

NJEIT - Engagement Query

Addendum # 1

Parts 1 and 2

It is the bidder's responsibility to ensure that all changes are incorporated into the original Engagement Query.

All other instructions, terms and conditions of the RFQ shall remain the same.

Part 1: Additions, deletions, clarifications and modifications to the Engagement Query

#	Page #	Engagement Query Section	Modification
1	7	Attachments	In the attachment list, change: G: Performance Surveillance Plan To: G: Cost Quote
2	4	IV - Statement of Work - Task 4	Under <u>Task 4: Request for Reimbursement (Requisition) Review and On-Site Inspection Assistance</u> , please add the following text after the paragraph "For estimating purposes..." Please provide separate staffing models for both scenarios. Scenario 1: You can assume requisitions will be staggered throughout the month. Scenario 2: You cannot assume
3	Tasks 2 and 3	Liquidated Damages	Change "fourteen (14) days" to "twenty (20) business days."

Part 2: Questions and Answers

Note: Some questions are paraphrased, or have been combined, in the interest of readability and clarity.

#	Page #	Engagement Query Section	Question	Answer
1	General	General	Will the Integrity Monitor selected for this engagement be precluded from receiving engagements on any of the underlying repair and improvement projects based upon the fact that the selected Integrity Monitor has already provided services to the State on the present project?	Refer to RFP Section 5.21: Firms are prohibited from acting as a contractor for both the auditing and integrity monitoring requirements for the same project and should recuse themselves from submitting a proposal if this situation exists.
2	1	IV. Overview	Is there an expectation for the	The State expects that the

			<p>Contractor to be working out of the NJEIT offices for the duration of the engagement, or only during initial permit and environmental compliance review tasks? If the expectation is for the contractor to work at the NJEIT office, will telephone and IT connectivity be provided assuming staff are outfit with a Contractor-provided laptop computer?</p>	<p>contractor will work out of the New Jersey Department of Environmental Protection (NJDEP) offices located in Trenton, NJ for the duration of the project. Telephone and IT connectivity will be provided.</p>
3	2	III	<p>Please provide a sample of the type of project that may be submitted, such as the magnitude of the project submitted for review including any information regarding scope, project value, and schedule for completion. Understanding the size and type of projects would be very beneficial.</p>	<p>Please see section 2.0 of the attached planning document (BRSA 272 Restoration and Mitigation Project Report).</p> <p>Please note that this planning document describes multiple projects for one Borrower. Please see Table 1 of the attached planning document for a breakout of the projects.</p> <p>Contracts are available on:</p> <p>The Department of the Treasury, Division of Purchase and Property website: http://www.state.nj.us/treasury/purchase/noa/contracts/t2939_14-x-23110.shtml and http://www.state.nj.us/treasury/purchase/noa/contracts/g9004_13-r-23144.shtml</p> <p>or, on the NJ Sandy Transparency website: http://nj.gov/comptroller/sandytransparency/contracts/sandy/</p>
4	2	IV	<p>Clarify the Contractor's role with regard to project certification.</p>	<p>Please see Section IV. Statement of Work Requirements</p>

5	2	IV. Task 4	For travel cost estimating purposes, can it be assumed that there are 2 projects in each of the 9 declared counties, or is there a better assumption contractors should use to determine cost of travelling to each project site?	Yes, for estimating purposes contractors can assume that there are 2 projects in each of the 9 declared counties.
6	2-3	IV	Is the 40 hours estimated for application review an upset limit, or an estimate for the quote?	40 hours for application review is an estimate.
7	2	IV	Is an open permit application the type of issue requiring State approval discussed on page 2?	To the extent that an open permit application means a pending application for any state permit, an open permit application is a type of issue that would require state approval as discussed on page 2.
8	3	IV	Clarify the interplay between the requirement that Contractor work with applicants to make sure all permits have been acquired and the required timing for Contractor to provide the completed environmental review summary. Must the permits all be obtained before the review summary can be deemed complete?	Yes, all permits must be obtained before the review summary can be deemed complete. Point of clarification, it is not expected that the environmental review will always be completed within one week of receipt, but rather 40 hours is referring to estimated amount of hours put into a single environmental review and assisting clients with permit issues.
9	3	IV	Please provide clarification on the following, per the language stated in Deliverables for Task 2 on page 3 of the Request for Quote document: Is the contractor to limit its review to the Record of Environmental Consideration checklist and the Permit Status Worksheet; or is the contractor responsible for identifying any and all environmental permits for the project?	The contractor is responsible for identifying any and all required environmental permits. The checklist is a guidance document that is going to be required for all environmental reviews.

10	3	IV	Please clarify: Will permits that the applicant has obtained, or believes are required, be included in the submittal package, or will only their application for the required permits be included?	If "submittal package" refers to the documentation provided to the Contractor in assigning the work, such documentation will include all information submitted by the applicant. If "submittal package" refers to the Contractor's deliverables in Task 3, the Contractor is required to include all required permits (among other things specified in the SOW).
11	4	IV	Is the Integrity Monitor expected to "sign off" or "approve" the monthly requisitions, as explained in the Deliverables for Task 4?	Yes, that is correct.
12	4	IV - Statement of Work. Task 4. Requests of Reimbursement Review and On-Site Inspection.	The number of staff the Contractor needs to propose in order to turn around a requisition package in five days is dependent upon how frequently Requests for Reimbursement arrive. Reviews would require fewer headcount and would be more consistent if staggered throughout the month. Can our proposed staffing model assume requisitions are staggered throughout the month, or that the Contractor could specify dates throughout the month to receive the requests and perform the reviews?	Please provide separate staffing models for both scenarios. Scenario 1: You <u>can</u> assume requisitions will be staggered throughout the month. Scenario 2: You <u>cannot</u> assume requisitions will be staggered throughout the month.
13	5	V – Estimated Level of Effort	The estimated Level of Effort (7,440 Hours) does not provide hours for Program and/or Project Management. The Program and/or Project Manager has an important role in engaging with NJEIT leadership to understand support needs and requirements, in providing the necessary	The Scope of Work sets forth the estimated level of effort (7,440 hours) and the firm should include any and all costs required for program and/or project management as a component of its pricing.

			communications and progress reports (required under Task 1, Task 5), and in maintaining quality and compliance against the performance surveillance plan. For this reason, we think it is important to reserve hours for this role. For estimating and staffing purposes, can we assume this role exists at 960 hours in the Year 1 cost quote, and 480 hours in the Year 2 cost quote (80 hours per month for 18 months)?	
14	5	IV - Statement of Work	Please confirm that we are to assume 0 hours for Task 6 – Other.	Yes, assume 0.
15	6	V – Items B and C	The proposal must contain a Cost Quote (Attachment G). The Cost Quote template is formatted so that there is a quote for each year, with the potential to price three years of pricing. Task 2 and 3 span 12 weeks. Task 4 spans 18 months. Please confirm that we are to fill out one page for Year 1, which contains the estimate for Task 2 @ 720 hours, Task 3 @ 720 hours, and Task 4 @ 4000 hours; and one page for Year 2, which contains Task 4 @ 2000 hours.	Yes, that is correct.
16	7	Attachments	Attachment D is listed as the Expense Review Checklist however, it is called and referenced as the Request for Reimbursement on page 4 under Task 4. Can you confirm that Attachment D contains the cover sheet of a Request for Reimbursement, and not the complete template or package?	Attachment D is a sample of some of the items the contractor will be asked to review, depending on the type of project. It is not the cover sheet of a RFR, but it is merely a sample guideline of items that the contractor may be responsible to review.

Engagement: Request for Quote
New Jersey Environmental Infrastructure Trust

INTRODUCTION:

The Department of Treasury (“Department”) on behalf of the New Jersey Environmental Infrastructure Trust (NJEIT) is seeking quotes pursuant to the Program and Process Management Auditing, Financial Auditing and Grant Management, and Integrity Monitoring/Anti-Fraud services for Disaster Recovery Assistance procurements (RFP/RFQ) from the prequalified contractors in Pool 3 - Integrity Monitoring/Anti-Fraud (“Contractor”).

This request for quote is seeking to engage the services of an Integrity Oversight Monitor with environmental engineering capabilities to serve as the NJEIT’s technical oversight contractor.

I. TITLE:

Integrity Monitor Assistance - Engineering and Technical Support in the Issuance and Administration of Bridge Loans to FEMA Sub-grantees in the Construction of Environmental Infrastructure Projects to Repair and improve Resiliency of Facilities Adversely Impacted During Superstorm Sandy.

II. PERIOD OF PERFORMANCE: Effective date through November 8, 2016 with potentially two one (1) year extensions.

III. BACKGROUND:

New Jersey’s critical environmental infrastructure, specifically wastewater treatment, drinking water and storm water facilities, was heavily damaged during Superstorm Sandy. The numerous repair and improvement projects have, and will continue to, significantly strain local government resources as they engage contractors for these essential projects and await FEMA reimbursement. The NJEIT bridge loan financing program is available to local government units eligible for FEMA public assistance to meet short-term cash flow needs. Experienced technical engineering assistance in the review of documentation for construction design, construction management, and the disbursement of funds is critical to ensuring public funds for rehabilitation of wastewater and drinking water facilities together with related force mains, system interconnections and other subsurface infrastructure, are expended responsibly.

Overview of Engineering and Technical Support for the NJEIT

The objective of the requested work is to provide dedicated technical and engineering oversight monitoring assistance to the NJEIT in three key areas in order to expedite the processing and review of projects and to prevent, detect, and remediate waste, fraud, and abuse so that only eligible projects proceed to construction, based on costs pre-determined to be eligible, so as to ensure that any funds released by FEMA for the project are in compliance with all FEMA federal and State requirements and

any potential for FEMA de-obligation is minimized by ensuring full compliance with all regulations. The Contractor shall provide third-party technical and engineering oversight in the areas of environmental, engineering, and requisition reviews based on professional engineering standards as well as NJEIT checklists and standards. These are functions normally performed by the NJDEP's Municipal Finance and Construction Element for the NJEIT's Financing Program. The Contractor will comply with the Performance Surveillance Plan included with this Scope of Work. The Contractor must ensure that the reviews are designed and applied to eliminate any potential for waste, fraud, and abuse.

Projects will be assigned by the NJEIT to the Contractor and the necessary reviews shall be completed in a short timeframe to meet project and funding deadlines. Due to the need to ensure thorough engineering review is conducted efficiently, the Contractor staff shall report to Trenton, NJ at the New Jersey Department of Environmental Protection (NJDEP) offices in order to have on-site access to necessary project documents and files. Feedback shall be sought from the NJEIT/NJDEP so that the technical and engineering assistance provided through the reviews ensure integrity of the project and the responsible disbursement of public funds while also recognizing the need to restore and protect the State's critical environmental infrastructure.

Note: Although the NJEIT has received preliminary expressions of interest from project sponsors seeking project financing, the NJEIT makes no representations as to the number of projects to be assigned to the Contractor (if any), and any references to projects to be reviewed by the Contractor herein is for illustration purposes only.

IV. STATEMENT OF WORK (SOW) REQUIREMENTS:

Task 1: Technical and Engineering Support Kick-off Meeting.

Within 10 days of work assignment approval and receipt of a task order, the Contractor shall hold a kick-off meeting with NJEIT to discuss tasks and deliverables required under this work assignment.

Deliverables for Task 1: The Contractor shall provide a written summary of the meeting to the NJEIT and NJ Office of Emergency Management (OEM) within ten (10) calendar days of the kick-off meeting.

Task 2: Environmental Oversight and Review Assistance.

The Contractor shall provide oversight and technical and engineering support to the NJEIT by assessing environmental and permitting compliance. An environmental review shall consist of reviewing a FEMA produced record of environmental consideration report (**Attachment A**) and identification of the required permits (**Attachment B**). The Contractor shall resolve any issues pertaining to the completion of the review but should an issue or item arise as a result of the environmental review that requires State approval then the Contractor shall notify the NJEIT immediately in order to seek approval. During all contact with individuals outside of NJEIT, Contractor staff shall identify themselves as a contractor with NJEIT.

For estimating purposes, it is expected that the Contractor will provide an average of 40 hours of technical and engineering review assistance per environmental review for approximately 18 projects.

Included in the 40 hour allotment are any administrative compliance reviews required precedent to the commencement of tasks 2 and 3.

Deliverables for Task 2: A completed environmental review summary shall constitute the deliverable for this task. The completed environmental review summary must identify any permits that may be required, as well as whether or not the required permits have already been acquired for the project. If permits have not been acquired the Contractor must work with both the project representative as well as NJDEP/NJEIT to ensure that all permits have been acquired as a prerequisite to project certification. The completed environmental review summary and supporting documentation shall be provided within five (5) calendar days after review completion. Additionally, completion of an environmental review for a project shall be documented in the weekly project progress tracking report required under Task 5 of this work assignment. In order to achieve approximately 18 environmental reviews in the twelve-week timeframe the Contractor shall endeavor to meet the following milestones:

Weeks after Work Assignment Approval	Number of Completed Environmental Reviews
4	6
8	12
12	18

Task 3: Engineering Oversight and Monitoring.

The Contractor will provide technical and engineering support to the NJEIT by conducting engineering reviews of projects funded through the Statewide Assistance Infrastructure Loan Program (SAIL), a program designed to aid local government units meet cash flow needs during project construction for periods up to 47 months in anticipation of FEMA. The technical review will be in compliance with NJEIT standards, using a checklist provided by NJEIT. **Attachment C** is included with this work assignment to provide a sample checklist that shall be completed. These projects shall be assigned to the Contractor by NJEIT on a rolling basis. The purpose of the assistance shall be to provide a professional assessment of project contract documents using the NJEIT engineering review checklist and process. The Contractor must have knowledge of the New Jersey Environmental Financing Program (NJEIFP), the Stafford Act and all applicable FEMA regulations as provided in Title 44 of the Code of Federal Regulations (CFR) and FEMA policies that govern the Public Assistance and/or Hazard Mitigation programs and shall adhere to the application of the Stafford Act and those applicable regulations and policies as a condition for the acceptance of and expenditure of said FEMA funding. The Contractor shall resolve any issues pertaining to the completion of the checklist or process but should an issue or item arise as a result of the engineering review that requires State approval then the Contractor shall notify NJEIT immediately in order to seek NJEIT approval. During all contact with individuals outside of NJEIT, Contractor staff shall identify themselves as a contractor with NJEIT.

For estimating purposes, it is expected that the Contractor will provide an average of 40 hours of technical and engineering review assistance per project. The engineering reviews shall be completed in a short timeframe of two (2) weeks from the date of assignment or the date of receipt of full design plans and specifications. Due to the need of expedited engineering reviews, the Contractor shall

provide Contractor staff in Trenton, NJ at the NJDEP offices in order to have on-site access to necessary project documents and files.

Deliverables for Task 3: A completed NJEIT engineering review checklist and supporting documentation for each Contractor-reviewed project shall constitute the deliverable for this task. The completed engineering review checklist and supporting documentation shall be provided within five (5) calendar days after review completion. Additionally, completion of an engineering review for a project shall be documented in the weekly project progress tracking report required under Task 5 of this work assignment. In order to achieve approximately 18 engineering reviews in the twelve-week timeframe the Contractor shall endeavor to meet the following milestones:

Weeks after Work Assignment Approval	Number of Completed Engineering Reviews
4	6
8	12
12	18

Task 4: Request for Reimbursement (Requisition) Review and On-Site Inspection Assistance.

The Contractor will provide technical and engineering support to the NJEIT by conducting multiple requisition reviews for all projects submitting a request for reimbursement (**Attachment D**). The purpose of the requisition review is to ensure that all amounts being requested by a Project Sponsor are eligible and properly justified as well as in line with the approved project scope. The Contractor will be required to regularly perform location based "on-site" inspections (**Attachment E**) every 30 days in order to verify that ongoing work is compliant with approved design and specifications and that any potential waste, fraud, and abuse is eliminated

For estimating purposes, it is expected that construction for the average project will take 18 months to complete requiring the Contractor to commit a total of approximately 6,000 hours for requisition review/approval and on-site inspections.

Deliverables for Task 4:

A completed approved or denied requisition package and supporting documentation including monthly site inspection reports for each Contractor-reviewed project shall constitute the deliverables for this task. A completed approved or denied requisition package and supporting documentation shall be provided within five (5) calendar days after receipt of each request for reimbursement. Additionally, all requisition approvals/denials shall be documented in the weekly project progress tracking report required under Task 5 of this work assignment. Any denials as a result of alleged waste, fraud or abuse must be reported to the EIT immediately.

Task 5: Project Progress Reports.

Due to the short timeframe to complete the necessary reviews, the Contractor will conduct bi-weekly (every two weeks) meetings with NJEIT and OEM to ensure that any problems related to Tasks 2, 3, and 4 are quickly identified, discussed, and corrected with a minimum of delay and to minimize potential

misunderstandings. The bi-weekly meetings shall range from thirty (30) minutes to one hour in length, and shall typically be held on Thursday unless scheduling conflicts occur at which point the meeting shall be rescheduled to another day in the same week that is convenient for the NJEIT and the Contractor and possibly OEM. The Contractor shall also provide a simple progress tracking sheet that lists the assigned projects, types of reviews complete (environmental, engineering, requisition), the start and end dates of the reviews, and the number of hours spent per review. These reports shall be in addition to the monthly progress report required by the contract.

Deliverables for Task 5: Bi-weekly project progress tracking sheets are due on the Monday following the meeting.

Task 6: Other.

At the option of the NJEIT, the Contractor may also be engaged to provide integrity monitoring services in relation to Federal Emergency Management Agency (FEMA) grants management, including maintaining the necessary documentation for compliance with program requirements and monitoring procurement and vendor invoice accuracy and associated controls.

Deliverables for Task 6: TBD.

Note: The Contractor identified as a result of this Engagement Query, and the services rendered by the Contractor are not subject to the reporting requirements of P.L. 2013, Chapter 37 [N.J.S.A. 52:15D-1 et seq.].

V. **ESTIMATED LEVEL OF EFFORT (LOE):** 7,440 hours (for 18 projects)

VI. **PROPOSAL CONTENT:**

The Contractor shall provide a detailed proposal with a detailed budget to perform the SOW in this engagement to the State Contract Manager:

Dave Ridolfino, Associate Deputy State Treasurer
IntegrityOversightMonitor@treas.state.nj.us
 by 5pm on Friday, November 15, 2013

Questions related to this Engagement Query must be submitted to:

IntegrityOversightMonitor@treas.state.nj.us
 by 5pm on Thursday, November 7, 2013

Note: Use the attached template to submit questions (**Attachment F**). The compilation of all questions and answers will be sent to the group prior to the Engagement Query response due date.

If the Contractor declines to bid because of a conflict of interest, scheduling, or any other reason, it must provide notice to the State Contract Manager within three (3) business days of the receipt of the Request for Quote.

The Contractor's proposal must contain the following elements:

- A. Contract schedule identifying performance milestones and associated deliverables;
- B. Person-hour and/or labor category mix, including a chart that shows the person-hours proposed, reflects the tasks, sub-tasks or other work elements required and identifies the labor category by person hours. The person hours must be those bid or lower. Provide quotes for three (3) years using the Cost Quote sheet provided. **(Attachment G)**;
- C. Detailed budget with person-hours and estimated travel and direct costs for the duration of the engagement **(Include total travel and direct cost on Attachment G)**;
- D. Detailed list of engagements or task orders in which the firm is currently providing services for any type of disaster recovery, including those of sub-contractors proposed for this engagement;
- E. Identification of any sub-contractors to be utilized for this engagement which must be consistent with those identified in the original proposal/bid;
- F. Resumes of employees of the bidder and any sub-contractor proposed for this engagement; and
- G. Summary of experience of the primary and sub-contractor for engagements of similar scope and size.

VII. OTHER REQUIREMENTS:

All travel (other than local travel) shall be approved in advance and shall be in accordance with the contract.

VIII. LIQUIDATED DAMAGES:

To the extent that actions of the Contractor result in failure to meet performance standards set forth in this Scope of Work and Performance Surveillance Plan, the State may suffer damages that could be difficult or impossible to quantify. Given the significance of the rehabilitation of the State's critical environmental infrastructure, the necessity that all resources dedicated to the recovery from Super Storm Sandy be applied in an efficient manner, and the need to take all necessary precautions to prevent, detect, and remediate waste, fraud, and abuse, the State and the Contractor agree to the specified liquidated damage amounts for late delivery of the following deliverables.

The methodology utilized to calculate liquidated damages pertaining to the delays in completion of activities associated with technical approval are based on the assumption that such delays will directly result in a delay of project approval and thus delay in project construction. Such delays in construction are anticipated to result in economic impact to Project Sponsors in having critical infrastructure out of service. The methodology utilized to calculate liquidated damages for approval of requisitions was

based on an assessment of potential charges to Project Sponsors in the delay of disbursing construction funds.

Task	Deliverable	Liquidated Damages
Task 1.	Kick-Off Meeting Summary	\$300 per day for each calendar day beyond ten (10) calendar days after the kick-off meeting to complete and distribute a written summary of the kick-off meeting
Task 2	Environmental Review Summaries	\$2,000 per day for each additional calendar day beyond fourteen days from assignment required to complete six (6) summaries.
Task 3	Engineering Review Checklists	\$2,000 per day for each additional calendar day beyond fourteen (14) days from assignment required to complete six (6) checklists.
Task 4	Completion of Requisition Package Review	\$2,000 per day for each additional day beyond five (5) days to complete the review of each requisition package
Task 5	Progress Tracking Sheet	\$300 per day for each calendar day beyond five (5) calendar days after a Bi-weekly Meeting to complete and distribute a Tracking Sheet

Attachments:

- A: FEMA Record of Environmental Consideration Report
- B: Permit Status Worksheet
- C: Sample Technical Review Checklist
- D: Expense Review Checklist
- E: Interim Construction Inspection Report
- F: Vendor Question Template
- G: Performance Surveillance Plan

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications: During the life of this work assignment, the Contractor shall notify NJEIT immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with NJEIT throughout the performance of the work assignment.</p> <p>The Contractor shall identify to NJEIT any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The Contractor shall identify to NJEIT any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The Contractor shall provide options for NJEIT's consideration on resolving or mitigating the impacts identified.</p>	<p>NJEIT (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The NJEIT will document and maintain a complete record of the issues, agreements and outcome. The NJEIT will review monthly progress reports for indicators of problems not previously mentioned. The NJEIT will also monitor the timely receipt of deliverables. For those that are late without prior notice, the NJEIT will formally document to the Contracting Officer the late delivery.</p>	<p>If the Contractor fails to implement corrective actions after NJEIT identifies and provided written documentation of performance issues, NJEIT will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, NJEIT will conduct a remedial review.</p>

<p>Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to NJEIT through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The Contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the Contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The NJEIT will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures and may include the NJDEP and NJOEM to provide additional guidance in such meetings.</p> <p>The NJEIT shall review the Contractor's monthly progress reports and request the work assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the Contractor is effectively utilizing the LOE provided under the work assignment. The NJEIT may NJDEP and NJOEM in the review of such report.</p>	<p>NJEIT will thoroughly review work assignment funding ceiling overruns to determine the Contractor's ability to control the situation. If NJEIT determines that the Contractor failed to control cost, the Contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, NJEIT may determine that the cost shall be borne by the Contractor.</p>
<p>Quality of Product/Services: The Contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The NJEIT will review all documents delivered under this work assignment for content accuracy.</p>	<p>If NJEIT determines that the Contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the Contractor, NJEIT may determine that the cost associated with redoing the work shall be borne by the Contractor.</p>

Record of Environmental Consideration

See 44 Code of Federal Regulation Part 10.

Project Name/Number:

Project Location:

Project Description:

National Environmental Policy Act (NEPA) Determination

- Statutorily excluded from NEPA review. (**Review Concluded**)
- Categorical Exclusion - Category _____ Type Single Project
 - No Extraordinary Circumstances exist.
Are project conditions required? Yes (see section V) No (**Review Concluded**)
 - Extraordinary Circumstances exist (See Section IV).
 - Extraordinary Circumstances mitigated. (See Section IV comments)
Are project conditions required? Yes (see section V) No (**Review Concluded**)
 - Environmental Assessment required. See FONSI for determination, conditions and approval.
- Environmental Assessment required. See FONSI for determination, conditions and approval.

Comments: _____

Reviewer and Approvals

FEMA Environmental Reviewer

Name: _____, Environmental Specialist

Signature _____ Date _____

FEMA Historic Preservation Reviewer

Name: _____, Historic Preservation Specialist

Signature _____ Date _____

FEMA Environmental Officer Reviewer or delegated approving official.

Name:

Signature _____ Date _____

I. Compliance Review for Environmental Laws (other than NEPA)

A. National Historic Preservation Act

- Not type of activity with potential to affect historic properties. **(Review Concluded)**
- Applicable executed Programmatic Agreement . **(insert date)** Otherwise, conduct standard Section 106 review.
 - Activity meets Programmatic Allowance # _____
 - Are project conditions required? Yes (see section V) No **(Review Concluded)**

HISTORIC BUILDINGS AND STRUCTURES

- No historic properties 50 years or older in project area. **(Review Concluded)**
- Building or structure 50 years or older in project area and activity not exempt from review.
 - Determination of No Historic Properties Affected (FEMA finding/SHPO/THPO concurrence on file)
Are project conditions required? Yes (see section V) No **(Review Concluded)**
 - Determination of Historic Properties Affected (FEMA finding/SHPO/THPO concurrence on file)
 - Property a National Historic Landmark and National Park Service was provided early notification during the consultation process. If not, explain in comments
 - No Adverse Effect Determination (FEMA finding/SHPO/THPO concurrence on file).
Are project conditions required? Yes (see section V) No **(Review Concluded)**
 - Adverse Effect Determination (FEMA finding/SHPO/THPO concurrence on file)
 - Resolution of Adverse Effect completed. (MOA on file)
 - Are project conditions required Yes (see section V) No **(Review Concluded)**

ARCHEOLOGICAL RESOURCES

- Project affects only previously disturbed ground. **(Review Concluded)**
- Project affects undisturbed ground.
 - Project area has no potential for presence of archeological resources
 - Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence or consultation on file). **(Review Concluded)**
 - Project area has potential for presence of archeological resources
 - Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence on file)
Are project conditions required Yes (see section V) No **(Review Concluded)**
 - Determination of historic properties affected
 - NR eligible resources not present (FEMA finding/SHPO/THPO concurrence on file).
Are project conditions required Yes (see section V) No **(Review Concluded)**
 - NR eligible resources present in project area. (FEMA finding/ SHPO/THPO concurrence on file)
 - No Adverse Effect Determination. (FEMA finding/ SHPO/THPO concurrence on file)
Are project conditions required? Yes (see section V) No **(Review Concluded)**
 - Adverse Effect Determination . (FEMA finding/ SHPO/THPO concurrence on file)
 - Resolution of Adverse Effect completed. (MOA on file)
 - Are project conditions required? Yes (see section V) No **(Review Concluded)**

Comments:

Conditions:

Correspondence/Consultation/References:

B. Endangered Species Act

- No listed species and/or designated critical habitat present in the action area. **(Review Concluded)**
- Listed species and/or designated critical habitat present in the action area.
- No effect to species or designated critical habitat. (See comments for justification) **(Review Concluded)**
 - May affect, but not likely to adversely affect species or designated critical habitat (FEMA determination/USFWS/NMFS concurrence on file) **(Review Concluded)**
 - Likely to adversely affect species or designated critical habitat
 - Formal consultation concluded. (Biological Assessment and Biological Opinion on file)
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:

Conditions:

Correspondence/Consultation/References:

C. Coastal Barrier Resources Act

- Project is not located in Coastal Barriers Resource System or Otherwise Protected Area.
- Project does not affect a coastal barrier within the COBRA System (regardless of in or out) **(Review Concluded)**
- Project is located in a coastal barrier system and/or affects a coastal barrier. (FEMA determination/USFWS consultation on file)
- Proposed action an exception under Section 3505.a.6? **(Review Concluded)**
 - Proposed action not excepted under Section 3505.a.6.
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:

Conditions:

Correspondence/Consultation/References:

D. Clean Water Act

- Project site located outside of and would not affect any waters of the U.S. **(Review Concluded)**
- Project site located in or would affect waters, including wetlands, of the U.S.
- Project exempted as in kind replacement or other exemption. **(Review Concluded)**
 - Project requires Section 404/401/10 permit, including qualification under Nationwide Permits.
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:

Conditions:

Correspondence/Consultation/References:

E. Coastal Zone Management Act

- Project is not located in a coastal zone area – **(Review concluded)**
- Project is located in a coastal zone area:
- State administering agency does not require consistency review. **(Review Concluded)**.
 - State administering agency requires consistency review.
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:

Conditions:

Correspondence/Consultation/References:

Disaster/Emergency/Program/Project Title:
Grantee:
Subgrantee:

F. Fish and Wildlife Coordination Act

Not applicable for financial assistance. **(Review Concluded)**

G. Clean Air Act

- Project will not result in permanent air emissions. **(Review Concluded)**
 Project is located in an attainment area. **(Review Concluded)**
 Project is located in a non-attainment area.
 Coordination required with applicable state administering agency..
Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:
Conditions:
Correspondence/Consultation/References:

H. Farmlands Protection Policy Act

- Project does not affect prime or unique farmland. **(Review Concluded)**
 Project causes unnecessary or irreversible conversion of prime or unique farmland.
 Coordination with Natural Resource Conservation Commission required.
 Farmland Conversion Impact Rating, Form AD-1006, completed.
Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:
Conditions:
Correspondence/Consultation/References:

I. Migratory Bird Treaty Act

- Project not located within a flyway zone. **(Review Concluded)**
 Project located within a flyway zone.
 Project does not have potential to take migratory birds. **(Review Concluded)**
 Project has potential to take migratory birds.
 Contact made with USFWS
Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:
Conditions:
Correspondence/Consultation/References:

J. Magnuson-Stevens Fishery Conservation and Management Act

- Project not located in or near Essential Fish Habitat. **(Review Concluded)**
 Project located in or near Essential Fish Habitat.
 Project does not adversely affect Essential Fish Habitat. **(Review Concluded)**
 Project adversely affects Essential Fish Habitat (FEMA determination/USFWS/NMFS concurrence on file)
 NOAA Fisheries provided no recommendation(s) **(Review Concluded)**.
 NOAA Fisheries provided recommendation(s)
 Written reply to NOAA Fisheries recommendations completed.
Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:
Conditions:

Disaster/Emergency/Program/Project Title:
Grantee:
Subgrantee:

Correspondence/Consultation/References:

K. Wild and Scenic Rivers Act

- Project is not along and does not affect Wild or Scenic River - **(Review Concluded)**
 - Project is along or affects Wild or Scenic River
 - Project adversely affects WSR as determined by NPS/USFS. **FEMA cannot fund the action.** (NPS/USFS/USFWS/BLM consultation on file)
 - Project does not adversely affect WSR. (NPS/USFS/USFWS/BLM consultation on file)
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments:

Conditions:

Correspondence/Consultation/References:

L. Other Relevant Laws and Environmental Regulations

Identify relevant law or regulations, resolution and any consultation/references

II. Compliance Review for Executive Orders

A. E.O. 11988 - Floodplains

- Outside Floodplain and No Effect on Floodplains/Flood levels - **(Review Concluded)**
- Located in Floodplain or Effects on Floodplains/Flood levels
 - No adverse effect on floodplain or can be adversely affected by the floodplain. **(Review Concluded)**,
 - Beneficial Effect on Floodplain Occupancy/Values **(Review Concluded)**,
 - Possible adverse effects associated with investment in floodplain, occupancy or modification of floodplain environment
 - 8 Step Process Complete - documentation on file **(Review Concluded)**

Comments:

Conditions:

Correspondence/Consultation/References:

B. E.O. 11990 - Wetlands

- Outside Wetland and No Effect on Wetland(s) - **(Review Concluded)**
- Located in Wetland or effects Wetland(s)
 - Beneficial Effect on Wetland - **(Review Concluded)**
 - Possible adverse effect associated with constructing in or near wetland
 - Review completed as part of floodplain review
 - 8 Step Process Complete - documentation on file **(Review Concluded)**

Comments:

Conditions:

Correspondence/Consultation/References:

C. E.O. 12898 - Environmental Justice For Low Income and Minority Populations

- No Low income or minority population in, near or affected by the project - **(Review Concluded)**
- Low income or minority population in or near project area
 - No disproportionately high and adverse impact on low income or minority population- **(Review Concluded)**
 - Disproportionately high or adverse effects on low income or minority population

Disaster/Emergency/Program/Project Title:
Grantee:
Subgrantee:

Are project conditions required? YES (see section V) NO (Review Concluded)

Comments:

Conditions:

Correspondence/Consultation/References:

III. Other Environmental Issues

Identify other potential environmental concerns in the comment box not clearly falling under a law or executive order (see environmental concerns scoping checklist for guidance).

Comments:

Conditions:

Correspondence/Consultation/References:

IV. Extraordinary Circumstances

Based on the review of compliance with other environmental laws and Executive Orders, and in consideration of other environmental factors, review the project for extraordinary circumstances.

* A "Yes" under any circumstance may require an Environmental Assessment (EA) with the exception of (ii) which should be applied in conjunction with controversy on an environmental issue. If the circumstance can be mitigated, please explain in comments. If no, leave blank.

Yes

- (i) Greater scope or size than normally experienced for a particular category of action
- (ii) Actions with a high level of public controversy
- (iii) Potential for degradation, even though slight, of already existing poor environmental conditions;
- (iv) Employment of unproven technology with potential adverse effects or actions involving unique or unknown environmental risks;
- (v) Presence of endangered or threatened species or their critical habitat, or archaeological, cultural, historical or other protected resources;
- (vi) Presence of hazardous or toxic substances at levels which exceed Federal, state or local regulations or standards requiring action or attention;
- (vii) Actions with the potential to affect special status areas adversely or other critical resources such as wetlands, coastal zones, wildlife refuge and wilderness areas, wild and scenic rivers, sole or principal drinking water aquifers;
- (viii) Potential for adverse effects on health or safety; and
- (ix) Potential to violate a federal, state, local or tribal law or requirement imposed for the protection of the environment.
- (x) Potential for significant cumulative impact when the proposed action is combined with other past, present and reasonably foreseeable future actions, even though the impacts of the proposed action may not be significant by themselves.

Comments:

Disaster/Emergency/Program/Project Title:
Grantee:
Subgrantee:

V. Environmental Review Project Conditions

General comments:

Project Conditions:

Monitoring Requirements:

Deficiency

B

Permit Status Worksheet

The planning process for the New Jersey Environmental Infrastructure Financing Program (NJEIFP) includes the need to identify permits and approvals that may be required for the construction of the proposed project.

This list includes many of the permits and approvals common to NJEIFP Projects **We ask that you review this list and provide the status of permits and approvals that may be required for the construction of your project. Please submit a copy of any permits and approvals that you have received to date.**

You will see this list again, in similar form, when your application is filed in March. It is expected at that time you will have applied for all permits and approvals that were identified as necessary for the construction of your project

- (1) **New Jersey Pollutant Discharge Elimination System** permit;
(New NJPDES or Modified NJPDES), Pollutant Discharge Elimination System,
N.J.A.C. 7:14A-1 et seq.
- (2) **Treatment Works Approval**, (Permit to Construct N.J.A.C. 7:14A-22 and 23.
- (3) Sewer Ban Exemption Approval, Treatment Works Approval, Sewer Bans,
Sewer Ban Exemptions, N.J.A.C. 7:14A-22-1 et seq.
- (4) **Air Permit to Construct/Install/Alter Control Apparatus/Equipment**
Permits and Certificates, N.J.A.C. 7:27-8.1 et seq.
- (5) **Coastal Area Facility Review Act (CAFRA) Permit**,
Coastal Zone Management, N.J.A.C. 7:7E-1 et seq.
- (6) **Waterfront Development Permit**, Coastal Zone Management,
N.J.A.C. 7:7E-1 et seq.
- (7) **Wetlands Permit for Coastal and Waterfront Development**,
Coastal Zone Management, N.J.A.C. 7:7E-1 et seq.
- (8) **Freshwater Wetlands Permit**, Freshwater Wetlands Protection,
N.J.A.C. 7:7A-1 et seq.
- (9) **Stream Encroachment Permit**, Flood Hazard Area Control,
N.J.A.C. 7:13-1 et
- (10) **Solid Waste Facility Registration**, Solid Waste,
N.J.A.C. 7:26-1 et seq.

- (11) **Disruption of Solid Waste** (construction or excavation activity on or in a closed or existing solid waste land disposal area), Solid Waste, N.J.A.C. 7:26-2.A.8(j).
- (12) **Hazardous Waste Facility Registration**, Solid Waste, N.J.A.C. 7:26-1 et seq.
- (13) **Discharge Prevention, Spill Compensation and Control Approval**, Discharges of Petroleum and Other Hazardous Substance, N.J.A.C. 7:1E-1 et seq.
- (14) **Water Lowering Permit**, Fish and Game Laws N.J.S.A. 23:5-29.
- (15) **Water Quality Certification**, Freshwater Wetlands Protection Act Rules, N.J.A.C. 7:7A-1 et seq., and the Federal Clean Water Act Amendments of 1977, 33 U.S.C. 1251, Section 401
- (16) **Dredge and Fill Permit, Army Corps of Engineers**, Clean Water Act, 33 U.S.C. 1251 et seq., Section 404.
- (18) **Permit to Divert Surface or Subsurface Waters (Dewatering)**, Water Supply/Allocation Permits, N.J.A.C. 7:19-1 et seq.
- (19) **Underground Storage Tank Permit**, Underground Storage, N.J.A.C. 7:14B-1 et seq.
- (20) **Consistency Determination with Water Management Plans**, N.J.A.C. 7:15-1 et seq.
- (21) **Assessment of Consistency with the New Statewide Water Supply Plan**, N.J.S.A. 58:1A-1 et seq.
- (22) **Assessment of Consistency with the New Jersey State Development and Redevelopment Plan**, New Jersey State Planning Act.
- (23) **Delaware and Raritan Canal Commission Approval**, Delaware and Raritan Canal, N.J.A.C. 7:45-1 et seq.
- (24) **Green Acres Program Review**, Green Acres Program, N.J.A.C. 7:36-1 et seq.
- (25) **Pinelands Commission Approval**, Pinelands, N.J.A.C. 7:50-1 et seq.
- (26) **Hackensack Meadowlands Development Commission Approval**,

N.J.A.C. 7:7E-3.45.

- (27) **Delaware River Basin Commission Approval**,
Delaware River Basin Compact, N.J.S.A. 58:18-18 et seq.
- (28) **Toxic Catastrophe Prevention Act**, N.J.A.C. 7:31-1 et seq.
- (29) **Dam Safety Permit**, Safe Dam Act, N.J.A.C. 7:20-1 et seq.
- (30) **Safe Drinking Water Permit**, N.J.A.C. 7:10-1 et seq.
- (31) **Procedures Concerning the New Jersey Register of Historic Places**,
N.J.A.C. 7:4-1 et seq.

ADMINISTRATIVE REVIEW OF SPECIFICATIONS

C

PROJECT NO: _____

PROJECT NAME: _____

APPLICANT: _____

CONSULTANT: _____ TEL: _____

PROJECT MANAGER: _____ REVIEW DATE: _____

PROCUREMENT METHOD

Local Government Units must comply with Local Public Contracts Law or other applicable procurement method authorized under state law. If another method is proposed, the applicant must identify the method and supply a legal opinion supporting the selected method. Applicants must still address items below that reference LPC but are not required to adhere to the LPC requirements.

	PAGE NO.	REFERENCE
<u>NOTICE TO BIDDERS</u>		
FORMAL ADVERTISING		
a) Scope of work statement _____		
b) Funding statement _____		N.J.A.C. 7:22-3.17(d), 4.17(d)
c) SED Req. _____		N.J.A.C. 7:22-9 et.seq.
d) BID BOND _____ surety bonds must be written by surety companies listed on Dept. Circular 570 _____		LPC 40A:11-21, N.J.A.C. 7:22-3.17(g), 4.17(g)
e) Time for preparing bids (10 day minimum) _____		LPC 40A:11-23
f) Public opening of bids, etc. _____		LPC 40A:11-23

GENERAL CONDITIONS

1. Addenda Procedure _____ (minimum 7 workings days notice)		LF LPC 40A:11-23
2. No. of calendar days reqd. to complete _____ (consistent with formal advertising)		LPC 40A:11-17
3. Award to lowest responsible bidder _____ Time limit to award contract (60 days) _____ Right to reject bids _____		LPC 40A:11-6.1 LPC 40A:11-24
4. Penalties for falsification _____		LPC 40A:11-33 - 34
5. Buy American (assembled in USA) _____		LPC 40A:11-18 & USEPA Guidance
6. Competition (brandname or equivalent) _____		LPC 40A:11-13

- | | |
|---|--|
| 7. DEP Bid Document Submission Checklist _____
(use MFCE form) | LPC 40A-11-23.2 |
| 8. Liquidated Damages _____ | LPC 40A:11-19 |
| 9. Labor Standard Provisions _____
[insert EPA Form 5720-4 (5-13)]
(Not applicable to drinking water SRF program.) | N.J.A.C. 7:22-3.17(e),
4.17(e) |
| 10. EPA Mandated "Attachment 6" _____ | |
| 11. EEO Form _____ | |
| 12. Non Collusion Affidavit _____ | |
| 13. Certification of Non-segregated Facilities _____ | |
| 14. Latest NJ State Wage Rates _____ | N.J.A.C. 7:22-3.17(a)25 |
| 15. Latest Federal Wage Rates _____ | |
| 16. Bonding & Insurance
Performance Bond (100%) _____
Payment Bond (100%) _____
Maintenance Bond _____
Environmental Maintenance Bond (\$25,000 or 50% _____
of price bid for the materials needed to fulfill
environmental specs.)
Bid Bond _____
Insurances _____ | N.J.A.C.7:22-10.11(p)

N.J.A.C. 7:22-3.17(a)19 |
| 17. Payment to Contractors * _____ | N.J.A.C. 7:14-2.8 |
| 18. Partial Payments _____
(including 2% retainage, return of retainage) | LPC 40A:11-16.2,
16.4 |
| 19. Extra Work Compensation * _____ | N.J.A.C. 7:14-2.7 |
| 20. Change Order Form (insert Dept. issued form) _____ | |
| 21. Access to Records & Site _____ | N.J.A.C. 7:22-3.23,
4.23 |
| 22. Project Sign _____ | N.J.A.C. 7:22-3.27,
4.27 |
| 23. Debarment & Suspension _____ | N.J.A.C. 7:22-3.39,
4.39 |
| 24. Mobilization ** _____ | N.J.A.C. 7:14-2.9 |
| 25. Bid Items for Sewer Pipe ** _____ | N.J.A.C. 7:14-2.10 |
| 26. Minimum Unit Prices for Sewer Pipe ** _____ | N.J.A.C. 7:14-2.11 |
| 27. Need for Uniformed Traffic Control Officers _____ | |
| 28. Bid Item for Asphalt/Fuel Cost Adjustment _____ | NJDCA website guidance |

PAGE NO.

REFERENCE

29. Responsibility for As-Built Drawings **	_____	N.J.A.C. 7:14-2.2
30. Responsibility for Permits *	_____	N.J.A.C. 7:14-2.3
31. Responsibility for Field Layout *	_____	N.J.A.C. 7:14-2.5
32. Preconstruction Conference (NJDEP, Applicant, Engineer etc.)	_____	N.J.A.C. 7:22-3.17(d)26

* Cited regulation applies to Clean Water SRF projects, Drinking Water SRF projects must identify the procedure for the flagged items.

** Cited regulation applies only to Clean Water SRF projects for sewer system construction (collection systems, interceptors and force mains).

EXPENSE REVIEW CHECKLIST

Applicant's Name _____

Project Worksheet # _____

RFR # _____

Helpful Hints

- Attach this checklist to the top of every RFR and check the boxes as appropriate
- Organize the RFR with supporting documentation for ease of review

Force Account Labor – Documentation Requirements *(as applicable)*

- Force Account Labor Summaries
- Timesheets / Payroll Records
- Fringe Benefits Sheet
- Pre-Existing Overtime Policy

Force Account Equipment – Documentation Requirements *(as applicable)*

- Force Account Equipment Summaries
- Force Account Labor Summaries or Timesheets / Payroll Records
- Equipment Inventory List including make, model, horsepower, etc.

Materials – Documentation Requirements *(as applicable)*

- Material Summary Records
- Invoices / Receipts
- Evidence of Proper Procurement
- Contracts

Rented Equipment – Documentation Requirements *(as applicable)*

- Rented Equipment Summary Records
- Invoices / Receipts
- Evidence of Proper Procurement
- Contracts / Copy of signed Rental Agreements

Contract Work – Documentation Requirements *(as applicable)*

- Contract Work Summary Records
- Pay Applications / Invoices / Receipts
- Evidence of Proper Procurement / Bid Tabulation Sheet, Bid, Performance and Payment Bonds
- Request for Proposal (RFP) / Request for Qualifications (RFQ) (Use only for architectural/engineering professional services)
- Contract – Signed by vendor and applicant

E

N.J.D.E.P.

Municipal Finance and Construction Element, Bureau of Construction & Connection Permits.

INTERIM CONSTRUCTION INSPECTION REPORT

Project No.	Applicant :			
Date Visited :	Date Last Visit :			
DEP Representative:				
SECTION: I – GENERAL				
1. Persons Contacted:				
<u>NAME</u>	<u>TITLE</u>	<u>ORGANIZATION</u>		
2. Status of Schedule :				
A. Date Construction Start :	B. Original Project Completion Date :			
C. Revised Proj. Compl. Date :	D. Scheduled Percent Complete :			
E. Actual Percent Completion :	1. By Loan Payment :			
	2. By Construction in-place :			
	3. By Time :			
3. Description of Project :				
4. Contracts :				
<u>Contractor</u>	<u>Description of Work</u>	<u>Amount</u>	<u>Date Started</u>	<u>Percent Complete</u>

SECTION : II – CONSTRUCTION QUALITY

1. Work-In-Place (structural, mechanical, electrical, interceptors, de-watering, bedding, backfill, condition of pipe, restoration) :

2. Special Conditions (environmental provisions, wetlands encroached, permit requirements, right-of-way not exceeded, seasonal restrictions, etc.) :

3. General Safety (personnel, equipment, site, storage areas) :

If problems are present, was OSHA notified? Yes No (explain) :

4. Is Adequate Treatment Maintained During Construction? Yes No

5. Are Federal and State Wage Rates and Requirements being met? Yes No

6. Project Sign:

7. Contractor Organization (adequate manpower, equipment, supervision) :

8. Site Conditions (drainage, erosion and sediment control) :

SECTION: III – RESIDENT INSPECTION**1. Authority of Engineer :****2. Personnel (adequate manpower, qualifications, authority) :****3. Plans and Specifications (complete, up-to-date, as-built drawings) :****4. Daily Logs and Reports :****5. Test for Materials & Equipment (required tests, adequacy of procedures, results) :****6. Infiltration / Exfiltration :****7. Progress Schedule (changes, slippages) :****8. Shop Drawings :**

SECTION: IV – CONTRACT ADMINISTRATION

1. Project Files (complete and up-to-date, orderly, accurate, available, supports construction actions) :

2. Payment Estimates (accounting procedures, documentation, discrepancies) :

3. Special Loan Conditions :

A. O&M Manuals :

B. Plan of Operation :

C. UCS :

D. Sewer Use Ordinance :

*E. Sewer System Evaluation & Rehabilitation
Schedule :*

F. One Year Project Performance Certification :

4. Change Orders / Overruns (number & size are not excessive; properly justified and documented, timely processing) :

[Empty rectangular box for notes or comments]

SECTION: V – GENERAL STATUS

1. Are Loan Conditions Being Acted Upon or Complied With? YES NO

2. Are There Any Construction Claims or Problems, Which May Result in Time Extension or Loan Amendments? YES NO

3. Based on interim inspection are there any recommendations or actions needed by the loanee, engineer, contractor or other parties at this time?

4. Status of Initiation of Operation (N7) entire project.

5. Status of Final Construction Completion (N5) entire project.

6. Status of Affirmative Certificate of Performance (KA).

Prepared by: Project Manager	Date:

F B

Engagement Query Questions or Request for Clarification

New Jersey Environmental Infrastructure Trust

Page #	Engagement Query Section	Question

9

Cost Quote

Cells to be completed by Contractor Protected Cells

Firm Name: _____

Cost Quote for: Year 1
 Year 2
 Year 3

Staffing Category	Hourly Billing Rate (\$)	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		Total Hours Per Staff Category	Total \$ Per Staff Category
		Hours	Amount (\$)	Hours	Amount (\$)	Hours	Amount (\$)	Hours	Amount (\$)	Hours	Amount (\$)	Hours	Amount (\$)	Hours	Amount (\$)	Hours	Amount (\$)		
Partner/Principal/Director			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Program Manager			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Project Manager			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Subject Matter Expert			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Supervisor/Senior Consultant			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Consultant			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Associate/Staff			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Administrative Support			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Other			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Other			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Other			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Other			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Other			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00

Total Direct Cost
 (Attach a detailed person-hours and estimated direct cost for the duration of the engagement)

Total Travel Cost
 (Attach a detailed person-hours and estimated travel cost for the duration of the engagement)

Grand Total

\$0.00