

CONSTRUCTION PROCEDURES HANDBOOK

SECTION I

SUBSECTION D

DATE

GENERAL INFORMATION	RESPONSIBILITIES AND AUTHORITY OF CONSTRUCTION PERSONNEL	01/06/2014
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Director, Division of Construction & Materials

The function of the Division of Construction and Materials is to provide dedicated services to deliver the Capital Construction Program.

The following list of specific duties assists in meeting the Division's function:

- a. Administer all construction contracts to assure that they are completed in accordance with the Contract requirements in a timely manner and within budget.
- b. Ensure that all materials utilized for contracts meet the specifications.
- c. Provide ongoing computer development, field support and OTIS liaison for SITE MANAGER/TRNSPORT.
- d. Review random contracts and documentation to verify that all administrative practices and construction activities are carried out in accordance with Construction Certification Acceptance Guidelines and that all documentation is processed in accordance with same.
- e. Develop and implement an operating budget.
- f. Direct all State Highway related construction, materials testing and inspection activities of the Department in accordance with established policies, procedures, federal requirements, specifications and accepted practices.
- g. Plan, organize, implement and control all appropriate technical construction engineering functions.
- h. Allocate divisional resources to ensure effective and efficient mission accomplishment.
- i. Investigate and provide response to internal and external inquiries on construction related issues.
- j. Coordinate the submittal of reports from regions and bureaus. Consolidate them into one report for the Division.
- k. Provide Training coordination for all units within the Division
- l. Assist Regions in the FHWA and internal closeout process.
- m. Process mileage vouchers from the Division's units

Bureau of Construction Management

- a. Monitor in accordance with the Unit's Quality Assurance Plan all construction documents to establish uniform practices by the regions.
- b. Conduct Quality Assurance inspections of active construction projects to monitor compliance with Plans, specifications, standards of workmanship, documentation and maintenance of records as well as ensuring adequate staffing of inspection personnel to inspect all operations.
- c. Conduct as-built reviews with related documentation on all construction projects as part of the Division's Quality Assurance Plan.
- d. Prepare and submit recommendations for changes in contract specifications and internal procedures.
- e. Prepare and promulgate Construction Manuals, Procedures Handbook revisions, and Construction Advisories
- f. Prepare and conduct training programs for Department personnel pertaining to construction functions.
- g. Provide monitoring of NJSP usage by the regions and reviews and processes NJSP invoices.
- h. Attend and or take the lead on the Traffic Safety Reviews conducted by the Department.
- i. Coordinate the Regions Safety staff.
- j. Provide expertise in researching information and project history in order to satisfy demands from various sources such as Risk Management, DAG's office, etc.
- k. Monitor project closeout and provides support to the Regions.
- l. Provide notice, in accordance with Title 27:7-26 and 27:7-27 prior to advertising of construction or reconstruction of a highway, to public utilities using it that subsequent to construction of the surface pavement that no openings will be permitted in the highway for a period of five years thereafter without the consent of the Department.
- m. Review, coordinate and assemble final pre-bid and pre-award proposed Capital Program Project Proposals including Plans, Special Provisions, Estimate and supporting documents in accordance with CPM delivery process.
- n. Provide Bid Analysis to the Project Manager
- o. Provide CEMM at Final Design Submission to Regional Construction to assist them in manpower allocation.
- p. Provide CE Costs for use in the calculation of liquidated damages for schedule Completion Milestones.
- q. Provide Field Office requirements to Designers for inclusion in Special Provisions for all CPM projects
- r. Provide DC-83 Contractors Performance Report rating categories at Contract Award.

Regional Construction

Regional Construction Engineer

- a. Develop and implement an operating budget for the Region.
- b. Administer and manage the Region's Construction and Consultant Construction Inspection Programs in support of the CPM and selected Operation contracts.
- c. Is responsible for delivery of the Capital Construction Program within budget and schedule requirements.
- d. Allocate available regional manpower, equipment, materials and supplies to allow for the effective and efficient operation.
- e. Assign construction contracts to ensure compliance with Plans and specifications by Contractor and consultant personnel as required, and prepare monthly payment estimates for completed work.
- f. Process construction orders including the review of those prepared by consultants and seek FHWA participation when appropriate. Forward all construction orders to Project Management for approval.
- g. Coordinate the Region's construction activities with the various governmental agencies.
- h. Evaluate all Contractor claims in the regions and make recommendations concerning settlement offers, within the procedures established in the Project Management System.
- i. Serve as the Chairperson of Step 2 Claim Dispute Board. Provide determination of claim to Contractor.
- j. Prepare the final Contract records for Construction Contracts for storage.
- k. Arrange and conduct all Preconstruction and Preconstruction Utility Meetings for regional construction projects.
- l. Recommend to Project Management that consultants be solicited for providing inspection services, when necessary.
- m. Estimate consultant staffing levels for individual projects and negotiate, formulate, prepare and execute all consultant inspection agreements and all required modifications.
- n. Monitor and address performance issues of consultants on regional projects as they arise.
- o. Review and process for payment consultant billings and utility relocation vouchers.
- p. Assist Project Management in informing the public with responses to questions on the Region's construction projects.
- q. Ensure that all utility relocations are inspected on the Region's construction projects and on all railroad crossing rehabilitation work funded by the Department.
- r. Ensure that all necessary participating and support unit services such as FHWA, Materials, Design, etc. are provided to Consultant REs.
- s. Conduct annual operational and administrative reviews of unit operations, in accordance with the Quality Assurance Plan, taking appropriate corrective action to ensure adequate internal control and to facilitate the unit's performance toward desired goals and objectives.
- t. Provide annual and forecasted information for budgetary submission regarding the unit's manpower, equipment, materials and supply needs.
- u. Conduct training or request training for individuals as needed to ensure that all personnel are provided with the technical skills necessary to perform their immediate duties or those they may be assigned.

- v. Provide construction expertise to develop innovative processes in the performance of construction activities.
- w. Sign DC-18a forms, recommending approval after Sublet Engineers sign them.

Regional Consultant Coordinator

Solicit for consultants to perform Construction Inspection (CI) and/or RE functions when insufficient manpower exists to administer the construction program in the Region.

In accordance with Policy and Procedure 312, Consultant Selection Process for Professional Services, solicit for Project Specific selections of consultant staff.

- Develop the CI budget
 - Prepare the solicitation utilizing the model forms on Professional Service's website.
 - Select, with the concurrence of the RCE and Director of CS&M, the Technical Evaluation Committee.
 - Develop a scoring matrix to objectively evaluate Technical Proposals.
 - Recommend, with the concurrence of the RCE and Director of CS&M, to the Consultant Selection Committee the firm(s) that ranked the highest based on the evaluation. All firms within 5% of the top ranked firm are considered to be tied.
 - Execute the Agreement with the Consultant.
 - Process invoices and monitor the CI budgets, preparing Consultant Agreement Modifications as needed.
 - Monitor the DBE/ESBE/SBE goals for each Agreement.
 - Close out the Agreement when the Consultant has completed their work.
- b. In accordance with Policy and Procedure 354, Use of Term Agreements in the Procurement of Professional Services, solicit for Consultants to provide CI services on a Task Order basis.
- Prepare the solicitation utilizing the model forms on Professional Service's website.
 - Select, with the concurrence of the RCE and Director of CS&M, the Technical Evaluation Committee.
 - Develop a scoring matrix to objectively evaluate the Technical Proposals.
 - Recommend, with the concurrence of the RCE and Director of CS&M, to the Consultant Selection Committee the firm(s) that ranked the highest based on the evaluation. All firms within 5% of the top ranked firm are considered to be tied.
 - Execute the Agreement with the Consultant.
 - Process invoices and monitor the CI budgets, preparing Modifications to the Task Orders as needed.
 - Monitor the SBE goals for each Agreement.
 - Close out the Agreement when the Consultant has completed their work.
- c. Maintain records in order to report expenditures as well as consultant staffing levels region-wide.
- d. Collect and review Consultant Evaluations (DC-180s) on an annual basis. Prepare an annual report summarizing the DC180s for submission to the

Director of CS&M's office.

Subcontract Engineer

The Subcontract Engineer reviews Subcontract Applications submitted to the Regional Office by the Prime Contractors.

- a. The first step is to verify that the Package is complete. The following items are required:
 - DC-18 a, parts I-V
 - Sub Contract Agreement
 - Current Business Registration
 - Public Works Certificate
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- b. The DC-18 a items are checked for accuracy, price, item description and quantity against Contract Documents.
- c. Sub contract Agreement is checked for item description and agreed total price with Contractor.
- d. Business Registration and Public Works are checked for validity/expiration dates.
- e. Sublet Engineer signs the DC-18a initiating approval and the Regional Construction Engineer signs recommending approval.
- f. Four packages are then assembled including the Contents of the Sublet Package and the DC-18a Approval page, distributed as follows: Regional Office, Resident Engineer, Office of Procurement and Accounting.
- g. Transport Support in Trenton assigns Vendor Numbers for each approved subcontractor and enters in Site Manager.
- h. Sublet Engineer then enters in Site Manager each Sub Contractor and respective items, quantity and cost under their current Project, enabling payment for Monthly Estimate.

Field Manager

- a. Supervise a group of REs and oversee their contracts.
- b. Keep the Regional Construction Engineer informed of pertinent problems and progress for each of his/her assigned projects.
- c. Provide construction expertise to develop innovative processes in the performance of construction activities.
- d. Review field construction, office records, construction orders, as-builts, etc., at appropriate intervals on each project, to determine their status and to ensure that the necessary quality is achieved.
- e. Prepare necessary reports such as DC-152 "Project Supervisor Field Inspection Report".
- f. Review the methods and procedures employed on his/her assigned projects for uniformity.
- g. Discuss technical and other matters with a RE, when assistance is needed.
- h. Monitor each project to determine if adequate personnel are assigned and discuss the feasibility of transferring inspection personnel from one project to another with the appropriate REs. Discuss staffing levels with other Field Managers to ensure

- efficient manpower use across the region, not just within one's own assigned staff.
- i. When necessary, serve as a liaison and maintain proper relations for the involved RE(s) when the cooperation of another Bureau or Division within the Department, or with some other entity, is required.
 - j. When two or more projects overlap or have similar problems, coordinate the efforts of the RE(s) on each project.
 - k. Make appropriate decisions and consult with the Regional Construction Engineer and the Project Manager on any matter in which advice is required.
 - l. Resolve suspense issues with the Project Manager.
 - m. Ensure that projects are closed out in a timely manner.
 - n. Coordinate staffing needs with the Regional Consultant Coordinator.

RE

The authority of the RE is specified in 105.01.01 of the Specifications.

The RE is also responsible for the following:

- a. Supervising the proper on-site fulfillment of the Contract by working with the Contractor and taking required action to correct deficiencies.
- b. Acting on decisions regarding the above, the RE is required to make and communicate these decisions to the Contractor, which may include stoppage of any part of the Work that is in nonconformance with the specifications. Such action must be taken when required and recorded by the RE.
- c. Request that Project Manager have the Designer develop a change of plan, and receive authorization to proceed, when necessary.
- d. Make appropriate decisions and consult with the Field Manager, Regional Construction Engineer and Project Manager on any matter in which advice is required.
- e. Providing proper inspection coverage of the project at all times to ensure compliance with the Contract.
- f. Consult with the Field Manager and Project Manager on technical and other matters, when assistance is needed to arrive at a proper decision and elevate as necessary to conclude the matter. Direct the Contractor to perform the work required by these decisions.
- g. Consult with the Field Manager or Project Manager on matters which require the cooperation of other Bureaus or Divisions within the Department, and/or outside entity. Be an advocate for the project in providing solutions in this area.
- h. Supervise all inspection and office personnel assigned to the project. Take responsibility for the budget involved in performing work for the project.
- i. Refer to the Field and Project Manager, any matters which cannot be resolved when another Department, Bureau or Division intervenes in the RE's area of responsibility and cooperate wherever appropriately possible.
- j. Take action to maintain proper relations with all entities or outside individuals when necessary including but not limited to local government or authorities, businesses and private residences which are impacted .
- k. When changes are required to a project, negotiate with the Contractor the work and recommend the cost and/or time additions/reductions to the Field Manager and Project Manager. With the concurrence of the Field Manager and Project Managers, timely prepare appropriate construction orders accurately and with

minimal disputes.

- l. When required, obtain the FHWA Area Engineer's concurrence for any extra work above on the project. For projects advertised by Operations, obtain approval from the Operations Project Manager.
- m. Make and maintain all required reports and records. Ensure that all reports are submitted timely. Also act as office person when no office person is assigned.
- n. Arrange and follow up with the Region's Materials office to assure the necessary sampling and testing are scheduled and completed in a timely manner in accordance with the minimum sampling and testing frequencies, as specified. Assure the materials incorporated comply with the specification requirements and acceptance is obtained.
- o. Assure the minimum sampling and testing frequencies of materials sampling performed by construction personnel as specified by the Region's Materials office are met.
- p. Assure that materials incorporated into the project comply with the specification requirements and are accepted.
- q. Assure the safe and proper accommodations for vehicular and pedestrian traffic. Mitigation of Traffic Congestion must be planned prior to incorporation in a project and action must be taken to improve conditions as required.
- r. Ensure that measurements and calculations are made to determine as-built quantities in accordance with the Specifications. (The RE is to use "As-Built Procedures" in CPH Section VII-H-1).
- s. Instruct the person (designated by the Regional Construction Office) who is to act for him/her in his temporary absence, on how to function.
- t. Act to minimize or settle claims brought by the Contractor. Make recommendations to the Field Manger and Project Manager for claim settlement and follow up on the decision made. If eventually litigation support is required, work with the Attorney General's Office to assist in their needs.
- u. Film document existing conditions to the extent practicable. Ensure road sidewalk curb guiderail and roadway lighting are photographed.
- v. Maintain a project specific (RE) diary of all project related observations and conversations/directions given to both the Contractor and others. This diary should contain information relative to the project which is not covered by a specific report and information pertinent to the overall responsibility of the RE. Each project is to have a separate RE diary. The RE is to maintain this diary under their personal control but make it available to his superiors, representatives of the Federal Highway Administration (FHWA) or other authorized agents. The diary should be boxed with the project records.
- w. Review and authorize all reports entered into Site manager by inspection personnel.

Office Person

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

- a. Receive and review all daily work reports, prepare records, reports and calculations for entry into SITE MANAGER and then make those entries. Review the status of

reports from the Bureau of Materials Engineering & Testing. The office person is responsible for ensuring that all required reports are prepared for submittal by the RE in a timely fashion.

- b. Review the status of delivery tickets, certifications and pertinent EEO Documents. Prepare and submit required reports timely.
- c. The office person may be responsible for performing these functions for more than one project, concurrently, as assigned by the RE or Field Manager, if for different REs.