism is observed during the inspection, Form AD-99 must be completed and included in the bridge survey report at the end of the field notes. Graffiti that meets the definition of vandalism for filing an AD-99 consists of graffiti that is vulgar, racial or anti-religion/anti-Semitic. Other types of graffiti are too common and do not require the filing of an AD-99.
- O. Enter data into CombIS during or immediately after the inspection (within 30 days). Verify/correct all existing data as necessary, including updating cost information, and add data for all new or unpopulated fields. Within 90 days, all data must be correct and complete in CombIS.
- P. Through the CombIS system, and via hard copy, submit to the STATE the required format reports. Submit a Final report through CombIS, and a Final signed and sealed Sign Structure Survey Report hard copy for each Structure within eight (8) months from the Notice to Proceed. If corrections are required to any report, resubmit the report(s) within 30 days of receipt of comments.
- Q. Unless directed otherwise at the Scope-of-work meeting, all working files must be included in CombIS. These must be added to CombIS for each structure PRIOR to the report being submitted to the “Bridge Owner” in CombIS.