

CONSTRUCTION PROCEDURES HANDBOOK

SECTION I	SUBSECTION A	DATE
GENERAL INFORMATION	THE CONSTRUCTION PROCEDURES HANDBOOK AND CONSTRUCTION ADVISORIES	07/31/2023

Construction Procedures Handbook

The Construction Procedures Handbook contains necessary information to assist construction personnel in performing their assigned duties. These duties include but are not limited to Contract Administration, field inspection and reporting, following proper field office procedures and Department Policies, Procedures and Administrative Directives.

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

The Construction Procedures Handbook was prepared by and updated by the Bureau of Construction Management and approved by the Director of Construction & Materials. Individual procedures are prepared to provide standardized instructions or directions for all members of the Construction Unit. Individual procedures may include the duties and or functions of other NJDOT Units as they relate to the Division of Construction and Materials. The Construction Procedures Handbook is only available online at the following link:

<http://www.state.nj.us/transportation/eng/construction/procedures.shtm>

New and or revised procedures are to be reviewed by each Regional Construction Office, the Bureau of Materials (if applicable), and the FHWA prior to issuance. Comments are to be provided to the Bureau of Construction Management for consideration and potential incorporation.

Any Unit within the Division of Construction and Materials can request a revision to an existing procedure or the creation of a new procedure. This request is to be made to the Director of Construction & Materials with a copy provided to the Manager of the Bureau of Construction Management.

Construction Advisories

Construction Advisories are issued to alert Construction personnel regarding construction topics. They provide direction or clarification to construction personnel regarding new and existing topics. FHWA will be sent an e-mail alerting them to the details of the proposed Advisory prior to issuing. Construction Advisories usually do not require issuance of a Construction Procedure. If a Construction Procedure is issued to address a Construction Advisory the Construction Advisory is superseded.

The Construction Advisories are only available online at the following link:

<http://www.state.nj.us/transportation/eng/construction/advisory.shtm>

Director's Construction Alerts

The Director may also issue a Construction Alert to address an issue that may have arisen or to provide a uniform position on a construction or constructability issue. Director's Construction Alerts will only be issued via e-mail to RCEs and RMEs. The subject of the e-mail will be "DIRECTOR'S CONSTRUCTION ALERT XX-Y." Where XX is the two-digit year and Y is the Alert #. The RCEs and RMEs are to disseminate the information to appropriate staff. FHWA will be sent an e-mail alerting them to the details of the proposed Advisory prior to issuing.