



Baseline Document Change Announcement

Project Identification
BDC96PL-02

February 4, 1997

MEMORANDUM

Baseline Document Change – Policy/NJDOT Procedures Manual/Sample Plans
SUBJECT: Policy Change-Project Identification

The following **Baseline Document Change** establishes criteria for developing a (9) digit Contract Number used for Project Identification on construction documents. The use of section designations will be discontinued. There will be no change to projects that have already been assigned a section designation.

Included in this memorandum are changes to the **NJDOT Procedures Manual** and additions and changes to Sample Plans dated October 1996.

The **NJDOT Procedures Manual** is changed as follows:

- Section 6.1.2 “Guidelines for Roadway Plan Development – Initial Submission” Page 6.1.4 under Key Sheet (f) has been changed from “section designation” to **Contract Number**.

Changes and Additions to **Sample Plans** dated October 1996 are as follows:

- On page 2, General, the following has been added to the third paragraph.

Contract Numbers will be used for projects not already assigned a Section Designation.

On page 3, Key, the following has been added after Utilities.

Right of Way

When Right of Way is required for the project, the Route and Right-of-Way Section shall be shown below the right corner of the Key Map.

- On page 3, Key Titling, third paragraph, has been changed from “Section or appropriate designation” to “**Contract Number**”.

On page 3, Key Titling, the following has been added after the third paragraph.

Projects will be identified by using a **Route** and a (9) digit **Contract Number**. The criteria for developing the **Contract Number** is as follows:

- The first three numbers represent the beginning milepost to the nearest mile, and the remaining six (6) number consist of the Universal Project Code (UPC). The UPS is established by the Bureau of Program

Coordination when the project is created. The Program Manager establishes the Contract Number at the beginning of design development.

- When the project involves more than one State highway, the beginning milepost will be determined from the following priority list:
 1. Interstate
 2. U.S. Highways
 3. State Highways

If the Project involves highways of the same priority, the beginning milepost of the lower numbered route will be used. For projects involving statewide improvements, the milepost designation will be replaced with an "SWI" designation (ie. SWIxxxxxx).

The Contract Number for a project on a county or municipal route will be determined as noted above for State highways. If more than one county route is involved, the 500 route series will have precedence over the 600 series. Should more than one route of the same series be involved, the first beginning milepost on the lower numbered route will be used. If the route is not moleposted, the first three letters of the county will be substituted for the milepost designation (ie. Mercer – MERxxxxxx). *

Once established, the Contract Number should not be changed, even if the beginning milepost of the project is revised due to a change in project scope.

- On pate 4, Estimate – Distribution of Quantities, second paragraph, has been changed form (route and Section to (Route and Contract Number.
- Page 13, Key Map, (attached) contains a sample **Contract Number**.

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This Memorandum is being distributed to our In-House Staff and Various Public Agencies based on our standar distribution list by Document Control. Please make additional copies as needed.

Distribution to Other Outside Agencies (Consultant, Contractors, etc.)

This memorandum is posted on the NJDOT's Electronic Bulletin Board System under Conference number 10-Highway Design, File Area 56-Baseline Document Change Memorandums.

*Examples on Page 3.

Hard Copies of the revised Sample Plans can be acquired by contacting:

Configuration Management
E&O Building 1st Floor
1035 Parkway Ave.
Trenton, NJ 08625
Phone: (609) 530-2486

EXAMPLES

EXISTING			PROPOSED	
ROUTE	SECTION	UPC	ROUTE	CONTRACT NO.
Bogart Road Bridge	Bridge of Saddle River	960789	Bogart Road Bridge	BER960789
571	Princeton Hightstown	9960686	571	MER960686
571	Station Road	960682	517	SUS960682

Recommended By:

Original Signed By

Brian Strizki
Manager,
Quality Management Services

Attachments

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Original Signed By

Russel Tong
Assistant Commissioner,
Capital Program Management